

# Clinton Christian Academy

2025-2026

## Student, Parent/Guardian Handbook

271 West Division  
Clinton, MO 64735  
(660) 890-2111

[www.clintonacademy.org](http://www.clintonacademy.org)



## **Table of Contents**

|                                                                                      | <b><u>Page</u></b> |
|--------------------------------------------------------------------------------------|--------------------|
| CLINTON CHRISTIAN ACADEMY CALENDAR .....                                             | 3                  |
| BACKGROUND INFORMATION.....                                                          | 4                  |
| MISSION STATEMENT, GUIDING PRINCIPLES, MOTTO, & AFFILIATION .....                    | 4                  |
| STATEMENT OF FAITH .....                                                             | 5                  |
| PHILOSOPHY OF EDUCATION & AMERICAN'S CREED.....                                      | 6                  |
| PATRIOTISM, SCHOOL SONG, & EXPECTED STUDENT OUTCOMES.....                            | 7-8                |
| NON-DISCRIMINATION POLICY & ESSA COMPLAINT PROCEDURES.....                           | 8-10               |
| ADMISSION POLICY & HOMESCHOOL POLICY .....                                           | 10-13              |
| TRANSFER POLICY & TUITION .....                                                      | 13-14              |
| STUDENT FEES & CURRICULUM .....                                                      | 14-15              |
| PROMOTION, LUNCH, MILK, DRINK POLICY & VENDING MACHINES.....                         | 15-16              |
| CLASSROOM PARTIES & STUDENT BIRTHDAYS.....                                           | 16                 |
| AFTER SCHOOL STUDY PROGRAM .....                                                     | 16-17              |
| STUDENT UNIFORMS (K4-8 <sup>TH</sup> GRADES) & STUDENT DRESS CODE (9-12 GRADES)..... | 17-19              |
| DRESS CODE FOR SPECIAL OCCASIONS (K4-12 GRADES) .....                                | 19-20              |
| PHYSICAL DISPLAYS OF AFFECTION.....                                                  | 20                 |
| DISCIPLINE.....                                                                      | 20-21              |
| ELECTRONIC DEVICES .....                                                             | 21-23              |
| PARENT/GUARDIAN SUPPORT/COMMUNICATION.....                                           | 23                 |
| RESPECT FOR AUTHORITY & RESOLUTION OF CONFLICTS.....                                 | 23-24              |
| WITHDRAWALS .....                                                                    | 24                 |
| ATTENDANCE, EXCUSED ABSENCES & TARDIES .....                                         | 24-25              |
| SCHOOL HOURS & FLOW OF TRAFFIC .....                                                 | 25                 |
| MEDICATION POLICY.....                                                               | 26                 |
| SCHOOL CANCELLATIONS.....                                                            | 26                 |
| GRADING SCALES, HONOR ROLL & GRADUATION REQUIREMENTS.....                            | 27-28              |
| EARLY GRADUATION POLICY .....                                                        | 28-29              |
| ACADEMIC LETTER.....                                                                 | 29                 |
| SCHEDULES & A+ PROGRAM .....                                                         | 29-30              |
| CLASS TRIPS .....                                                                    | 30-31              |
| FUNDRAISING FOR CLUBS/SPORTS/ACTIVITIES.....                                         | 31                 |
| STUDENT RELEASE DUE TO INTRUDER & CLOSING STATEMENT .....                            | 31                 |
| APPENDIX A      INDIVIDUAL STUDENT FEE SCHEDULE .....                                | 32-33              |
| APPENDIX B      PARENT/GUARDIAN AGREEMENT.....                                       | 34-35              |
| APPENDIX C      FIELD TRIP POLICY .....                                              | 36-37              |
| APPENDIX D      COMPUTER/INTERNET USE POLICY .....                                   | 38-41              |
| APPENDIX E      PLAYGROUND RULES .....                                               | 42-44              |
| APPENDIX F      ATHLETIC HANDBOOK, PLAYER AGREEMENT, GENERAL RELEASE .....           | 45-50              |

# CLINTON CHRISTIAN ACADEMY | 2025-2026 CALENDAR

| AUGUST '25 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| 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 | 29 | 30 |
| 31         |    |    |    |    |    |    |

- 10 Tuition Due
- 19-21 Teacher Inservice
- 21 Meet the Teacher (5-7pm)
- 25 First Day of School
- 29 No School

| FEBRUARY '26 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| 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 |
|              |    |    |    |    |    |    |

- 6 Quarter 3 Midterm
- 6 CCA Round Up
- 10 Tuition Due
- 11 Midterms Go Home
- 13 Midterms Returned
- 16 President's Day (No School)
- 21 CCA AUCTION DAY
- 27 MCSAA Tournament (No School)

| SEPTEMBER '25 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| 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            | 29 | 30 |    |    |    |    |

- 1 Labor Day
- 10 Tuition Due
- 18 School Pictures
- 19 Quarter 1 Midterm
- 24 See You at the Pole (8:10am)
- 24 Midterms Go Home
- 26 Midterms Returned

| MARCH '26 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| 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 |
| 29        | 30 | 31 |    |    |    |    |

- 10 Tuition Due
- 13 3rd Quarter Ends (47)
- 16-20 Spring Break (No School)
- 25 Report Cards Go Home
- 27 Report Cards Returned

| OCTOBER '25 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| 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 | 29 | 30 | 31 |    |

- 10 Tuition Due
- 23 First Quarter Ends (42)
- 24 MCSAA Tournament (No School)
- 30 Parent/Teacher Conferences 12-6:30pm
- Early Dismissal -11:30am
- 31 No School

| APRIL '26 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| 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 | 29 | 30 |    |    |

- 3-6 Easter Break (No School)
- 10 Tuition Due
- 13-17 Book Fair
- 16-17 Grandparent's Tea
- 27-30 Standardized Test
- 29 Midterms Go Home

| NOVEMBER '25 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| 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 | 29 |
| 30           |    |    |    |    |    |    |

- 10 Tuition Due
- 11 Veterans Day Program
- 25 Quarter 2 Midterm
- 26-28 Thanksgiving Break

| MAY '26 |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| 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 | 29 | 30 |
| 31      |    |    |    |    |    |    |

- 1 Standardized Test
- 1 Midterms Returned
- 8 MCSAA Tournament (No School)
- 10 Tuition Due
- 14 K4 Promotion
- 16 HS Graduation
- 19 8th Grade Promotion
- 22 Last Day of School- Early Dismissal at 11:30am
- End of 4th Quarter (42)
- 25 Memorial Day

| DECEMBER '25 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| 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           | 29 | 30 | 31 |    |    |    |

- 3 Midterms Go Home
- 5 Midterms Returned
- 10 Tuition Due
- 19 2nd Quarter Ends (35.5)
- 22-31 Christmas Break

| JUNE '26 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| 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       | 29 | 30 |    |    |    |    |

- 10 Tuition Due

| JANUARY '26 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| 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 | 29 | 30 | 31 |

- 1-2 Christmas Break
- 7 Report Cards Go Home
- 9 Report Cards Returned
- 10 Tuition Due
- 19 Teacher Inservice (No School) MLK Day
- 27 Re-Enrollment Meeting 6pm in CCA Gym

| JULY '26 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| 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 | 29 | 30 | 31 |

- 04 Independence Day
- 10 Tuition Due

166 School Days  
 Blue~Early Dismissal  
 Red~No School  
 Gold~HS Graduation  
 Green~Teacher Inservice

## 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 8<sup>th</sup> 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, **academic excellence** 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).

