

Clinton Christian Academy

2019-2020

Student, Parent/Guardian

Handbook

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www.clintonacademy.org



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Clinton Christian Academy | 2019-2020 CALENDAR

JULY 2019						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	28	30	31			

- 1 Tuition Payment Due (if paying in full) for 19-20 school year
- 4 Independence Day
- 10 Tuition Payment Due

- 1-3 No School
- 6 School Resumes
- 10 Tuition Payment Due
- 17 End of 2nd Quarter
- 20 No School—M.L. King Day
- Teacher In-Service**
- 27-31 Spirit Week
- 28 Re-Enrollment Meeting 6pm in the CCA Cafeteria
- 31 CCA Basketball Tourney

JANUARY 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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AUGUST 2019						
S	M	T	W	Th	F	S
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25	26	27	28	29	30	31

- 10 Tuition Payment Due
- 27 New Parent Orientation 7pm
- 27, 28, 29 Teacher In-Service**
- 29 Meet the Teacher 5-7pm

- 1 CCA Basketball Tourney
- 7 CCA Round-up 9-noon
- 10 Auction Catalog Deadline Tuition Payment Due
- 17 No School; Presidents' Day
- 29 CCA Auction Day

FEBRUARY 2020						
S	M	T	W	Th	F	S
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SEPTEMBER 2019						
S	M	T	W	Th	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 2 Labor Day
- 3 School Begins
- 10 Tuition Payment Due
- 17 Health Screenings
- 24 Hearing Screenings
- 25 School Pictures

- 3 Donuts w/Dad K4-2nd
- 5 Donuts w/Dad 3rd-6th
- 10 Tuition Payment Due
- 13 Basketball Banquet 6pm
- 18 End of 3rd Quarter
- 19-20 Spring Break; No School
- 31 Muffins w/Mom K4-2nd

MARCH 2020						
S	M	T	W	Th	F	S
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29	30	31				

OCTOBER 2019						
S	M	T	W	Th	F	S
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20	21	22	23	24	25	26
27	28	29	30	31		

- 2 Midterms Go Home
- 2-4 Book Fair
- 4 Grandparents' Tea K4-6th Midterms Returned
- 10 Tuition Payment Due Movie w/Mom 6:30pm
- 11 No School
- 24 School Picture Retakes
- 25 Dental Screenings

- 2 Muffins w/Mom 3rd-6th
- 10 Tuition Payment Due
- 10-13 No School; Easter Break
- 22 Midterms go Home
- 24 Midterms returned
- 27-May 1 Standardized Tests

APRIL 2020						
S	M	T	W	Th	F	S
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NOVEMBER 2019						
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- 1 End of 1st Quarter Fall Sports Banquet 6pm
- 7 Parent/Teacher Conferences 3:30-6pm
- 8 No School; Parent/Teacher Conferences 8:30-12
- 10 Tuition Payment Due
- 12 Diamonds w/Dad K4-3rd
- 14 Diamonds w/Dad 4th-11th
- 27-29 No School

- 1 Standardized Tests
- 4 West Central Spelling Bee
- 14 Track Banquet 6pm
- 15 Book Fees for 20-21 Due Spring Concert for 3rd-11th 6pm at FBC of Clinton
- 18 8th Grade Promotion
- 19-22 Uniform Garage Sale
- 21 K4 Promotion 6:30pm
- 22 Last Day; End of 4th Quarter; 11:30 Dismissal

MAY 2020						
S	M	T	W	Th	F	S
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31						

DECEMBER 2019						
S	M	T	W	Th	F	S
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29	30	31				

- 2 School Resumes
- 10 Tuition Payment Due
- 11 Midterms go Home
- 13 K4-2nd Christmas Program 6pm at FBC Clinton Midterms Returned
- 19 3rd-11th Christmas Program 6pm at FBC Clinton
- 20 11:30 Dismissal
- 23-Jan. 3 Christmas Break

- 10 Tuition Payment Due

YELLOW: Early Dismissal
RED: No School Days
BLUE: Teacher In-Service

JUNE 2020						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
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Background Information (History)

The Clinton Christian Academy (CCA) is a 501(c)3 non-profit corporation. It was established in the year 2000 as a non-denominational private Christian elementary school, believed by the founders to be commissioned by God. It quickly expanded to include the grades 6-8 and had its first 8th grade graduating class in 2003. In the fall of 2016 God called the Board of Directors to step out in faith, once again, and expand into high school starting in the 2017-18 school year. CCA is governed by a Board of Directors and operated by a God-centered Christian administrator and God-centered Christian teachers. Through prayer, God has shown numerous miracles and overwhelming blessings. Please pray for your teachers, your administrator, and the board to have Christ-centered lives and to have His wisdom while serving.

Mission Statement

Colossians 2:2-4, 6-8 *“That their hearts may be encouraged, being knit together in love, and attaining to all riches of the full assurance of understanding, to the knowledge of the mystery of God, both of the Father and of Christ; in whom are hidden all the treasures of wisdom and knowledge. Now this I say, lest anyone should deceive you with persuasive words. As you therefore have received Christ Jesus the Lord, so walk in Him, rooted and built up in Him, and established in the faith, as you have been taught, abounding in it with thanksgiving. Beware lest anyone cheat you through philosophy and empty deceit, according to the tradition of men, according to the basic principles of the world, and not according to Christ.”*

To inspire and equip our students with a challenging Christian, Bible-based curriculum, and holistic approach to their development while promoting Christ-centered living and patriotism.

CCA Guiding Principles

We teach 1) Christian Principles and Character, *through* 2) Christ Centered Academic Excellence, *while promoting* 3) American Patriotism.

CCA Motto

To share the saving knowledge of Jesus Christ, preparing hearts and minds to impact the world for Him.

CCA Affiliation

Clinton Christian Academy is a member of the Association of Christian Schools International (ACSI).

Non-Discrimination Policy

“Clinton Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities, generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.”

CCA retains the right to change any policy or procedure at any time at its sole discretion.

Statement of Faith

Each member of the Board of Directors, and each employee of the Corporation, having accepted Jesus Christ as personal Savior, shall subscribe annually in writing to the following Statement of Faith:

1. **We believe the Bible to be the inspired Word of God.**
2. **We believe that there is only one God, eternally existent in three persons: Father, Son and Holy Spirit.**
3. **We believe in the deity of Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.**
4. **All humans are sinful by nature (Romans 3:23; 5:12) and can only be forgiven by the expression of trust in Jesus as Savior (John 3:16), brought about by the regenerating work of the Holy Spirit (Titus 3:5-7, Matthew 28:18-20).**
5. **We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.**
6. **We believe in the resurrection of both the saved and the lost, they that are saved unto the resurrection of life.**
7. **We believe in the spiritual unity of believers in our Lord Jesus Christ.**
8. **We affirm the sanctity of human life as established by God the Creator and believe that such sanctity extends to the child not yet born.**
9. **The Christian home should serve as a setting for teaching children the sacred character of human sexuality and for showing them how its meaning is fulfilled in the context of love, fidelity, and patience within a heterosexual marriage.**
10. **We believe in the biblical account of creation ("*In the beginning God created the heavens and the earth . . .*"-Genesis 1:1).**
11. **We believe the ultimate responsibility for the education of children belongs to parents (Deuteronomy 4:9; 6:1-25; 4:1-4). We believe this is an inalienable right given by God, which the State cannot create, destroy, or alter.**

Philosophy of Education

The educational process in a Christian school is dependent on Biblical philosophy so that children may be prepared to assume their proper place in the home, the church, and the state. Accordingly, the philosophy of education for Clinton Christian Academy is as follows:

The philosophy of Clinton Christian Academy is based on a God-centered world view and that the Bible is the inspired Word of God. God created all things and sustains all things. Therefore, the universe and humanity are dynamically related to God and have the purpose of glorifying Him. Because humans are sinners by nature and choice, they cannot glorify or know God. A person can do this only by choosing God's free gift of salvation through his Son, thereby committing his or her life to the Lordship of Jesus Christ.

Our aim socially is to provide a Christian perspective on life and the world from which will come a balanced personality and a proper understanding and acceptance of one's role in life at home, at work, at play, and at worship---all grounded in the Christian concept of love.

This philosophy channels our energies to promoting high academic standards while helping students to achieve skills in creative and critical thinking, using the best integrated curriculum materials available. The objective of our instructional program is to enable students to pursue a secondary and post-secondary education of their choosing, whether in college, university, or vocational training.