## 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 judgment of both the saved and the lost, they that are saved unto eternal life. (John 14:6; 2 Corinthians 5:10-11; John 3:17)
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. All human life is sacred and begins at conception (defined as the moment of fertilization). Each unborn child is a unique, living human being, created in the image of God, and must be respected and protected both before and after birth. The abortion of an unborn child or the active, intentional taking of human life through euthanasia or assisted suicide constitutes a violation of the sanctity of human life and is a crime against God and man. (Genesis 9:6; Exodus 20:13; Deuteronomy 5:17; Psalm 51:5; 1 Corinthians 15:49; James 2:11)
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. The only legitimate marriage, based on the creation ordinance in Genesis 1 and 2, sanctioned by God is the joining of one naturally born man and one naturally born woman in a single, exclusive union as delineated in Scripture. God intends sexual intimacy to only occur between a man and a woman who are married to each other and has commanded that no sexual activity be engaged in outside of a marriage between a man and a woman. Any form of sexual immorality, such as adultery, fornication, prostitution, homosexuality, lesbianism, bisexual conduct, bestiality, incest, pornography, abuse, or any attempt to change one's gender, or disagreement with one's biological gender, is sinful and offensive to God. (Genesis 1:27-28, 2:24; Matthew 5:27-30, 19:4-5; Mark 10:2-9; 1 Corinthians 6:9-11; 1 Thessalonians 4:3-7; Hebrews 13:4)
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.
12. We believe that gender and biological sex are equivalent and cannot be separated. A person's gender is determined at conception (fertilization), coded in the DNA, and cannot be changed by drugs, hormones, or surgery. Rejection of one's biological sex (gender) or identifying oneself by the opposite sex is a sinful rejection of the way God made that person. These truths must be communicated with compassion, love, kindness, and respect, pointing everyone to the truth that God offers redemption and restoration to all who confess and forsake their sin, seeking his mercy and forgiveness through Jesus Christ. (Genesis 1:26-28, 5:1-2; Psalm 51:5, 139:13-16; Jeremiah 1:5; Matthew 1:20-21, 19:4-6; Mark 10:6; Luke 1:31; Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11; Galatians 3:28)
13. We believe that the concepts of "social justice," "intersectionality," and "critical race theory" as defined in modern terminology are anti-biblical and destructive to human flourishing (Ezekiel 18:1-20; James 2:8-9).

## **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.

After adequate discussion and counseling with the school administration, any students, parents, or staff continuing to espouse or promote values or lifestyles which are not in line with Biblical Christian values may be asked to choose another educational facility which better suits those values. (See Statement of Faith)

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.

## School Song (K4-12)

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!

## Expected Student Outcomes

Our 3 Guiding Principles are: **1) CHRISTIAN PRINCIPLES and CHARACTER, and 2) CHRIST CENTERED ACADEMIC EXCELLENCE & 3) AMERICAN PATRIOTISM.** 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.

## 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.”

## Every Student Succeeds Act of 2015 (ESSA) COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs<sup>1</sup> that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)<sup>2</sup>.

| <b>Complaint Procedures for ESSA Programs<br/>Table of Contents</b>                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>General Information</b> <ul style="list-style-type: none"> <li>1. What is a complaint under ESSA?</li> <li>2. Who may file a complaint?</li> <li>3. How can a complaint be filed?</li> </ul> |



|                                                                                                                                                                             |                                                                                                                                                                                                                                                                                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Complaints filed with LEA</b><br>4. How will a complaint filed with the LEA be investigated?<br>5. What happens if a complaint is not resolved at the local level (LEA)? | <b>Complaints filed with the Department</b><br>6. How can a complaint be filed with the Department?<br>7. How will a complaint filed with the Department be investigated?<br>8. How are complaints related to equitable services to nonpublic school children handled differently? |
| <b>Appeals</b><br>9. How will appeals to the Department be investigated?<br>10. What happens if the complaint is not resolved at the state level (the Department)?          |                                                                                                                                                                                                                                                                                    |

### 1. What is a complaint?

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

### 2. Who may file a complaint?

Any individual or organization may file a complaint.

### 3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

### 4. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

### 5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

### 6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

### 7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.

3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

**8. How are complaints related to equitable services to nonpublic school children handled differently?**

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

**9. How will appeals to the Department be investigated?**

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

**10. What happens if a complaint is not resolved at the state level (the Department)?**

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.  
*CCA retains the right to change any policy or procedure at any time at its sole discretion*

**\*Note: The 2025-2026 CCA Parent/Student Handbook will be used in its current form, but the administration may revise or add to it as situations arise and modifications become necessary.**

## **Admission Policy (K4-12)**

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

Students enrolling in K4 or K5 must be age 4 or 5, respectively, on or before September 1<sup>st</sup> 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 (primarily speech/language services).

**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.

#### **Guidelines for Homeschool Athletes:**

##### Overview:

Home School athletes in 5<sup>th</sup> - 12<sup>th</sup> grade may compete on any appropriate team: 5/6th grade team, Junior High Team, Junior Varsity Team or Varsity Team. Each team must not exceed 3 homeschool athletes.

Homeschooled athletes should be on the roster before the first game. Some teams may be limited to fewer homeschoolers based upon MOKAN, MCSAA and MSHSAA guidelines. The athletic director should abide by MOKAN conference, MSHSAA and MSCAA rules in regards to homeschooled athletes. See details below regarding how many homeschoolers can be used for each team.

| Team Level | CCA Enrollment                                              | Maximum Number of Homeschooled Students Allowed |
|------------|-------------------------------------------------------------|-------------------------------------------------|
| Varsity    | 8 or less 9-12th grade girls<br>8 or less 9-12th grade boys | 3<br>3                                          |

|                     |                                                     |        |
|---------------------|-----------------------------------------------------|--------|
| Varsity             | 9-15 9-12th grade girls<br>9-15 9-12th grade boys   | 2<br>2 |
| Varsity             | 16-20 9-12th grade girls<br>16-20 9-12th grade boys | 1<br>1 |
| Junior Varsity Team |                                                     | 3      |
| Junior High Team    |                                                     | 3      |
| 5/6th grade team    |                                                     | 3      |

*Note: The Varsity Team Level Does Abide by MCSAA and MOKAN Policy.*

- Commitment to participate in CCA athletics must be made before the first practice or try-out of the particular sport.  
Special considerations may be made by the CCA Upper School Principal and Athletic Director.
- Homeschool athlete parents must provide grades to the CCA Athletic Director and Upper School Principal with the initial commitment form and before each CCA midterm, quarter and semester. Parents must indicate the type of curriculum used on the grade reports. At least 3 of the 5 core class grades are required at each grade reporting time. Core classes include English, Math, Science, Social Studies, and Bible. Special considerations may be made by the CCA Upper School Principal.
- Once a homeschooler is placed on a roster for a sport, that homeschooler may not be replaced on the roster with a different homeschooler for the school year.
- 9-12th grade homeschooled athletes may not play for more than one school during a school calendar year.
- Before Try Out or Practice the Homeschooled athlete must:
  - Provide a list of classes they are taking along with their most current grade calculations and curriculum being used.
  - Turn in a Sports Physical to the CCA office (this needs to be an annual sports physical)
  - Submit a copy of homeschool athlete birth certificate to the CCA office.
  - Sign and Submit the CCA homeschool athlete commitment form (signed by parent/guardian and athlete).
  - Sign the CCA Athletic Code of Conduct/CCA Concussion Information (signed by parent/guardian and athlete).
  - The CCA Homeschool Athletic Fee (**\$125 annually**) and the sports fee (\$60 per sport) must be paid to the CCA office before the athlete may try out or practice.
    - If the homeschooled athlete is not selected to be on a CCA team, fees will be reimbursed.
- The CCA Coach and/or Athletic Director will have a try-out period for the homeschooled athlete. The coach, athletic director and upper school principal will select/approve athletes for team membership. Homeschooled athletes are not guaranteed a spot on the CCA team. The athlete's parents will be notified concerning selection/approval.
  - To clarify there may be cases where more homeschooled athletes are trying out for a team than is permitted.  
Even if a spot is available, the homeschooled athlete is not guaranteed a spot on the team.