Our responsibility for the student encompasses their spiritual, intellectual, physical, social, and emotional areas. These are inseparable, and through them all runs the thread of the spiritual. Therefore, it must be our aim to shun the tendency to teach the Bible compartmentally or on the intellectual level alone---the spiritual thread must be woven throughout the total curriculum.

It is apparent, then, that the types of activities we participate in and promote are consistent with our basic philosophy. The spiritual must permeate all areas---or else we become textbook oriented rather than student centered.

This philosophy dictates that we encourage parental involvement and respect for authority in every phase of the student's development, always seeking God's guidance in training up the child in the way that he/she should go.

The American's Creed by William Tyler Page

I believe in the United States of America as a government of the people, by the people, for the people, whose just powers are derived from the consent of the governed, a democracy in a republic, a sovereign Nation of many sovereign States; a perfect Union, one and inseparable; established upon those principles of freedom, equality, justice and humanity for which American patriots sacrificed their lives and fortunes.

I therefore believe it is my duty to my country to love it, to support its Constitution, to obey its laws, to respect its flag, and to defend it against all enemies.

Patriotism

“Patriotism is an inner feeling that is difficult to define; for each of us it has a different meaning and each of us meets it with a different emotional reaction—feelings of pride, gaiety, a lump in the throat and a tear in the eye, a swelling of the chest and quickened breath, a fierce desire to battle for that which we believe, and even the dedication of one’s life to a cause. Where and when these feelings begin, we do not know, but we feel that the school should play an important part in developing patriotism in all its aspects. The small child is just beginning to have feelings of loyalty and pride, and these will grow best in an atmosphere of love and security, in aroused interest and broadened fields of knowledge, in chances to work with others, and through good examples in everyday living.” (Excerpt from Planned Patriotism)

We suggest that all the parents find time to watch “America’s Godly Heritage” video (available in the CCA Library). Please help us to stay informed if you hear of laws that violate our Christian philosophy of education. From time to time we will send home information on said laws that will need your attention to write letters addressing these laws to our President and Congressmen.

Admission Policy

Enrollment is limited in each classroom to no more than 20 students per grade in the 7th through 12th grades, 16 students per classroom in Pre-Kindergarten 4 years old (K4) - 6th grade.

Students enrolling in K4 or K5 must be age 4 or 5, respectively, on or before September 1st of the current school year. All students entering CCA will be given an assessment exam to help ascertain readiness and proper placement.

Clinton Christian Academy admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities, generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of educational policies, admissions, policies, scholarship and loan programs, athletic or other school administered programs.

All new students and parents are required to attend an enrollment conference, which often includes an educational success consultation.

The following forms must be completed and submitted prior to enrollment and the first day of class:

- Admissions Application
- Student Immunization Form (up to date)
- Birth Certificate
- Parent/Guardian Agreement Form (first day of class)
- Request for School Records (for transfers only)

Enrollees will be given preference based on the following (in order):

1. Returning Students
2. Teacher’s Children
3. Non-Teaching Staff Children
4. Siblings of Returning Students (number of siblings is considered)
5. According to the date they were added to the waiting list.

New Enrollees: The CCA Administrator will notify parents within the week following the enrollment conference to confirm or deny their child’s acceptance for enrollment. Parents will be given one week from the acceptance call by the school to confirm enrollment and pay the book fee(s). If enrollment is not confirmed the seat will be considered open to other students on the waiting list. CCA is able to assist some children with special needs through the Clinton School District. Special Needs children must qualify for, enroll, and participate in the CSD program to maintain CCA enrollment.

Returning Students: In February, returning students may secure a seat for the upcoming school year by returning the signed Commitment form and then paying the appropriate book fee(s) by May 15th.

All fees (tuition, book, lunch/milk, volunteer hours, & after school study program) must be paid from the previous year before enrollment for the following year is accepted.

Home School Students: Home School students who wish to enroll in CCA will be administered an assessment measurement for grade placement, prior to enrollment. They may enroll full time in grades K4-12 or part-time in grades 6-12, taking up to 2 classes per year. Part-time tuition is calculated as the current full time tuition divided by 7, plus a yearly \$250 enrollment fee. The book fee is calculated based on the cost of the books for each class.

Transfer Policy

CCA will not enroll students that have been expelled from his/her previous school.

Student's records (Request for School Records Form) and standard enrollment forms are required for students wishing to transfer to CCA.

Tuition

I Timothy 5:18 *“For the scripture says, you shall not muzzle an ox while it treads out the grain, and, the laborer is worthy of his wages.”*

CCA is primarily funded by tuition. CCA budgeting requires parents/guardians to keep their financial commitments current during the entire year. See Parent/Guardian Agreement in Appendix B.

The tuition schedule for the current school year can be found in Appendix A of this handbook, or the school office.

Tuition paid in full by July 1, for the upcoming school year will receive a 3% discount. Tuition can also be paid on an 11-month (**June thru April**) payment schedule. If choosing the monthly option it is expected that tuition be paid in full by April 10, unless other arrangements have been made with the School Administrator. **If tuition is not paid by the tenth of the month, a late fee of \$10.00 will be automatically assessed. An account that falls one or more months behind may cause suspension or dismissal of the child from CCA unless arrangements have been made with the Administrator, Financial Secretary, or Treasurer of the CCA Board of Directors. A charge of \$25.00 will also be assessed if a check does not clear the bank. **Final report cards and all records will be withheld until tuition, volunteer hours, and other accounts have been paid-in-full.****

Grades 11 & 12 CCA tuition will be calculated on a per class basis and only on classes being taken at CCA and taught by CCA instructors. The cost will be \$700 per class taken at CCA. Those students taking online classes during the day at CCA will be charged \$300 and will also be required to pay any fees required by the institution offering the class.

In order to keep tuition costs low, CCA parents are required to be involved during the fundraisers; financially as well as volunteering. Parents with 1 child at CCA are required to perform 20 hours of volunteer work. (10 of the 20 hours must be spent working at a CCA fundraiser event or meeting.) Parents with 2 or more children at CCA are required to perform a total of 40 hours of volunteer work. (20 of these hours must be spent working at a CCA fundraiser event or meeting.). Families may opt out of the volunteer hour requirement by paying \$500 per child. Volunteer tasks include, but are not limited to, building maintenance, lunchroom duty, classroom helpers, fundraising events, gate & concession stand help, and work supporting school committees.

Parents needing assistance with tuition can apply for the CCA Tuition Scholarship, Trinity Lutheran Scholarship, ACE or FAST (both are needs-based tuition assistance through the school office). Those families needing greater assistance should apply through ACE or FAST (web based financial aid service that determines the amount of assistance to be awarded). There is a fee paid to FAST when the online application is submitted. Families who qualify through ACE or FAST can obtain assistance up to a total of 50% for each child's tuition. To access the primary award amount online applications must be completed by April 15. See the financial secretary for more information on ACE or FAST.

The other Scholarships available are through Trinity Lutheran Church and the CCA Tuition Scholarship. These scholarships are paper applications that may be obtained from the school office. Please see the CCA school office for this scholarship award amount. Families who are awarded the full 50% Tuition Assistance through the ACE or FAST program are not eligible for the CCA Tuition Scholarship. Trinity Lutheran and CCA Tuition Scholarship applications should be turned into the school office.

School Fees

The book fee schedule for each school year can be found in Appendix A of this handbook. Grades 11 & 12 CCA book and supply fee will be calculated on a per class basis and only on classes being taken at CCA and taught by CCA instructors. The cost will be \$70 per class taken at CCA. The sports fee is \$40 per sport, per season, per individual. Home School athletes each year will pay a \$100 participation fee + the current per sport fee. The band instrument rental fee is \$10 per month for the first year of rental and then \$5 per month for each additional year of instrumental rental.

Curriculum

Luke 2:52 *“And Jesus increased in wisdom and stature and in favor with God and men.”*

CCA predominately utilizes "A Beka Book" and Bob Jones University Press curriculum. A Beka Book is a challenging, aggressive curriculum with over 50 years of experience in Christian schooling. Our curriculum is NON-denominational in that our teachings are biblically based. Bob Jones is also a highly regarded Christian provider, and in the 5th grade and up, CCA believes it does a stronger job of preparing students for higher learning. All of the high school curriculum is designed to prepare each student for every opportunity upon graduation. We do not include ceremonial or doctrinal beliefs of different denominations. CCA uses the New King James Version of the Bible in all curricula. Students must pass $\frac{3}{4}$ of all courses taken in order to be eligible for promotion to the next grade, including math, language, and reading.

Additionally, in an effort to enhance the student's learning experience, students in grades K-5 through 12th will have Spanish class on a weekly basis. Also, students 3rd through 12th will have weekly instruction in the computer lab to learn proper use of a computer, safe surfing on the Internet and proper keyboarding technique. All computers in all of the classrooms have filtered Internet. When used properly the Internet offers a tremendous amount of learning possibilities and educational enrichment to the students. Students will be instructed that they are only to access sites for educational purposes, and this should only be done with a staff member in the room with them. As is the case with any computer that uses the Internet (even with filtering software), safe surfing cannot be positively guaranteed. Students and parents are expected to read the Computer Use Policy (see Appendix D of this handbook) and indicate their compliance and understanding by signing the Acceptable Use Agreement annually.

Expected Student Outcomes

Our 2 Guiding Principles are: 1) **CHRISTIAN PRINCIPLES and CHARACTER, and** 2) **CHRIST CENTERED ACADEMIC EXCELLENCE.** These principles break down into the following goals:

- 1) To Develop a Love for Others and Provide a Safe, Nurturing, and Christian Environment –
Matthew 22:39, Colossians 2:2-4, 6-8
EXPECTED STUDENT OUTCOMES: To:
 - a) Be kind, loving and respectful to others.
 - b) Demonstrate the ability to love and serve others through actions and words.
 - c) Demonstrate respect for authority: God, peers, community, self, and accepting of boundaries.
 - d) Be willing to learn to respect the needs, ideas and opinions of others.
 - e) Be willing to desire to create an atmosphere of peace instead of chaos.
 - f) Develop a moral conscience that is based on God’s Word, the Holy Bible.
 - g) Be willing to be challenged to learn to treat others as you would like to be treated.
- 2) To Develop a Love for God and a God-Centered Biblical World View – Matthew 22:37, Isaiah 43:7
EXPECTED STUDENT OUTCOMES: To:
 - a) Understand that God is the creator of the heavens, the earth, and of man (Genesis 1).
 - b) Understand that we are created to bring glory to God and not ourselves
 - c) Develop a thorough knowledge of scripture to share and defend their faith.
 - d) Be introduced to the need to become active and supportive of a local evangelical church
 - e) Be challenged to develop a hunger to grow in the knowledge and understanding of the Bible.
 - f) Apply biblical principles as the foundation for moral and spiritual living.
 - g) Develop biblical literacy enabling the student to apply God’s word to everyday life decisions.
 - h) Understand that all thoughts and choices have consequences.
 - i) Understand that we are empowered by the Holy Spirit to pursue a life of faith,
goodness, self-control, perseverance, godliness, brotherly kindness, and love.
- 3) To Develop a Love for Learning and the Ability to Think Creatively and Critically – Proverbs 1:5
EXPECTED STUDENT OUTCOMES: To:
 - a) Understand that work has dignity as an expression of the nature of God, and that any
done for or to the Lord is an act of worship.
 - b) Learn to establish the attitudes and habits that lead to academic excellence
 - c) Be well prepared in all academic disciplines, and be skilled in reading, writing,
speaking, listening, thinking, and problem solving.
 - d) Possess the critical thinking skills, creativity and confidence necessary to handle
opportunities and adversities.
 - e) Endeavor to develop their full academic potential according to their God-created
individual ability.
 - f) Have exposure to and an appreciation of other languages and cultures.
 - g) Be prepared for success in secondary and higher education or vocational endeavors.
- 4) To Partner with the Home and the Church in Training the Child and Developing a Love for America –
Proverbs 22:6, Excerpt from Planned Patriotism, and The American’s Creed
EXPECTED STUDENT OUTCOMES: To:
 - a) Be challenged to accept and then develop a relationship with Jesus Christ as their
personal Savior and Lord.
 - b) Be challenged to learn to love the Lord their God, with all their heart, soul, mind, and
strength.
 - c) Model character that demonstrates Christ-like attitudes and traits.
 - d) Be engaged in impacting their world positively through their own unique talents and abilities.
 - e) Understand the worth of every human being as created in the image of God and
treating people with respect, dignity, grace and truth.
 - f) Learn to serve the family, church, school, and community with their God-given gifts.
 - g) Treat their bodies as temples of the Holy Spirit through decisions about nutrition,
fitness, and lifestyle.
 - h) Develop the necessary skills to function in a constantly changing technological society.
 - i) Develop love, support, obedience, and respect for America, its founding and its future.

Lunch and Milk

CCA operates its own cafeteria serving hot lunches. The cost for purchasing a hot lunch is \$2.60 per day. CCA participates in the free and reduced lunch program. If you think that your family qualifies, please contact the office for the proper forms to fill out in order to participate. Microwaves are available and lunchroom helpers can assist in their use for children who bring their own lunch. White milk, chocolate milk, or juice is available for purchase. Milk .40 and Juice .30. NO Carbonated beverages should be consumed in the lunchroom.

A monthly menu will be sent home for students purchasing hot lunch. The hot lunch can be selected on a daily basis, as the lunch count is done each morning.

K4-4th grades enjoy snacks every day. Students may purchase milk/juice to accompany the snack, bring their own drink, or drink from the water fountain.

All payments for hot lunch or drinks should be made payable to CCA and delivered to the school office. Cash must be in an envelope marked with the child's name and teacher's name.

The Financial Secretary will keep track of each student's lunch/snack account on a weekly basis. If an account becomes underfunded, a notice will be sent home on Friday. If payment is not received within one week, these services will be discontinued to the student.

Birthday Treats – Should be coordinated with the child's teacher for grades K4-4th grades and for 5th-12th grade should be coordinated through the school office. Check with the child's teacher or the office to see if there are any students with gluten or other food allergies. If there are food allergies please provide an alternative treat for those children.

After School Study Program

CCA provides an After School Study Program (ASSP) from 3:15 pm – 5:30 pm each school day for only \$5.00/day for any family's first child and \$2.50 for each additional child.

Students in ASSP participate in Christian enrichment activities, snacks, and study time with experienced workers supervising, while waiting for pick up by their parents. Any student left at CCA after the normal pick up time of 3:15 will automatically move to the ASSP and will be charged the daily fee. A late fee of \$1 per minute will also apply for a student left past the 5:30 closing time. Parents/Guardians will receive a bill on the first day of each month for the previous month's charges for ASSP. Payment is due on or before the 15th of every month.

All fees (tuition, book, lunch/milk, volunteer hours, & after school study program) must be current from the previous year before enrollment for the following year is accepted.

Student Dress and Appearance (Uniforms for Grades K4-8th)

Romans 12:1-2 *“I beseech you therefore, brethren, by the mercies of God, that you present your bodies a living sacrifice, holy, acceptable to God, which is your reasonable service. And do not be conformed to this world, but be transformed by the renewing of your mind, that you may prove what is that good, and acceptable and perfect will of God.”*

I Corinthians 6:19-20 *“Or do you not know that your body is the temple of the Holy Spirit who is in you, whom you have from God, and you are not your own? For you were bought at a price....”*

Students attending CCA in grades K4-8th are **required to wear uniforms** so that **all students regardless of their parents'/guardians' economic level are equal in social appearance**. Parents are responsible for ensuring that the proper uniforms are acquired and worn to school and school events. (See parent/guardian agreement in Appendix B of this handbook).

Student's Uniform

- **Boy's/Girl's Pants/Shorts** must be khaki or navy in color, plain or pleated front, chino, active chino, stain resistant, cotton/poly blend, straight leg or boot cut. **No** skinny leg, capri, jegging, joggers, pencil leg, low rise, ponte pants, denim, painter, or cargo. **(A small manufacturer's label on the back is acceptable.)**
- **Skirts/Skorts/Jumpers** (girl's only) must be khaki or navy in color, and be pleated or plain. Shorts must be worn under Skirts/Jumpers. **Plaid** skirt/skort/jumper, may only be purchased through **Dennis Uniform**.
- **Shirts** must be **solid polo style** and red, white, or navy in color (**no manufacturer's/CCA emblem or logo**). They can be performance mesh, interlocking, pique, active, moisture wicking, stain resistant, and can be short sleeve or long sleeve. Shirts must be loose fitting and tucked in at all times for grades 2nd - 8th.