- CCA Teams which are MSHSAA Affiliated are not permitted to use homeschooled athletes while competing with other MSHSAA member schools. In order to participate in these competitions, students must be full time students at CCA.
- Homeschooled students who participate in CCA activities are welcome and encouraged to enroll and become a full time student at Clinton Christian Academy. Doing this will allow students to participate in all activities as a CCA student, not a homeschooled student. Speak with the CCA lead administrator and/or upper school principal to enroll.

## Transfer Policy (K4-12)

CCA will not enroll students that have been expelled from his/her previous school during the current school year. Student's records (Request for School Records Form) and standard enrollment forms are required for students wishing to transfer to CCA.

## Tuition (K4-12)

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 \$25.00 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.

**INVOICES FOR TUITION PAYMENTS WILL BE SENT BY THE FINANCIAL SECRETARY FROM OUR QUICK BOOKS SYSTEM. EMAIL SUBJECT LINE WILL BE FROM "INTUIT E-COMMERCE SERVICE".**

**Final report cards and all records (including transcripts) 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-\$893 per class taken at CCA. Those students in grades 11 & 12 taking online, PACE or Study Hall classes during the day at CCA will be charged \$240 per semester and will also be required to pay any fees required by the institution offering the class. Those students taking classes at Clinton Public Schools (Tech School, JROTC) will be charged an administrative fee of \$75 per semester. Dual credit courses taken on campus and Cadet Teaching will be charged an administrative fee of \$75 per semester. CCA Courses such as Job Shadowing, and Work Experience will be charged an administrative fee of \$150 per semester.

**Service Hour Requirements:** In order to keep tuition costs low, CCA parents are required to be involved during the fundraisers; financially as well as volunteering in other areas. Parents with 1 child at CCA are required to

perform 20 hours of volunteer/fundraising work. (5 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/fundraising work. (10 of these hours must be spent working at a CCA fundraiser event.) Families may opt out of the volunteer hour requirement by paying \$1000 (1 child) or \$2000 (2+ children). Regular volunteer tasks include, but are not limited to, building maintenance, coaching, lunchroom duty, classroom helpers, textbook collation, helping/sponsoring school clubs and committees. Fundraising tasks include, but are not limited to CCA auction needs, concession stand and gate at games, book fair, and fundraising for school clubs and committees. Excess fundraising hours may roll over and count toward regular volunteer hours. **Hours not completed by May 15 will be billed out to families at \$50 per hour.**

**Scholarship Assistance:** 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 and a fee paid to ACE 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 by April 15.

## **School Fees (K4-12)**

**Book/Supply 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 \$80 per class taken at CCA.

**Sports Fees:** The sports fee is \$60 per sport, per season, per individual and are to be paid prior to the first practice. Home School athletes each year will pay a \$125 participation fee + the current per sport fee.

**Band Rental Fee:** The band instrument rental fee is \$10 per month for each year of instrument rental. Instruments requiring reed replacement will be charged the current cost of the reed.

## **Curriculum (K4-12)**

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

### **Core Curriculum:**

CCA predominately utilizes Abeka and Bob Jones University Press curriculum. Both curricula are NON-denominational in that our teachings are biblically based. We do not include ceremonial or doctrinal beliefs of different denominations. Abeka is a challenging, aggressive curriculum with over 50 years of experience in Christian schooling. 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. CCA uses the New King James and New American Standard Bible (NASB) versions of the Bible in all curricula.

### **Non-Core Curriculum:**

In an effort to enhance the student's learning experience, students in grades K5 through 8<sup>th</sup> may have Spanish, Music/Band, PE, Library, and Art classes on a weekly basis. Non-core curriculum will depend upon schedule options available in grades 6-8.

Students 2<sup>nd</sup> through 8<sup>th</sup> 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.

## **Promotion (K4-8)**

Students must pass  $\frac{3}{4}$  of all core courses taken in order to be eligible for promotion to the next grade. (Students who are promoted will have no more than one "F" in grades 3-8 in core subjects.) Students in grades K5-2 must pass math, language/phonics, and reading. Core Subjects for grades 3-4 are Reading, Spelling, Language, Science, History & Math. Core Subjects for grades 5-8 are English, Spelling, Science, History, Math, & Bible.

## **Lunch and Milk (K4-12)**

CCA operates its own cafeteria serving hot lunches. The cost for purchasing a hot lunch is \$3.20 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 .55 and Juice .40. **NO carbonated beverages should be consumed in the lunchroom by students in grades K4-6.**

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.

K4-6<sup>th</sup> grades enjoy snacks every day. Students in grades K4-4<sup>th</sup> 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. **All lunch account balances are due in full by the 10th of each month. A late fee of \$25 will be assessed on any unpaid balance after this date. LUNCH INVOICES WILL BE EMAILED DIRECTLY OUT OF OUR SCHOOL INFORMATION SYSTEM. EMAIL SUBJECT LINE WILL BE FROM "SYCAMORE".**

***\*Gum is not permitted in grades K4-6.***

## **Drink Policy (7-12)**

Students may bring in their own water bottle from home and refill it at school when needed throughout the day.

To clarify: Students are not allowed to bring in anything except water in their water bottle. Do not bring in soda, energy drinks, coffee, etc. to drink throughout the day.

Students are permitted to bring in drinks (such as juice, milk, Gatorade, body armor, flavored water, or soda) with the student's lunch as long as they have approval from the student's parents (**energy drinks are not allowed**).

Upper School Students may purchase drinks from the CCA vending machine throughout the day. Students may take drinks from the CCA vending machine to lunch with them. Students must have drinks from the CCA vending machine approved by the teacher before bringing the drink into the classroom.

## Vending Machines (5-12)

1. Vending Machines are available for **UPPER SCHOOL ONLY** during the school day.
2. Vending machines are open to **ALL** with parent/teacher permission **after school and on weekends**.
3. Students in **Grades K4-12** are **NOT** permitted to use the vending machines during **AFTER SCHOOL CARE**.
4. **5th and 6th Grade** students **MAY** use the vending machines after they are dismissed from school for volleyball, soccer, basketball or track practice/bus/game.
5. Vending Machines will not be operational during times when the Concession Stand is Open

### UPPER SCHOOL REMINDERS FOR VENDING:

- Do Not Be LATE to Class
- KEEP YOUR SCHOOL CLEAN
  - Pick up after yourself and each other.
- Teacher **MUST GIVE** Permission for you to have a drink or snack in their class.
  - ASK FIRST

## Classroom Parties (K4-12)

Parent Representatives will be selected at the beginning of each school year for each grade level K4-6<sup>th</sup>, JH, and HS. Parent Representatives will be responsible for coordinating class parties in cooperation with the home room teacher at Christmas, Valentine's Day, and Easter for student in grades K4-6. Parent Representatives for Junior High and High School will coordinate class parties in cooperation with the Upper School Principal at Christmas and Valentine's Day. Parents may attend classroom parties. Parents should contact individual teachers regarding attendance of younger siblings at class parties.

## Student Birthdays (K4-6)

**Birthday Treats** – Should be coordinated with the child's teacher for grades K4-6<sup>th</sup> grades. 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.