Any leggings, shorts, or "long sleeve undershirts" worn under school uniforms must be solid in color and either red, white, grey, navy or black.

All students in 2nd grade and above should have their shirts tucked in while at school. 1st grade students will be required to have their shirts tucked in after Christmas break each year. Students may wear a CCA sweatshirt or a solid red or navy sweater while in class at school. Jackets or coats may not be worn in the classroom or lunchroom, while at school. They may be worn to school and while on the playground. Students must wear a uniform shirt (or CCA t-shirt on Dress Down days) underneath any CCA sweatshirt, CCA hoodie or sweater while at school.

7th and 8th grade PE uniform – below finger-tip length shorts or warm up pants, t-shirts or sweatshirts. Students will change into their school uniform after PE.

For safety reasons, no open toe shoes may be worn in school. Socks should be mostly solid colors.

Each Friday of the month is a Dress Down for Missions Day. To participate for the month in Dress Down for Missions Day, each student brings \$2 to school on the first Friday of the month. Each month a check is sent to our 2 supported missionaries. Students must wear a CCA t-shirt/sweatshirt with long jeans (no loose fitting, no holes, no rips, no capris or jean shorts) or uniform bottoms or their regular school uniform to participate.

Though uniforms make us LOOK the same, they do not make us BE the same. Underneath our identical covers we have different hearts, different minds, different temperaments, and that is what makes us all different.

Girls' hair should be clean, neat, and appropriate in color. No makeup, lipstick, eye shadow, mascara, eyeliner, or foundation is permitted. At the most two small earrings per ear positioned in the lower lobe are allowed. No other body piercing or body art (including temporary tattoos) is allowed. These regulations apply while at school and on CCA sponsored events and field trips.

Boys' hair should be clean, neat, and appropriate in color. It should be kept cut above the collar, ears and eye brows. No earrings or other body piercing or body art (including temporary tattoos) is allowed. The regulations apply while at school and on CCA sponsored events and field trips.

Student Dress and Appearance Code (Grades 9th-12th)

Romans 12:1-2 *“I beseech you therefore, brethren, by the mercies of God, that you present your bodies a living sacrifice, holy, acceptable to God, which is your reasonable service. And do not be conformed to this world, but be transformed by the renewing of your mind, that you may prove what is that good, and acceptable and perfect will of God.”*

I Corinthians 6:19-20 *“Or do you not know that your body is the temple of the Holy Spirit who is in you, whom you have from God, and you are not your own? For you were bought at a price....”*

Students attending CCA for high school should reflect the fact that students are at school for the purpose of education, not recreation. Parents and students are reminded that items of clothing which may be acceptable and appropriate in social settings are not always appropriate at school. CCA is an academic institution, and school is, in essence, the student’s job; therefore, students need to dress accordingly and use proper hygiene. The way one dresses can have a significant effect upon the attitude of the student and the atmosphere of the classroom. Students wearing clothing or accessories that are deemed inappropriate or distracting to the learning environment will be asked to change. The administrator reserves the right to make all final decisions on acceptable attire and personal appearance. Parents are responsible for ensuring that their child’s dress and appearance are appropriate for school and school events. (See parent/guardian agreement in Appendix B of this handbook).

The CCA Student Dress and Appearance Code is based on the following four principles: 1) Honoring God, 2) Modesty, 3) Professionalism, and 4) Limiting Distractions.

Any jackets, coats, sweaters, or sweatshirts may be worn in the classroom, lunchroom, or anywhere at school.

Each Friday of the month is a Dress Down for Missions Day. To participate for the month in Dress Down for Missions Day, each student brings \$2 to school on the first Friday of the month. Each month a check is sent to our 2 supported missionaries.

9th-12th grade PE dress code – below finger-tip length shorts or warm up pants, t-shirts or sweatshirts. Students will change into their school dress code after PE.

Dress shoes, casual shoes, Crocs, tennis shoes, and dressy style sandals may be worn in school. Socks that show should be mostly solid school colors (red, white, grey, navy, or black).

Shirts –

Girls shirts should be solid, patterned, striped, any color, loose-fitting, extend out to the shoulder joint, and must fully cover the back, midriff, and all undergarments. Girls should have their shirt tucked in or no skin showing at the waistline (via a tucked in cami).

Boys shirts must be solid, patterned, striped, any color, loose fitting and remained tucked in at all times. Shirts may be collared or collarless.

Girls and Boys may wear CCA spirit wear.

Girls may wear collared and collarless dressy style shirts, blouses, and sweaters with modest necklines (a modest neckline is one that does not reveal cleavage when the person is standing or bending over).

Girls and Boys may have a small manufacturer’s logo on the front but must be free of additional advertising or slogans on the front and back.

Dresses or Skirts – (Girl’s Only)

Girls dresses and/or skirts must fit properly (not too tight or loose), be free of rips, frays, holes, be worn at the waist, and must come to below the students finger tips. Any slits in dresses or skirts may not exceed 2 inches. Dresses must have modest necklines, be loose fitting, extend out to the shoulder joint; and must fully cover the back, midriff and all undergarments.

Pants –

Girls and Boys may wear solid color long pants, and/or loose fitting jeans. (No skinny jeans, sweat pants, warmup pants, knit styles, jeggings, leggings, tights, spandex material, pajama pants, etc.) All pants should be worn at the waist, free of rips, tears, holes and frays.

Shorts –

Girls and Boys may wear solid color chino or active chino style shorts, and jean shorts. All shorts should be below the fingertips, worn at the waist, free of rips, tears, holes and frays.

Though uniforms make us LOOK the same, they do not make us BE the same. Underneath our identical covers we have different hearts, different minds, different temperaments and that is what makes us all different.

Girls' hair should be clean, neat, and appropriate in color. Makeup, foundation, concealer, lipstick, eye shadow, mascara, eyeliner, should be neutral colors. At the most two small earrings per ear positioned in the lower lobe are allowed. No other body piercing or body art (including temporary tattoos) is allowed. Hats or head coverings should not be worn in the building. These regulations apply while at school and on CCA sponsored events and field trips. The focus is to not draw attention to oneself.

Boys' hair should be clean, neat, and appropriate in color. It should be kept cut above the collar, ears and eye brows. (No makeup, foundation, etc....) No earrings or other body piercing or body art (including temporary tattoos) is allowed. Boys should be clean shaven, no facial hair. Hats or head coverings should not be worn in the building. The regulations apply while at school and on CCA sponsored events and field trips.

The purpose of the CCA Student Dress and Appearance Code is based on the following four principles:

1) Honoring God, 2) Modesty, 3) Professionalism, and 4) Limiting Distractions.

Discipline

Proverbs 22:15 *“Foolishness is bound up in the heart of a child; the rod of correction will drive it far from him.”*

Proverbs 29:17 *“Correct your son, and he will give you rest; yes he will give delight to your soul.”*

Our discipline policy is based on developing these specific areas of a child's character: 1) Accepting Christ as Savior/ the Pursuit of Holiness, 2) Respect, 3) Academic Excellence, and 4) Discipline. Discipline is necessary for the welfare of the student, as well as, the entire school. Proverbs 12:1 tells us that if “we love discipline, we love knowledge”. Learning does not take place in a classroom where there is no discipline. Students are reminded to adhere to a code of good conduct not only for their own benefit, but for the benefit of others (Phil. 2:3-5). A student's discipline is determined by the teachers and, in many circumstances, the school Administrator, based on what they believe is appropriate, considering the child and the circumstance. The following are examples of reasonable classroom expectations:

- Being in your seat promptly with materials before class begins
- Speaking with respect to everyone – classmates, teachers, staff, and administration
- Keeping hands and feet to yourself
- Respecting other people's property
- Showing consideration of other's opinions

The basic steps used for a violation of class or school rules will usually be a verbal warning, loss of recess, a note or phone call home, and/or after or before school detentions (a detention notification will be sent home prior to serving the detention). Corporal punishment may be used with parental/guardian consent when other means of discipline have been exhausted and the problem is reoccurring. The teacher or Administrator will administer corporal punishment with a witness present and parents will be notified before the incident via a phone call to the parents. The individual administering corporal punishment will either be of the same gender or a female administering the punishment to a male child. Offenses that may result in corporal punishment include:

- Using the Lord's name in vain
- Swearing
- Stealing
- Violent acts, threats, or any display of hostility towards others
- Class disruption
- Demonstrated lack of respect for teacher(s) and/or staff

CCA supports high academics and will not exhaust its energies on discipline. Full cooperation is expected of students and parents/guardians in resolving classroom disruption. If any student's conduct at or away from school conflicts significantly with the spirit of this handbook, the school officials may question whether or not the student should continue to be enrolled at CCA. Remember that attendance at CCA is a privilege. Students who do not adhere to our policies forfeit this privilege. *This handbook does not define or address every type and aspect of student behavior; however, CCA retains the right and responsibility to set forth policies, rules, codes, regulations, and procedures.*

Electronic Devices

Students are discouraged from bringing cell phones to school. If brought to school, they **must be in your book bag or out of sight, except for designated times, unless in grades 9-12.** Those abusing this policy will have their phone placed in the office and parents may be called to retrieve it.