**Birthday Invitations**-Students are permitted to pass out birthday invitations to classmates for parties outside of school as long as ALL students receive one (all girls only, all boys only, and whole class are permissible). If any individuals are excluded from the class, then birthday invitations must be mailed.

## After School Study Program (K4-12)

CCA provides an After-School Study Program (ASSP) from 3:15 pm – 5:30 pm each school day for only \$6.00/day for any family's first child and \$3.00 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. **INVOICES FOR ASSP WILL BE EMAILED DIRECTLY OUT OF OUR SCHOOL INFORMATION SYSTEM. EMAIL SUBJECT LINE WILL BE FROM "SYCAMORE". All ASSP account balances are due in full by the 10th of each month. A late fee of \$25 will be assessed on any unpaid balance after this date.**

**Upper School After School:** All students must be supervised. If an Upper School student is not attending the ASSP (After School Study Program) they must be under the supervision of a CCA staff member/volunteer.



**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 (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 K4-8<sup>th</sup> 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). Though uniforms make us LOOK the same, they do not make us the same. Underneath our identical covers we have different hearts, different minds, different temperaments, and that is what makes us all different.

### **Student's Uniform**

Uniforms can be purchased from anywhere (Wal-Mart, Target, Kohls, JC Penney, Old Navy, Oshkosh, Carters, The Children’s Place, Gap, etc.)

- **Boy’s/Girl’s Pants/Shorts** - Pants 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.**) Girls and Boys should wear solid color chino or active chino style shorts. All shorts should be at the fingertips, worn at the waist, free of rips, tears, and holes.
- **Skirts/Shorts/Jumpers** (girl’s only) must be khaki or navy in color, and be pleated or plain. Shorts must be worn under Skirts/Jumpers. Uniform polo dresses in navy or red (no logo) are also permitted.
- **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 at all times for grades K4-8<sup>th</sup>.

Students may wear a CCA sweatshirt/hoodie/fleece zip up or a solid red, white, navy or gray sweater/sweatshirt/hoodie/fleece zip up while in class at school. Students must wear a uniform shirt (or CCA t-shirt on Dress Down days) underneath any CCA sweatshirt, CCA hoodie, sweater or fleece zip up while at school.

**Note:** Any leggings, shorts, or “long sleeve undershirts” worn under school uniforms must be solid in color and either red, white, gray, navy or black.

**Jackets/Coats:** 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. (Grades 5/6 may bring coats to the cafeteria and hang them up for the recess that follows lunch.)

**Shoes/Socks:** For safety reasons, no open toe shoes may be worn in school. Socks should be mostly solid school colors (red, white, grey, navy or black).

**Dress Down for Missions Day:** 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 missionaries and the Show-Me Christian Youth Home. Students must wear a CCA t-shirt/sweatshirt with long jeans that fit at the waist (no holes, no rips, no capris, jean shorts, jean skirts, or jeggings,) or uniform bottoms or their regular school uniform to participate. Jeans should be modest. Jeans may have decorative frays as long as there are no holes (no skin showing). Jeans that are tight/fitted are permitted as long as the top worn covers the girl's/boy's bottom and all around the front area of the body.

Girls' hair should be clean, neat, and appropriate in color. No lipstick, eye shadow, mascara, or eyeliner, is permitted. At the most two small (less than 1" diameter) 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 during school hours (7:30-3:30 pm and in ASSP). 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. Hats or head coverings should not be worn in the building during school hours (7:30-3:30 pm and in ASSP). The regulations apply while at school and on CCA sponsored events and field trips.

## **Student Dress and Appearance Code (9-12)**

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. **Please remember that the high school dress code is not all inclusive and is at the ultimate discretion of the administration. These regulations are applicable while at school and CCA sponsored events/field trips.**

### **Shirts:**

Girls shirts should be loose-fitting, extend out to the shoulder joint, and must fully cover the back, midriff, and all undergarments (NO tank tops). Girls should have their shirt tucked in or no skin showing at the waistline (via a tucked in camisole).

Boys shirts must be loose fitting and remained tucked in or no skin showing at the waistline. Shirts may be collared or collarless. Boys are not permitted to wear tank tops or sleeveless shirts.

Girls should wear modest necklines (a modest neckline is one that does not reveal cleavage when the person is standing or bending over).

Any lettering, graphics, or artwork must be appropriate for a Christian educational setting.

**Dresses or Skirts – (Girl's Only):** Girls dresses and/or skirts must fit properly (not too tight or loose), be free of rips and holes, be worn at the waist, and must come to the students' finger tips. Any slits in dresses or skirts may not exceed above fingertips. 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 should wear modest pants, and jeans. (No sweat pants, warmup pants, knit styles, tights, spandex material, pajama pants, etc.) All pants should be worn at the waist, no holes (no skin showing). Jeans should be modest. Jeans may have decorative frays as long as there are no holes (no skin showing). Jeans that are tight/fitted are permitted as long as the top worn covers the girl's/boy's bottom and all around the front area of the body.

**\*\*If girls wear leggings, jeggings, or tight/fitted jeans it must be with a dress, skirts or long dressy tops/blouses/cover-ups (not casual shirts, sweaters, hoodies etc.) Tops/blouses/cover-ups must cover the girl's bottom and all around the front area of the body.**

**Shorts:** All shorts should be at the fingertips, worn at the waist, with no holes (no skin showing).

**Spandex/Bicycle Shorts are NOT permitted.** Athletic shorts are NOT permitted except for PE/athletic events or on Dress Down for Missions Day.

**Dress Down for Missions Day:** 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 missionaries and the Show-Me Christian Youth Home. High School students may wear sweat pants/athletic pants (worn at the waist, free of rips, tears, holes and frays) or modest athletic shorts (at least fingertip length) on "Dress Down for Missions Day". Girls may wear leggings on FRIDAYS with a long shirt, sweater, or hoodie or the like as long as it completely covers the behind and all around the front area of the body.

Girls' hair should be clean, and neat. If makeup is worn it should be neutral colors. At the most three earrings per ear 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 during school hours (7:30-3:30 pm and in ASSP). 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 and neat. (No makeup, foundation, etc....) No earrings or other body piercing or body art (including temporary tattoos) is allowed. Facial hair may be clean and neat. Hats or head coverings should not be worn in the building during school hours (7:30-3:30 pm and in ASSP). The regulations apply while at school and on CCA sponsored events and field trips.

## **Dress Code for Special Occasions (K4-12)**

There may be times during the school year when special dress is permitted (e.g. Spirit Week, Holidays, Field Trips, etc.). Students are expected to dress conservatively and modestly **within the designated themes/guidelines given by the teacher or activity sponsor**. Special themed days should not be viewed as an opportunity to wear whatever students wish and failure to follow designated themes/guidelines will result in consequences. JH and HS students/parents will be given specific guidelines for dances, proms, band/music concerts, band/music competitions, etc.

## **Physical Displays of Affection (7-12)**

The following behaviors are not appropriate behavior at school.

1. Arm around waist
2. Arm around shoulders
3. Kissing and/or hugging
4. Embracing (standing or sitting)
5. Hand in belt loop, pocket, etc.
6. Sitting on another person's lap
7. Inappropriate physical body contact

\*Holding Hands is permitted only in grades 9-12.

The above listed items are a brief, not comprehensive, list of examples of PDA standards.

## **Discipline (K4-12)**

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

**Consequences for Grades K4-6:** 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.*

**Consequences for Grades 7-12:** It is understood that all rules and regulations, especially those pertaining to conduct and behavior, cannot be mentioned in this handbook. The school expects each student to interact in a responsible, respectful, cooperative manner to teachers, school employees, other students, community members, volunteers, and the physical property of our facilities so that it will not jeopardize anyone else's learning, health, or safety. The school reserves the right to make certain rules and regulations in order that a Christ-like and positive educational atmosphere may be maintained.

Teachers should give consequences for student behavior when needed. Consequences/discipline may be the following but are not limited to the following:

- Before school, after school and lunch detention
- Assignment addressing the issue such as a paper quoting scripture
- Conference with parents

The Upper School Principal will give consequences when needed. Consequences/discipline may be the following but is not limited to the following:

- Before school, after school and lunch detention
- Assignment addressing the issue such as a paper quoting scripture
- Eligibility for participation in extracurricular activities may be impacted.
- Conference with parents
- In School Suspension (ISS)
- Out of School Suspension (OSS)
- Expulsion (approved by Head Administrator)

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 (K4-12)**

**Students are discouraged from bringing cell phones to school.**

- **If students in grades K4-8 bring cell phones or smart watches to school, they must be turned off and placed in student backpacks (grades K4-5) or lockers (grades 6-8). Cell phones are not permitted to be used for students in grades K4-8 during the school day (8:00-3:15) or in Before School Care or ASSP.**
- **If students in grades 9-12 bring cell phones or smartwatches to school, they must be in the student's locker on silent. Students in grades 9-12 are permitted to use cell phones between classes and at lunch.**
- Administration at times will eliminate cell phone use to encourage face to face communication and learning; this could be between classes, at lunch, on field trips, etc.

- Students are highly encouraged to use laptops or computers for educational purposes (rather than individual cell phones) due to filters blocking inappropriate content. These measures are in place for safe computer usage in the school setting.
- Teachers may use their discretion concerning cell phone use in the classroom based on the educational activity and setting.
- At no time during the school day are students allowed to take pictures or videos of anyone (this excludes Publications Class and various other classes when students have permission from their teacher).
- **Earbuds and Bluetooth devices are NOT permitted during school hours unless a teacher has given permission for a specific educational purpose in their class.**
- **Cell phones are not permitted in the bathroom during school hours (8:00-3:15) or during Before School Care or ASSP.**
- **Students are prohibited from allowing others to use their cell phones.**

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 loss or theft of student property.

Student violations of the electronic devices policy for grades K4-5 will be determined by the principal.

Student violations of the cell phone policy in grades 6-12 may receive the following consequences:

#### 1st offense:

The cell phone **can be returned to the parent or guardian** of the student at the end of the school day. The student will be assigned a **30-minute morning or afternoon detention** with the principal.

#### 2nd offense

**1-hour detention** with principal; The cell phone can be returned at the **end of the school day to the parent or guardian** of the student; and the student **may not bring the cell phone to school for the remainder of the week and 2 more weeks.**

-Please note: students may leave their cell phone with the office during the school day and pick it up when school is complete on the days they are not to have their cell phone at school.

#### 3rd offense:

**1-hour detention with the principal;** The cell phone can be returned at the **end of the school day to the parent or guardian** of the student; The student's cell **phone may not return to school for the remainder of the week plus 4 weeks.**

#### 4<sup>th</sup> & subsequent offenses:

The cell phone can be returned at the **end of the school day to the parent or guardian** of the student; The cell phone **may not return to school for the remainder of the week plus 8 additional weeks.** Administration will decide consequences at this point and beyond this point and communicate with parents/guardians accordingly.

- Refusal to turn over the cell phone for any reason would be considered insubordination.
- Bringing a cell phone to school when not allowed to because of a cell phone violation described above would be a violation of the cell phone policy and insubordination and would be dealt with as such.

- The principal may set up a system that discontinues the use of all cell phones for all students at any time during the school day or for any part of the school day for any number of days.

## **Parent/Guardian Support/Communication (K4-12)**

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 newsletter, notes from child’s teacher, office emails and text alerts, 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 (K4-12)**

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 (K4-12)**

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 (K4-12)**

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, Absences and Tardies (K4-12)**

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. **Parents are asked to call or email the school office to report all student absences (partial or full day absences) and arrange to pick up assignments.** Students are expected to complete all assignments missed when absent. Homework for an absent student will be ready for pickup only at the end of the school day.

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.

Daily attendance of each student will be rounded to the nearest quarter of 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 sports must be present at school before **9:30 a.m.** and remain for the entire school day to remain eligible to participate in any games or meets that day. Exceptions may be made with administrator approval.

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. Students in grades 9-12 must maintain 95% cumulative attendance record beginning with their freshman year to be eligible for the A+ Scholarship Program. Please see A+ Handbook for details regarding Attendance Appeal Process if cumulative attendance record is less than 95%. For instance, due to the A+ scholarship it is important for 9-12<sup>th</sup> grade students to turn in doctor’s notes to the CCA office if they have been seen by a medical professional.

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 K5-12<sup>th</sup> grade who accumulate more than 5 tardies per quarter will be issued a 30 minute after school detention starting with the 6<sup>th</sup> tardy and for each successive tardy during that quarter.



## School Hours and Flow of Traffic (K4-12)

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.
- For the safety of all students and staff, all visitors — including parents and guardians — must check in at the front office upon entering the building. Parents are not permitted to go directly to classrooms or walk through hallways without proper authorization.
- 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 3:00 pm dismissal time, we ask that they do so through the main entrance near the office that is located at the southeast end of the building. 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.

**General Dismissal Procedures:** Please conduct all business transactions at the office prior to 2:55 or after 3:20 p.m. as the financial secretary is involved in calling names over the intercom during car line. Please place all calls to the office prior to 2:55 or after 3:20 p.m. in order to facilitate use of the intercom for car line. Please do not come inside the building to request students be released once carline has begun.

**Upper School Dismissal Procedures:** Students are released from class at 2:55 pm.

- If students are involved in a sport or extracurricular activity directly after school, they may go to this activity at 2:55 pm.
- Junior High students (7th/8th grade) should report to their assigned dismissal room by 3:00 pm. As names are called over the intercom, Junior High students will be released to the car line. After carline, all remaining JH students will be dismissed to staff members or coaches.
- If a High School student is being picked up through the car line they should be in the CCA Library by 3:00 pm and listen for their name to be called. If a high school student is being picked up at the gym entrance, they may wait with the supervising teacher at the gym lobby.
- High School siblings may check out their younger siblings from dismissal rooms with the supervising CCA staff member. High School student drivers and their passengers should leave through the gym doors/student parking lot.

**Upper School After School:** All students must be supervised. If an Upper School student is not attending the ASSP (After School Study Program) they must be under the supervision of a CCA staff member/volunteer.

## Medication Policy (K4-12)

Medications should be given at home when possible. If this is not possible, a medication authorization form must be completed and signed by a parent and/or physician for all medications that will be given. Medications should be delivered to the office by the parent/guardian unless prior arrangements have been made with school personnel. (Keeping track of refills is the responsibility of the parent/guardian). The school will not give the first dose of

any medication. Students may not carry medication except asthma inhalers or Epi pens when authorized in writing from the physician and parent. All other medications will be locked in the office cabinet. Medication must be in its original container with the student's name; doctor's name; name of medication; and the dosage, time and route of administration.

Over-the-Counter Medications may be administered at school to a student if written permission has been received from the parent/guardian. Over-the counter medications must be delivered to the school principal or office personnel in the manufacturer's original packaging and will only be administered in accordance with the manufacturer's label.