High School students (grades 9-12) may choose to receive their textbooks electronically (contact the office for details) and therefore, all student owned tablets and iPads are the responsibility of the student owner and should be used by the student owner appropriately for learning and not as a gaming device.

CCA is **not** responsible for lost or theft of student property.

Parent/Guardian Support/Communication

Deuteronomy 6:5-7 *“You shall love the LORD your God with all your heart, with all your soul, and with all your strength. And these words which I command you today shall be in your heart: You shall teach them diligently to your children, and shall talk of them when you sit in your house, when you walk by the way, when you lie down, and when you rise up.”*

The Christian characteristics and morals that CCA impresses on your children during school need to be impressed on them while they are at home as well.

Parents/Guardians are kept informed via a monthly calendar, weekly office Friday letter, notes from child's teacher, office emails and text alerts, digital sign, website, Facebook page, Instagram, and google calendar.

When texting a teacher during school hours, you should not expect them to respond until their planning time or after school, unless they have just contacted you. Whenever you need immediate assistance call the school office at 660-890-2111.

CCA appreciates the vital support and safety provided by parents/guardians during school events and classroom field trips (See Field Trip Policy in Appendix C of this handbook).

Respect for Authority

Hebrews 13:17 *“Obey those who rule over you, and be submissive, for they watch out for your souls, as those who must give account. Let them do so with joy, and not with grief, for that would be unprofitable for you.”*

Ephesians 6:1–2 *“Children, obey your parents in the Lord, for this is right. Honor your father and mother, which is the first commandment with promise: that it may be well with you.....”*

Disrespect to a teacher or any person in authority will not be tolerated.

Resolution of Conflicts

Ephesians 4:29 *“Let no corrupt word proceed out of your mouth, but what is good for necessary edification, that it may impart grace to the hearers.”*

CCA would like to glorify God in all things including disagreements, discouraging gossip, and the like. Please help us to glorify God by resolving all matters through biblical principles found in 1 Corinthians 6:1-8, Matthew 5:23-24 and Matthew 18:15-20.

If a concern regarding your student arises, please prayerfully consider the situation and follow the resolution progression as it is outlined below.

1. Conference with classroom teacher
2. Conference with Administrator and classroom teacher
3. Letter to the CCA Board of Directors outlining your concerns

In the event that a parent/guardian is not satisfied with CCA’s course of action (or inaction) in response to their communication of a concern per the above listed progression, and the issue is one that the parent/guardian feels strongly enough about that they cannot accept CCA’s decision, then CCA will strive to help make the student’s transition into a different learning facility as smooth and uninterrupted as possible. CCA will not usurp the God-given authority a parent has over their children by requiring the student to abide by guidelines and policies that the parents/guardians are not in harmony with. By the same token, once a parent/guardian has usurped the authority CCA’s staff has with a student; our ability to effectively educate the child has been damaged. Therefore, it is simply inevitable that there may be cases where children will be better served by attending a different educational facility.

Further, CCA staff will handle all discussions with parent/guardians in a private, polite, reasonable, and Christian manner (*“...put on tender mercies, kindness, humility, meekness, longsuffering;...”* Colossians 3:12). We require the same courtesy be extended to our staff. Deviation from this requirement will result in the removal of the family’s children from CCA’s enrollment.

Withdrawals

Circumstances beyond a parent's control may force the withdrawal of a student from CCA. In this case, 10% of the full tuition and paid book fees are non-refundable. If a child is withdrawn after the beginning of the school year, the refund will be pro-rated for the remaining school year upon written request, and books will be sent with the child.

Attendance, Excused Absences and Tardies

Attendance and being on time at school is a part of helping to instill in each child a strong work ethic. Parents are encouraged to avoid taking extended (week long) vacations during the school year due to the detrimental effect on the child’s educational progress.

A Student is excused from an absence if:

1. The child is sick
2. Death in the family
3. Doctor/Dentist appointments: (please try to make these after school hours). If it is necessary to be excused early, please send a note the day before so the teacher may have assignments ready.
4. Inclement weather or hazardous road conditions
5. Pre-approved absences: (these absences need to be approved by the teacher and administrator).

Any absence that does not fall under the above excused absences will be considered unexcused and will result in the child receiving all zeroes for the day's work. If a student does not provide a dated note signed by the parent/guardian for an excused absence, the absence will be considered unexcused.

When returning to school, the student must present a dated note signed by the parent/guardian explaining the absence. Parents of younger students should contact the school and ask for their child's work. In grades 7-12 it is the student's responsibility to make arrangements with the teacher for missed assignments. In most cases, the student will be given one day per day(s) of absence to complete the missed assignments. (Two days may be given upon consultation and agreement with the classroom teacher). If a test/quiz/project is scheduled the day a student is absent, the student will be expected to take or have completed the test/quiz/project the day they return to school. If a project was assigned prior to the student's absence, then the project is due the day the student returns to school or on the original due date. Homework for an absent student will be ready for pickup only at the end of the school day.

A student must be present until **11:30 a.m.** to be counted present for the day. Students must sign out in the school office when leaving early and the school authorities must have written parental permission. Students are responsible for the next day's work when leaving early. Any student involved in extracurricular activities must be present at school before **9:30 a.m.** and remain for the entire school day to remain eligible to participate in any extracurricular activities that day.

Any absence of more than five consecutive days, or a combined total of eight days per semester, other than illness or extenuating circumstances, may result in dismissal from school or no credit for the class.

Parents will be called to pick up any student who has a temperature of 100 or above while at school. Students with a fever of 100 or more should be fever free for at least 24 hours before returning to school.

Every effort should be made to make sure the student is at school and arrives on time. Classes start at 8:00 a.m. and if a child is not in attendance or not in their seat, they miss out on important activities and disrupt the class. Students in K5-12th grade who accumulate more than 5 tardies per quarter will be issued a 30 minute after school detention starting with the 6th tardy and for each successive tardy during that quarter.

School Hours and Flow of Traffic

School sessions begin promptly at 8:00 a.m. and students are released at 3:00 p.m. If someone different will be picking up your child, please let the school office know as soon as possible. For the safety of the child, students will not be released to unauthorized escorts. To ensure the safety of students and expedite the dismissal process, teachers will assist students into vehicles as parents pull through the traffic lanes. If parents need to come in during the 3:00pm dismissal time, we ask that they do so through the west doors and to exit through the west doors. This will help speed up dismissal and provide a safer environment.

Those picking up students in car line coming in from the East on West Division road are asked to stay in the right lane and wait for the car in front of them to move forward slowly. Those picking up students in car line coming in from the West on West Division road are asked to stay in the left lane and wait for the car in front of them to move forward. Together both lanes form 2 lines, once in the parking lot, and move forward slowly to

pick up children. In the parking lot, when one of the 2 lanes is empty, vehicles can slowly transfer to the clear lane. When exiting the car line/parking lot, move to the left side to exit and turn left and to the right side to exit and turn right.

School Cancellations

Please listen to KDKD 95.3FM and WDAF-TV, Fox 4 News, and look for text alerts when inclement weather occurs for an announcement prior to 6:30 a.m. regarding the Clinton Christian Academy. Information will also be posted on the CCA’s Facebook page. CCA reserves the right to make our own determinations regarding school closings or postponement. We generally, but not always, will follow the decision of the Clinton School District No. 124 for weather related closings. Please note that if the parent/guardian determines the road conditions to be unsafe, the absence or tardy arrival will be completely understood and will not affect the student’s academic record negatively.