**Self-Administered Medications**—An authorized prescriber may recommend that an individual student with a chronic health condition be allowed to be in possession of his/her medication on district property for the purposes of self-administration. The district will permit possession of the medication for the treatment of asthma or anaphylaxis **if the physician has provided a written treatment plan for the condition for which the medication was prescribed and certifies that the student is capable of and has demonstrated to the physician or physician's designee the skill level necessary to use the medication as directed.**

If your child has a written asthma plan from the physician and uses an asthma inhaler, they will be required to use a chamber (available from your child's doctor) to take their albuterol when needed. Without using the chamber particles from their mouth can be airborne when they spray and inhale.

All 5<sup>th</sup>-12<sup>th</sup> grade students who are involved in CCA sports should carry their inhaler with them to games. For your student to administer their inhaler when needed they must have a chamber. We recommend carrying the chamber, inhaler and copy of asthma plan in a plastic bag when traveling to games with the player's name listed on the outside of the bag. Parents should inform all coaches of their child's asthma plan. (Parents of cheerleaders in grades 3 & 4 should be responsible for their child's inhaler/chamber at games.)

While at CCA, 5<sup>th</sup>-12<sup>th</sup> grade students can have their asthma inhaler with them in backpacks or leave them in the CCA Office; however, to administer when needed they will need to use their chamber. The office will administer albuterol to students with an asthma plan in K4-4<sup>th</sup> grades.

**Health Screenings**—Health Screenings will be conducted annually for students enrolled in grades K4-3<sup>rd</sup> and 7<sup>th</sup>.

## **School Cancellations (K4-12)**

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 (K5-12)

|    |              |                                                          |
|----|--------------|----------------------------------------------------------|
| A  | 100-94       | <b>Special Area Class Scale (K4-6<sup>th</sup> Only)</b> |
| A- | 93-90        |                                                          |
| B+ | 89-87        | Excellent = 80-100                                       |
| B  | 86-83        | Satisfactory = 70-79                                     |
| B- | 82-80        | Needs Improvement = 69 and below                         |
| C+ | 79-77        |                                                          |
| C  | 76-73        | <b>Conduct Rating (K4-12)</b>                            |
| C- | 72-70        | E = Excellent                                            |
| D+ | 69-67        | S = Satisfactory                                         |
| D  | 66-63        | N = Needs Improvement                                    |
| D- | 62-60        |                                                          |
| F  | 59 and below |                                                          |
|    |              |                                                          |
|    |              |                                                          |

**Approved Ministry Donation (7-12) Upper School Students** giving up a birthday present from home and in turn donating to Heifer International or an approved ministry will receive one 10% grade increase on a test in the subject area of their choice during that quarter. Students choosing to donate to a ministry other than Heifer International should have their donation approved by the Upper School Principal. This is available 1 time each school year.

**Weighted Grades (9-12)** A grade weighting system will be implemented for computation of honor roll and class rank. Upper level science and math courses (whether inhouse, online, AP or dual credit) will receive a weighted value of an additional 0.5 grade points per 1 credit. Upper level science and math courses include the following: Chemistry, Physics, AP Computer Science A, AP Computer Science Principles, Algebra 2, College Algebra, Precalculus, Trigonometry, AP Statistics, AP Calculus AB, and AP Calculus BC. All other AP and dual credit courses outside of science and math will receive a weighted value of an additional 0.333 grade points per 1 credit.

## Honor Roll (2-12)

**Grades 2-6:** In order to qualify for the Patriot Honor Roll, a student must receive all A's and/or E's for the quarter. In order to qualify for the Standard (A/B) Honor Roll a student must receive nothing lower than "B"s and/or E's for the quarter. **Penmanship and conduct do not count against or for Honor Roll. Students that have all A's and E's all four quarters will earn the Principal's Honor Roll Award.**

**Grades 7-12:** Patriot and Standard Honor Roll for high school students in grades 9-12 will be awarded by the semester. In grades 9-12 in order to qualify for the Patriot Honor Roll, a student must receive all A's for the semester. In order to qualify for the Standard (A/B) Honor Roll a student must receive nothing lower than B's for the semester.

**Mid-term Grade Reports (2-12)**—Mid-term grades will be given in grades 2<sup>nd</sup> through 12<sup>th</sup> 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 (9-12)

| SUBJECT                                                                                                                    | CREDITS REQUIRED FOR GRADUATION (rev 5.10.24)                                                                                                                                                         |
|----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| BIBLE                                                                                                                      | 4 Units<br>(1 for each year at CCA)                                                                                                                                                                   |
| ENGLISH                                                                                                                    | 4 Units<br>(English I, II, III, plus one additional English unit)                                                                                                                                     |
| SOCIAL STUDIES                                                                                                             | 3 Units<br>(World History, American History or American Government plus one additional social studies unit and must pass the *US Constitution Test as well as MO Constitution Test with 80% accuracy) |
| MATHEMATICS                                                                                                                | 3 Units<br>(Algebra plus two additional math units)                                                                                                                                                   |
| SCIENCE                                                                                                                    | 3 Units<br>(Physical Science, Biology, plus one additional science unit)                                                                                                                              |
| FINE ARTS                                                                                                                  | 1 Unit                                                                                                                                                                                                |
| PRACTICAL ARTS                                                                                                             | 1 Unit<br>(*Personal Finance plus one other .5 credit class)                                                                                                                                          |
| PHYSICAL EDUCATION                                                                                                         | 1 Unit                                                                                                                                                                                                |
| HEALTH                                                                                                                     | .5 Unit                                                                                                                                                                                               |
| ELECTIVES                                                                                                                  | 5.5 Units<br>(This includes a recommended 2 credits of Foreign Language)                                                                                                                              |
| <i>*Note: US Constitution Test, MO Constitution Test and Personal Finance requirement will be with the 2026 graduates.</i> |                                                                                                                                                                                                       |
| <b>TOTALS</b>                                                                                                              | <b>26 Units</b>                                                                                                                                                                                       |

**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 above 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.

Seniors with a minimum GPA of 3.5 will receive Honors recognition at the CCA High School Commencement signified by a Gold Honor Cord.

### EARLY GRADUATION POLICY

Graduation will be allowed any time after six (6) semesters of attendance beginning with grade nine and attainment of all requirements as set by the state and local Board of Directors. Early graduation should be part of a cooperative plan arrived at by the student, their parent/guardian, and the school. Students who wish to graduate early should submit written notification to the Upper School Principal at least one semester prior to graduating.

The student will receive a diploma if the student has met the Clinton Christian Academy's graduation requirements.

The student who chooses early graduation will be allowed to participate in the spring graduation ceremonies the following year but will be considered alumni for all other activities.

OR

The student who chooses early graduation will be allowed to participate in the spring graduation ceremonies with current year seniors.

*The above requirements may be modified in exceptional cases with approval of the CCA Administrative team.*

## **Academic Letter (9-12)**

In order for CCA students grades 9-12 to be eligible to receive an academic letter, they must meet or exceed criterion as set forth by the board of education. Criterion: (1) A student must be enrolled full-time at CCA for two full semesters; (2) A student must maintain a minimum cumulative GPA of 3.25 or better with no semester grade below a C- no matter the GPA, or a student may receive an academic letter with a year-end GPA of 3.50 or better; and (3) A student must have 10 documented hours of community service by the first Friday in May.

The first time a student letters he will receive a letter with a lamp of learning insignia and a bar. A bar will be awarded for each subsequent year for which the student meets eligibility criterion. Letters and bars will be awarded once grades have been finalized (Senior presentation at Graduation and Underclassmen presentation at beginning of the next school year assembly).

## **Schedules (9-12)**

Beginning in January, returning CCA high school students will work with CCA staff to build a tentative class schedule for the next school year. Sophomores and Juniors will usually apply for Clinton Technical School courses in early February. These tentative schedules will inform course offerings, the master schedule, and staff hiring actions for the next school year. High school student schedules will be finalized in April since Juniors and Seniors pay a prorated tuition rate depending on their class schedules.

**Job Shadowing/Work Experience Course Description:** Job Shadowing promotes observing and working with or under supervision for the purpose of the student becoming more familiar with a particular type of work experience without being a paid employee. While similar, work experience is actual employment in any field, and it does not expressly promote gaining knowledge for the specific purpose of career exploration.

Students may be involved in locating and securing jobs for either Job Shadowing or Work Experience. Supervisors or employers must meet with the CCA coordinator and agree to evaluate the student prior to mid-term and end of quarter. CCA will provide an evaluation form which the student must present to the supervising mentor or employer and return the form to the CCA coordinator at least one day prior to mid-term and end of quarter grade deadlines. If the student fails to do so, an F will be recorded until such time as the evaluation report is submitted. At that time a grade will be given with a reduction in credit as a result of not submitting the evaluation form on time. **Students may be required to submit a 150-200-word summary of their experience for each quarter of credit earned.**

Job Shadowing should be one class period in length for one semester with one mentor/supervisor and should not exceed a total of two semesters. Work Experience may be of greater length and duration depending on student credits and GPA of 2.5 or better. Job Shadowing and Work Experience courses are typically Senior level courses.

**DROP/ADD Form:** Any high school student desiring a change in his/her class schedule must request this form from the Upper School Principal. **The form is due no later than the Friday of the first full week of each semester.** Signatures are required from both teachers (class being dropped and class being added), the requesting student, and the Upper School Principal. The Upper School Principal will contact the student's parent or guardian and decide if the request will be approved or denied.

## **A+ School Program (9-12)**

The A+ program provides scholarship funds to eligible graduates of A+ designated high schools to attend Missouri community colleges, vocational schools, or certain private two-year vocational schools. Clinton Christian Academy was designated as an A+ school in February 2020 and students that meet the following requirements during their years of high school are eligible for the A+ Scholarship funds:

1. Graduate with a 2.5 or higher grade point average.
2. Maintain a 95% or higher attendance rate, cumulative from grades 9-12.
3. Perform at least 50 hours of unpaid tutoring or mentoring.
4. Maintain a record of good citizenship.
5. Achieve a combination of ACT math sub-score and high school cumulative grade point average meet one of the following requirements:

| ACT Math | High School GPA    |
|----------|--------------------|
| 17       | and 2.5 or greater |
| 16       | and 2.8 or greater |
| 15       | and 3.0 or greater |

**Students who wish to participate in the A+ School Program must sign an A+ Student Letter of Intent To Participate in the A+ Scholarship Program form and return it to the A+ Coordinator upon entering high school.**

*\*The Clinton Christian Academy A+ Handbook is posted on the school website for specific details regarding the A+ Tuition Reimbursement Program.*

## **8<sup>th</sup> Grade Class Trip**

The opportunity for an 8<sup>th</sup> grade class trip will be made available by the Board of Directors. The class trip will include a one-day trip with the location and date approved by the Upper School Principal. 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.

## **Senior Class Trip (12)**

The opportunity for a senior class trip will be made available by the Board of Directors. The senior sponsor and Upper School Principal will work cooperatively with the senior class and their parents to plan the senior trip. Each student will receive \$200 from the Board of Directors to use on the senior trip. Individuals may be asked to fund a portion of trip expenses and/or fundraisers may be permitted for this event.

## **Curricular/Class Trips (7-12)**

Our CCA teachers and administrators enjoy and know the importance of adding student experiences outside of the ordinary classroom. If a student is unable to attend a curricular field trip (Examples: class trips, school conferences), this student is expected to attend school/class. They will have class with classwork and possibly homework.

## **Extracurricular Trips (7-12)**

If a student goes on an extracurricular school trip (Examples: 4-H, FBLA, STUCO, Robotics, PEP club, Sports), the student must make up work missed from class.

## **Overnight Trips (7-12)**

Upper school students that attend overnight trips to a CCA sponsored event will be required to have bags checked before leaving. Bag checks will occur when students are sharing rooms with other students rather than rooming with parents. Any bags that are packed onto the bus/van/vehicles will be checked by adults, typically school personnel or a parent helping with trip supervision. Students who are rooming with parents/guardians that bring student bags in their own vehicles will not be checked; this will continue to be the parent's responsibility.

## **Fundraising for Clubs/Sports/Activities/Trips (K4-12)**

Extra-curricular activities serve as a great support to the regular curriculum. Extra-curriculars give students a lot of opportunities to explore their existing interests or discover entirely new ones, develop talents, acquire a number of fun and useful skills, as well as contribute through important social activities. Above all, extracurricular programs allow students to learn how to perform in a team context, take initiative and share group responsibility, build better focus and perseverance through competition, and enhance their attitude towards differences. CCA offers a number of extra-curricular activities including: Lego Robotics (grades K-12); 4-H (grades K4-12); Student Council (grades 5-12); Future Business Leaders of America (grades 9-12); Pep Club (grades 9-12); Patriot Honor Society (grades 11-12); Patriot Performing Arts Club (grades 1-12); Fellowship of Christian Athletes (grades 7-12); Volleyball (grades 5-12); Soccer (grades 5-12); Basketball (grades 5-12); Track (grades 5-12) and Cheer (grades 3 & 4).

There are times that clubs, activities and classes may need to fundraise. Fundraisers for clubs/activities should be designed to provide student services/events/outreach in return for donations/funds. Direct solicitation of funds only is not permitted. All Upper School fundraisers need to be approved by the Upper School principal. Any Elementary School Fundraisers need to be approved by the Elementary Principal. The timing of these fundraisers will be approved as well. There shall be minimal activity/organization fundraisers during the months January and February in consideration of the CCA Auction and its preparation. Club dues may also be collected from students according to specific club guidelines.

The sponsor or coach of the club, activity or class will communicate with administration, staff, students, and parents with regards to the requirements of fundraising in order to be a part of the organization and its activities. These expectations will be communicated to staff, students and parents at the beginning of each school year.

## **Student Release Due to an Intruder (K4-12)**

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 (K4-12)**

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 s

# **Appendix A**

## **Individual Student Fee Schedule**



## CCA TUITION SCHEDULE

2025-2026

| 11 monthly payments                      |          | Tuition    |
|------------------------------------------|----------|------------|
| K4 Preschool - $\frac{1}{2}$ day         |          | \$4,350.00 |
| K4 Preschool                             | \$487.00 | \$5,350.00 |
| K5-8 <sup>th</sup> grades                |          | \$5,850.00 |
| 9 <sup>th</sup> -12 <sup>th</sup> grades | \$569.00 | \$6,250.00 |

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 for returning students by July 1, 2025 will receive a 3% discount. (Tuition paid in full for new students enrolling after July 1 will also receive a 3% discount.) If you prefer to pay tuition monthly it should be paid on an 11-month (June thru April) payment schedule. (Monthly payments for new students enrolling after June 10 will be prorated from the start date thru April.) Payments may be made by cash, check, or money order.

As stated in the CCA handbook, if tuition is not paid by the tenth of the month, a late fee of \$25.00 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.

*\*Participants enrolled in the Take Flight Program will incur a \$600 fee which may be paid in monthly installments.*

### Book & Supply Fees - Payment Before May 15, 2025/ After May 15, 2025

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

|                                                                    |                     |
|--------------------------------------------------------------------|---------------------|
| K4 and K5                                                          | \$280.00 / \$300.00 |
| 1 <sup>st</sup> thru 4 <sup>th</sup> grades                        | \$330.00 / \$350.00 |
| 5 <sup>th</sup> thru 8 <sup>th</sup> grades                        | \$430.00 / \$450.00 |
| 9 <sup>th</sup> - 12 <sup>th</sup> grades (Paper Books or E Books) | \$450.00 / \$470.00 |

*\*Sports Activity Fee: \$60 per student per sport*

# **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 2025-2026 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.