Grading Scales and Honor Rolls

A	100-94	Special Area Class Scale
A-	93-90	
B+	89-87	Excellent = 80-100
B	86-83	
B-	82-80	Satisfactory = 70-79
C+	79-77	
C	76-73	Needs Improvement = 69 and below
C-	72-70	
D+	69-67	
D	66-63	
D-	62-60	
F	59 and below	
S	Satisfactory	
N	Needs Improvement	

A student Honor Roll (Patriot Honor Roll) is kept for students in grades 2nd thru 12th. In order to qualify for the Patriot Honor Roll, a student must receive all “A”s and E’s for the quarter. In order to qualify for the Standard Honor Roll a student must receive nothing lower than “B”s and E’s for the quarter. Mid-term grades will be given in grades 2nd through 12th during each quarter.

Final report cards and all records will be withheld until tuition, volunteer hours, and other accounts have been paid-in-full.

GRADUATION REQUIREMENTS: In order to receive a diploma from CCA and participate in commencement exercises, a student must have completed a minimum of four regular nine month sessions of high school. A student, regardless of the curriculum pursued, must attend CCA during the year immediately preceding graduation, must pass all academic classes, including Senior Bible, and must have earned at least 26 units. Any student who successfully completes and passes the summer school classes necessary for graduation will have the option of picking up their diploma at the school office or returning the following year and participating in the graduation ceremony. If a student is within one class of passing, they may participate in commencement exercises, but will not receive their diploma until successfully completing the course.

The information below lists the number of credits in each subject area that are required for graduation from Clinton Christian Academy. The curriculum framework is structured to provide a strong background in the core disciplines, with specific elective requirements to best prepare students for all aspects of life following high

school. Students and parents are reminded to check each prospective college for specific admission requirements as their requirements may necessitate additional classes.

SUBJECT	CREDITS REQUIRED FOR GRADUATION (rev. 12.6.16)
BIBLE	4 Units (1 for each year at CCA)
ENGLISH	4 Units (English I, II, III, and IV)
SOCIAL STUDIES (Personal Finance .5)	3 Units (American History, World History, American Government)
MATHEMATICS	3 Units (Algebra plus two additional math units)
SCIENCE	3 Units (Physical Science, Biology, plus one additional science unit)
FINE ARTS	1 Unit
PRACTICAL ARTS	1 Unit
PHYSICAL EDUCATION	1 Unit
HEALTH	½ Unit
ELECTIVES	5.5 Units (This includes a recommended 2 credits of Foreign Language)
TOTALS	26 Units

8th Grade Promotion and Class Trip

Promotion will take place each year as scheduled on the school calendar. All students participating in the ceremony will wear appropriate school approved clothing. Boys should wear a white collared dress shirt with dress slacks or khaki pants. Girls should wear a modest and appropriate dress or blouse and/or dress pants. The opportunity for an 8th grade class trip will be made available by the Board of Directors each year after finals and the promotion ceremony has been completed. The class trip will include a one day trip to Worlds of Fun with the date being set by the school. Each student will receive one ticket paid for by the Board of Directors to use on the designated day. Parents may purchase a ticket through CCA and attend this trip. Since the Board is providing the entry ticket, no fundraisers will be needed or permitted for this event.

School Song

Patriots of CCA we are set apart, to serve God our Father with one mind one soul one heart
We will strive to do our best in all we do each day, Mighty and victorious we are CCA.

Student Release Due to an Intruder

Through training, preparation, and the grace of the Lord your CCA faculty and staff have been trained to handle this kind of crises situation. In the event of an intruder please do not come to the school until asked to do so. Your presence in this type of emergency situation will put your own life in harm's way and hinder emergency personnel from doing the assignment for which they are trained. We will communicate (text or call) information to you as to when and where you can pick up your child.

Closing Statement

The staff at the Clinton Christian Academy will carry out the aforementioned policies and guidelines as they see most applicable with regard to each specific situation, taking into consideration all circumstances and factors that surround the respective event. It is our sincere desire that your children will be blessed through the dedication of the faculty and staff at CCA. Thank you for your fervent prayers and diligent support.

Appendix A

Individual Student Fee Schedule

2019-2020

Tuition

	11 monthly payments	Tuition
K4 Preschool - ½ day	\$268.00	\$2,950.00
K4 Preschool	\$359.00	\$3,950.00
K5-8th grades	\$404.00	\$4,450.00
9th-11th grades	\$441.00	\$4,850.00

Multi student families can receive a \$200 discount for each student after the first student. Tuition fees will be calculated beginning with the oldest student and descending to the youngest.

Tuition paid in full by July 1, 2019 will receive a 3% discount. If you prefer to pay tuition monthly it should be paid on an 11 month (June thru April) payment schedule. As stated in the CCA handbook, if tuition is not paid by the tenth of the month; a late fee of \$10.00 will be automatically assessed. Further detailed information can be found in the Student, Parent/Guardian Handbook. Our budgeting requires parents/guardians to keep their financial commitments current during the entire year.

Book & Supply Fees - Payment Before May 15, 2019 / After May 15, 2019

(Book & Supply fee must accompany all new applications at registration)

K4 and K5	\$220.00 / \$240.00
1 st thru 4 th grades	\$270.00 / \$290.00
5 th thru 8 th grades	\$370.00 / \$390.00
9 th - 11 th grades (Paper Books or E Books)	\$390.00 / \$410.00

Appendix B

Parent/Guardian Agreement

PARENT/GUARDIAN AGREEMENT

Student Name: _____ **Grade:** _____

Parent/Guardian Name: _____

By signing this document you agree that you have read, understand, and agree to abide by the policies and guidelines as stated in the Clinton Christian Academy 2019-2020 Student Parent/Guardian Handbook.

Please select one of the following corporal punishment options.

- If my child's principal decides administering corporal punishment is necessary for discipline and correction, I will support the principal's decision after being notified.
- Please do not administer corporal punishment to my child.

Please select one of the following payment plans.

- Full Payment: Full payment of tuition and book fees by July 1 (3% discount).
- Monthly Payments: Tuition will be paid in eleven (11) equal monthly payments beginning ***June 1 and the 1st of each month thereafter, ending April 1.***

I understand that enrollment at CCA is dependent upon the first tuition payment, book/supply fees, and the completed and signed Parent/Guardian Agreement. I also understand the tuition schedule and book/supply fees and the volunteer hour's requirement and agree to these terms.

Select one of the following volunteer plans.

- I understand that CCA requires 20 hours of volunteer work per child with a max of 40 hours. 10 of which, per child, must be spent working at a CCA fundraiser function or meeting, and I agree to perform this duty.
- I wish to "opt-out" of the volunteer hour requirement by paying \$500 to CCA.

I understand that CCA utilizes uniforms and, I will comply by acquiring the required clothing as specified in student dress and appearance. I also understand that only students wearing the appropriate uniform will be permitted to attend class or school field trips. (Teachers will notify parents/guardians of proper attire for each outside school event).

Enrolling Parent/Guardian's Signature _____ Date _____

Enrolling Parent/Guardian's Signature _____ Date _____

Appendix C

Field Trip Policy

Field Trip Policy

Field trips enrich the learning experience and have proven to be a positive incentive for learning at Clinton Christian Academy. They give the students hands-on experiences of historically significant experiences, or culturally enriching experiences that are not as easily learned on site. Safety is a priority, especially during off-campus excursions. Therefore the following criteria will be followed for all off-campus activities:

1. Parents will be notified of field trips at a minimum of two weeks prior to the activity. On rare occasions when two weeks' notice is not available, there will be a personal contact with the parents either via face-to-face conversation or phone call.
2. All drivers of students from 2nd grade and below are required to have two adults per vehicle on out of town trips. The driver should concentrate on driving safely and the passenger adult will be responsible for maintaining civility in the vehicle and reacting quickly to any motion sickness.
3. All drivers must provide proof of a legal driver's license and a copy of proof of insurance to the CCA Administration to be eligible as a driver.
4. Drivers will be given a set of directions to the location that should be followed (NO SHORTCUTS).
5. The drivers should stay together at stoplights and assist each other in case of any travel emergency.
6. A minimum of one cell phone per vehicle should be registered with the field trip organizer and the number distributed to the Administrator and Administrative Assistant.
7. Students age 12 and under should not be placed in seats that have air bags (i.e. front passenger seats).
8. Students will be required to wear their seat belts at all times while in the vehicle. Parents are responsible to provide booster seats that comply with state law.
9. Prayer for travel safety before each trip.
10. Approximate departure and arrival (to and from the destination) will be scheduled. Any delays should be phoned in to the Administrative Assistant.
11. Students who do not behave properly while away from school will not be allowed to accompany their class on the next trip.
12. Some field trips require admission fees and tickets, which must be acquired during the scheduling; therefore, students that withdraw from the field trip after the scheduling deadline will still be required to pay the admission fee.
13. Parents should **not attend if** bringing any child(ren) on field trips that are not students of CCA. This includes the younger siblings of CCA students.
14. Students, teachers, and chaperones are required to wear appropriate clothing for the field trips. Chaperones are required to follow CCA dress code standards as well. Clothing may include: CCA uniforms or CCA shirts with jeans (for outdoor activities). (Short shorts, large open armhole shirts, spaghetti strap tops, mini-skirts, and such are not permissible.)
15. CCA uses drivers with a current CDLS endorsement to transport children by bus.
16. All riders will comply with posted bus rules or forfeit bus-riding privileges.
17. At present, fees are \$1 per rider for in town field trips and \$5 per rider for out of town field trips.
18. If a bus is taken all students will ride it. Chaperons may ride if room is available.

Appendix D

Computer/Internet Use Policy

Clinton Christian Academy

Computer Network & Internet Access

Acceptable Use Policy

Purpose

The primary purpose of the campus computer network is educational. The network serves as a resource for Clinton Christian Academy to enrich teaching and learning objectives. Approved uses of the computer network are intended to enhance the established curriculum. Users are responsible for ensuring that their activities conform to the standards of CCA as an institution of Christian education, in obedience to Biblical commands and values. The network is not for any private, commercial or business, or political use.

Passwords

If a password is assigned to a student, that password should remain secure. Passwords should not be shared or transferred. All users of the network will be held accountable for their use of the computer, including any use of a computer by someone using their password.

Privilege

All use of the computer network is a privilege and not a right. All users assume responsibility--personal, legal, financial, and otherwise--for their actions while using the computer network and while accessing Internet content over the school network. **Inappropriate use can result in cancellation or restriction of access privileges, in addition to disciplinary or possible legal action.**

All users must sign and return a student consent form, which will indicate agreement with this Acceptable Use Policy which must be signed and returned before the student may be allowed access to the network

Prohibited Activities:

- Involvement in any activity prohibited by law
- Transfer or storage of large files without permission
- Attempting to establish a commercial venture on the network
- Involvement with online games or gambling
- Storing and/or transferring obscene, pornographic, or sexually explicit materials
- Transferring "chain" type letters
- Sharing passwords
- Leaving a computer open or unattended without approval
- Accessing any area of the school network without permission
- Interfering with normal and proper network operations
- Interfering with normal and proper Internet access/operations
- Accessing any internet source other than the filtered internet provided by CCA
- Providing other students access to any other internet source other than the filtered internet provided by CCA
- Refusal to grant access to files or directories used during school hours, regardless of their actual location (this includes personal email accounts, if used at school during school hours)
- Accessing computer files of other students or staff
- Copying protected software without authorization or permission

- Loading software of any kind without approval and permission
- Conduct on the Internet or over the network that is harmful, harassing, or otherwise offensive to others
- Abuse or damage to computer equipment or software, especially if due to direct violation of these rules
- Icons or backgrounds images should not be moved or changed on any school owned computers
- Using the network or Internet access for personal or entertainment purposes without approval or permission
- Downloading any file for any reason without specific approval from the system administrator or teaching personnel
- Any use of outside resources that do not conform to this Acceptable Use Policy or rules. Violators are subject to penalties both at CCA and at the outside resource.

Professional Liability

The system administrator and teaching staff at the school are not responsible for the actions or activities of students while using the computer network. While students will be supervised while using the network, it is impossible for the system administrator or teaching personnel to control or supervise the activities of every student in the lab at all times.

Policy Changes

Interpretation, application, and modification of this Acceptable Use Policy are within the sole authority and discretion of Clinton Christian Academy. Any questions or issues concerning these policies and regulations should be directed to the system administrator at the school office.

Parents,

After **reviewing** the CCA **Computer Network & Internet Access Acceptable Use Policy**,

Please **sign** and **date** the form on the next page for all students that are in 1st grade thru 12th grade.

Please **review** the CCA **Computer Network & Internet Access Acceptable Use Policy**, **sign** and **date** this form to indicate your acceptance of the terms and **return** this page of the agreement for all students that are in 1st grade thru 12th grade. No student will be allowed on the system without signed acceptance of this Policy. Thank you.

STUDENT SECTION:

I have read and understand the CCA **Computer Network & Internet Access Acceptable Use Policy Agreement**. I also understand that if I violate the rules my privileges may be limited or terminated. The appropriate legal authorities will be contacted if there is any suspicion of illegal activity.

Name (please print) _____ Date: _____

Signed _____

PARENT SECTION:

As the parent of a CCA student I have also read and understand the CCA **Computer Network & Internet Access Acceptable Use Policy Agreement**. I have also taken reasonable steps to ensure that my child named above understands the terms and conditions of this agreement. I understand that access to the System is designed for educational purposes and that there are limitations on the use of the System. I recognize that, although the Board has taken reasonable measure to limit access to objectionable and illegal materials, the Board cannot guarantee that 100% of the materials accessed via the Internet, either intentionally or unintentionally, will not include offensive or illegal contents.

I hereby give permission for the child named above to have access to the CCA system.

Name (please print) _____ Date: _____

Relationship to student: _____

Signature: _____

Appendix E

Playground Rules

Playground Rules (Revised 6/17/15)

1. Ask permission to leave fenced-in area.

2. Swings

- a. One child per swing
- b. Swing straight only
- c. No twisting
- d. Sit with bottom in swing
- e. No jumping or flipping out of swing

**Always Obey the Golden Rule*

3. Monkey Bars

- a. One child at a time, west to east
- b. No piggy-back rides
- c. No sitting or climbing on top of the monkey bars
- d. No backward or top dismounts

**Use Equipment Properly*

4. Geo-dome

- a. No horse-play or rough play

**Let all that you do be done in Love. 1 Cor. 16:14*

6. Wood Fort

- a. No jumping off the top
- b. Stay on platform-not on support beams
- c. One at a time on the slide-

7. Tornado Slide

- a. No one older than 2nd grade
- b. Going down only

8. Teeter-totter

- a. One per end
- b. Do not stand on the teeter-totter
- c. Do not move the boards
- d. Watch for grease
- e. Do not walk on the boards or sit on the bars

9. Soccer area

- a. Don't interrupt a game in progress
- b. Cross near goalie
- c. Anybody may play
- d. Ask permission to retrieve the ball
- e. Playground boundary is 15' inside power lines

10. Basketball area

- a. Be responsible for the ball
- b. No dunking or hanging on rim
- c. No rough play

11. 4-square

- a. Play by rules supplied by recess teacher

12. Balls

- a. No balls within the confines of the chain link fence. (except for those being used to play 4-Square)

13. Tether ball

- a. No climbing pole
- b. No sitting on ball
- c. 2 players at a time, others wait in line

General Rules

- Use appropriate language
- Bring in all equipment after each recess
- Show good sportsmanship
- Report injuries to teacher
- Before recess the teacher must approve anything brought from home
- Stop play when whistle blows
- 3 short whistles blasts means recess is over-line up immediately
- Use appropriate line behavior
- Wipe feet upon entering
- Return all playground toys to proper storage after each recess
- No Balls of any kind inside the fenced area.
- Everyone should be allowed to play

Appendix F

Athletic Code of Conduct & Player Agreement

**CLINTON CHRISTIAN ACADEMY
ATHLETIC CODE OF CONDUCT & PLAYER AGREEMENT**

“Whatever you do, work at it with all your heart, as working for the Lord, not for man.” Colossians 3:23.

PURPOSE OF ATHLETICS

The purpose of Clinton Christian Academy Athletics is to provide a Christian environment for athletes to develop their talent so that they might glorify God during competition by using the gifts He has given to them. The goal is to instill in the players an attitude and respect in sportsmanship towards other players, coaches, officials, and fans that is consistent with the teaching of the Bible. These lessons include being stretched beyond personal limits they had not previously had the courage or motivation to surpass. The student athlete will have the opportunity to provide a Christ like witness by learning to win with grace and humility, and to accept defeat with poise and dignity.

CCA PROGRAM

CCA will compete in Soccer, Volleyball, Cheer, Basketball, and Track. Soccer and Volleyball will be scheduled non-conference for the 19-20 school year. Basketball and Track will be scheduled in the MOKAN conference. Track may also be scheduled as a MSHSAA affiliate.

Soccer will be coed JH (5th-8th) and coed V (6th-12th) with the emphasis of building a boys V team. Volleyball will be girls (only) V (5th-12th). Cheer will be girls only in 2nd-4th Grades & participants must have a physical to participate. Basketball will be separate boys and girls teams. We will attempt to field B (5th-6th), JH (5th-8th), and V (6th-12th) teams for girls and boys. Track shall compete as MS and HS and as boys and girls (individual and/or team).

All 5th-12th graders shall be eligible to compete in each sport subject to the terms above and this code of conduct. Each Coach, subject to approval of the AD, shall be allowed to bring up 4th graders in his/her discretion to complete a team and for the best interest of the CCA program. If the decision is made to bring up 4th graders it shall be made available to all 4th graders interested. A decision one year or in one sport does not mean that 4th graders shall be eligible in other sports or in subsequent years.

Home School athletes in 7th - 12th grade may compete on any V team. Each V team is limited to 3 homeschool athletes participating on their team and they must be enrolled before the first game.

ACADEMIC ELIGIBILITY

All students should maintain a C average with no F's. Evaluation periods are at mid-term (mid-quarter), and at the end of each quarter, except there shall be no review for the first-quarter mid-term report. Eligibility will become effective at 8:00 a.m. the day after mid-terms or report cards are issued to the students/parents.

Special consideration will be given to students who through formal evaluation are below grade level in ability. This will be administered at the Principal's discretion.

Students who become ineligible will be allowed to practice but not participate in any competitions or inter-team scrimmages. If their grades meet the above criterion after the end of the two week mark they will be restored to full participation status. If their grades do not meet the above criterion then they will be reviewed again at the next evaluation period.

ATTENDANCE

Student athletes shall make every effort to be at all practices and contests. Absences should be cleared with the coach. Unexcused absences may result in suspension from the team. Any student involved in extracurricular activities must be present at school before **9:30 a.m.** and remain for the entire school day to remain eligible to participate in any extracurricular activities that day. If a student athlete misses school due to an illness; he/she shall not be eligible to participate in the days sport's activities. Exceptions may be made for clearance from a medical doctor, and parent and administrator approved single day absence.

CONDUCT CODE

The following violations shall result in immediate dismissal from the CCA sport's program for the remainder of the calendar school year:

1. Usage or possession of any drugs, alcohol, pornography, or tobacco products on or off school property.
2. Demonstrating disrespect or threatening a coach, player or any member of the administration.
3. Vandalism of the property or facilities of Clinton Christian Academy or any other school.

The following violations may result in a game suspension, additional conditioning time or benching during a game:

1. Profanity or inappropriate language
2. Trash talking or taunting of opponents
3. Continued failure to give 100% effort

PARENTS/COACH/PLAYER RELATIONS

Clinton Christian Academy believes that to have an effective parent/coach/player relation the following should be strived for in all areas:

1. Love one another. John 13:34-35.
2. Respect each other. Romans 12:19.
3. Pray for one another. II Corinthians 1:11.
4. With recognition of parental responsibility under God, it must be kept in mind that, for athletic participation, parents have delegated the responsibility and authority for their child to the coach. The following shall apply:
 - (a) Coaching from the stands. The coach needs the full attention and concentration of the players. During practice or games the players are the responsibility of the coach. Uninvited parent intervention during these times is a distraction and detriment to the team. While it is important for parents to cheer and encourage the athletes, that can be accomplished while allowing the coach to remain in charge of the technical and strategic aspects of the game. Parents are not allowed on the sidelines or team area during practices or games unless asked by the coach.
 - (b) Negative comments or approaching the coach or player "on the bench" during the game, at half time, immediately after the game, or prior to the post game team meeting will cause problems. The coach should receive full support from both the player and parent.
 - (c) Parents desiring to have input to the program should use proper channels of communication. Proper deference to the athletic director or coaches to discuss your concerns in

private will give them the opportunity to give your concerns their undivided attention. Parents should make an appointment through the athletic director.

(d) Support is expected. It is reasonable to expect that any parent who permits their student to come out for a sports team should be supportive of the coach. Well-placed, constructive remarks given privately to a coach are always welcome. Simply airing negative opinions to those around you or your children should not be done because of the potentially negative, spiritual consequences.

(e) Each coach has the full responsibility and authority to determine which players are entered into a game, when, and for how long. His/her determination will be made on the basis of what is best for the team.

(f) Parents should help their child understand that coming into a competitive program does not guarantee that the child will make the starting lineup, play a certain position, play a certain number of minutes, or even play at all. This particular concept will help student-athletes learn to successfully-face obstacles and physical limitations as they face similar situations later in life.

RISK OF INJURY AND REQUIRED PHYSICALS

It is our desire to allow our child or children to participate in the CCA sports program. We understand sports can result in physical injury and/or death. We understand the CCA sports program is at times a coed program and often results in younger students competing against older students, including at times 5th grade students against 12th grade students, girls against boys, and small players against larger players. We understand sports can result in concussions and that such concussions may lead to permanent consequences as a result of injury. We hereby declare and represent that in executing this document we are relying upon our own judgment, belief and knowledge of the nature of the hazards and possible injuries which can or might arise and we have not been influenced to any extent whatsoever by any representation or statements regarding such hazards or injuries made by CCA.

Student athletes must have a valid physical examination on file prior to the first practice. Physical examinations are valid for one year from the date of the examination.

10 POWER POINTS FOR COMPETITORS

1. True competitors have a humble heart – in victory and defeat. (James 4:10)
2. True competitors do their best and remain gracious, regardless of the outcome. (2 Peter 1:2)
3. True competitors have their emotions under control. (Galatians 5:22-23)
4. True competitors show respect for their opponent. (1 Peter 2:17)
5. True competitors don't cheat. (Philippians 4:8)
6. True competitors encourage the competition and help them be at their best. (Proverbs 27:17)
7. True competitors compete against themselves – not the competition. (Colossians 3:23)
8. True competitors compete out of joy, not fear. (1 John 4:18)
9. True competitors don't talk trash, but edify with their words. (Ephesians 4:29)
10. True competitors respect authority. (Hebrews 13:17)

STUDENT ATHLETIC COMMITMENT CONTRACT

We realize the commitment needed to participate in athletics at CCA, so we commit ourselves to the athletic program and the team and agree to perform the following duties in order to fulfill the contract and show commitment to the team and to the school

1. I am a leader. I will use this leadership role to honor God and to represent my school in a manner pleasing to God.
2. I will be at every practice on time unless I have prior approval from the coach. I will attempt to be ready mentally and physically for every practice and game.
3. I will respect all coaches, officials, teammates, and opponents that I come in contact.
4. I will abide by the grade eligibility requirements.
5. I will compete with all of my energy, focus, and ability. I understand that, as a Christ-like athlete, I should be a relentless, maximum-effort competitor, while maintaining poise and an attitude of good sportsmanship
6. Pay the per sport fee as set by the board of directors.
7. Home School athletes (grades 7-12) will pay a \$100 one time participation fee (each year) + the per sport fee.

I understand that if this contract is broken, the coach and/or athletic director will decide from several options as to the actions to be taken. Options include:

1. Dismissal from the team.
2. One or more game suspension from the team.
3. Benching during portion of a specific game.
4. Public apologies to the team and coaches.
5. Any other action the coach and/or athletic director deem necessary.

In seeking to practice the Biblical principle taught within Matthew 7:12 and Romans 14, we desire to include athletes and families who share a position in agreement with Clinton Christian Academy regarding the policies contained within the CCA Student, Parent/Guardian Handbook and in this Code of Conduct and Player Agreement.

I have read this document, the CCA Athletic Code of Conduct and Player Agreement, the CCA Student, Parent/Guardian Handbook, and agree to abide by the rules and guidelines stated therein.

Parent(s) signature

Date

Athlete's signature

Date

*"Train up a child in the way he should go: and when he is old, he will not depart from it."
Proverbs 22:6*