\_\_\_\_\_ I understand that enrollment at CCA is dependent up on 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.

\_\_\_\_\_ I understand that CCA utilizes uniforms in grades K4-8th and conservative dress code in grades 9-12. 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/clothing 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 2<sup>nd</sup> 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 the following to a CCA Administrator to be eligible as a driver: a transportation form, provide proof of a legal driver's license and a copy of proof of insurance, and a background check.
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 \$2 per rider for in town field trips and \$7 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 2<sup>nd</sup> grade thru 12<sup>th</sup> 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 1<sup>st</sup> grade thru 12<sup>th</sup> 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**

# ***Outside Playground Rules*** (Revised 6/10/24)

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

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 swings
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
4. Geo-dome
  - a. No horse-play or rough play
5. Wood Forts w/Slides (K4-2<sup>nd</sup> Grade Only)
  - a. No jumping off the top
  - b. Stay on platform-not on support beams
  - c. One at a time on the slide-Always Face Forward & Going Down Only
  - d. No toys or balls permitted on the forts
6. Red Playground Equipment
  - a. Only students in grades 1-6 are permitted on the slide on the red playground equipment.
  - b. No sitting on top of the small, round spinners or the monkey bars on the red playground equipment.
7. Teeter-totter (1<sup>st</sup> – 6<sup>th</sup> Grade Only)
  - 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
8. 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
9. Basketball area (1<sup>st</sup>-6<sup>th</sup> Grade Only)
  - a. Be responsible for the ball
  - b. No dunking or hanging on rim
  - c. No rough play
9. 4-square
  - a. Play by rules supplied by recess teacher
10. Spinner
  - a. Only 3-4 students per spinner at one time (Teacher discretion per grade level)
  - b. Feet must be on the platform at all times.
11. Merry-Go-Round
  - K4/K5 Rules
    - a. No more than five riders at a time.
    - b. Riders must be seated.
    - c. All body parts need to stay in the blue circle.
    - d. Two pushers and they must stay stationary-no running with the merry-go-round.

1st- 6th Grade Rules

- a. Only five people may go on the merry-go-round.
- b. Students must be seated or standing, holding on to the bar in front of them.
- c. Students may not lean against the bar or sit on the bar. Whole body must be on the merry-go-round.
- d. Only two pushers who must stand in place while pushing. No running while hanging on. No jumping on if you are a pusher.
- e. If there is a line waiting, do not stay on more than 60 seconds.
- f. **LISTEN!** If someone wishes to get off the merry-go-round, STOP the ride and let them off.
- g. **DO NOT JUMP OFF THE MERRY-GO-ROUND WHILE IT IS IN MOTION.**
- h. Do not crawl under or lay under the merry-go-round.

### **General Rules**

- K4 & K5 Stay Within the Fenced Area.
- Always Obey the Golden Rule-Treat others the way you want to be treated.
- Use equipment properly.
- Toys, balls, jump ropes, hula hoops, etc. are NOT PERMITTED on permanent playground equipment.
- 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 mean recess is over-line up immediately.
- 1 LONG whistle blast means it's an emergency and students should line up and listen for teacher instructions.
- Use appropriate line behavior.
- Wipe feet upon entering.
- Return all playground toys to proper storage after each recess.
- Everyone should be allowed to play.
- Students are not permitted to bring toys from home unless permission has been granted by the teacher for special activities like "Show and Tell".

## ***Inside Playground Rules***

1. Students should play only with the balls in the metal crate at the West end of the bleachers. (Team volleyballs and basketballs in other carts/crates are off limits for recess or Before/After School Care)
2. Students should play with the hoola hoops and jump ropes hanging on the West end of the bleachers appropriately and in the manner they are intended to be used. (Not for playing horse/carriage or other "games" that students invent.)
3. Students should not kick balls when at recess or Before/After School Care. (Too many students doing so many different things in an unstructured setting like recess make kicking balls impossible to monitor and control safely. Additionally, the score table and scoreboards can be damaged by balls that are kicked!)
4. Students should not be on the stage area or running up/down the stage steps or the bleachers. Students may sit on the bleachers.
5. Teachers should be up and circulating around the gym when monitoring students at indoor recess. Areas of play designated for certain activities (basketball, volleyball, etc.) may be helpful for ensuring that students are well-supervised and safe.
6. The PE Closet should be kept locked at all times. All items inside the PE closet are off limits to students at recess and Before/After School Care.

# **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**

While CCA welcomes students from all backgrounds, we do not condone nor accept lifestyles which are contrary to Biblical precepts. Athletes must compete as the gender of their birth as stated on their birth certificate. Students dressing or acting in a manner which the administration considers a distraction will not be permitted. (See Statement of Faith)

These sport offerings and teams may be adjusted based upon the number of student athletes available per competition level and the available games/meets.

CCA will compete in Soccer, Volleyball, Basketball, and Track. Soccer will be scheduled conference games for Varsity (6-12). Soccer will be scheduled independently for JH (5<sup>th</sup>-8<sup>th</sup>). Varsity level Volleyball, Basketball, Soccer and Track will be scheduled in the MOKAN Christian Athletic Conference. Track may also be scheduled as a MSHSAA affiliate. Cheer will be offered at grades 3 & 4 and will be scheduled to cheer at home basketball games. Varsity Cheer and Scholar Bowl may be offered if there is enough interest from students and if coaching staff is available.

Soccer will be coed JH (5<sup>th</sup>-8<sup>th</sup>) and Varsity Boys only in Fall (6<sup>th</sup>-12<sup>th</sup>) and Varsity Girls only in Spring (6<sup>th</sup>-12<sup>th</sup>). We intend to field three teams for Girls Volleyball. Those teams will be the 5<sup>th</sup>/6<sup>th</sup> grade, Junior High (5<sup>th</sup>-8<sup>th</sup>) and Varsity (6<sup>th</sup>-12<sup>th</sup>) teams. Cheer will be girls only in 3<sup>rd</sup>-4<sup>th</sup> grades and participants must have a physical to participate. Basketball will be separate teams for boys and girls. We intend to field three teams for boys and girls. Those teams will be at the 5<sup>th</sup>/6<sup>th</sup>, JH, and V (6<sup>th</sup>-12<sup>th</sup>) teams. Track will be open to 5<sup>th</sup>-12<sup>th</sup> grades with competition levels determined by the composition of the team and available meets in the area. These sports offerings and teams may be adjusted based upon the number of student athletes available per competition level and the available games/meets.

All 5<sup>th</sup>-12<sup>th</sup> 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 4<sup>th</sup> 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 4<sup>th</sup> graders it shall be made available to all 4<sup>th</sup> graders interested. A decision one year or in one sport does not mean that 4<sup>th</sup> graders shall be eligible in other sports or in subsequent years.

Home School athletes in 5<sup>th</sup> - 12<sup>th</sup> grade may compete on any appropriate team. Each team is limited to 3 homeschool athletes participating on their team and they must be enrolled before the first game. Some teams may be limited to fewer homeschoolers based upon MOKAN and MCSAA

guidelines. Parents/Guardians of homeschool athletes must provide grades to the administration at each CCA mid-term and quarter during the sport season they are in participation.

All activity fees and forms (Player Code of Conduct & Player Agreement; Physical Form) must be paid in full and completed by the first practice of each sport.

### **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 quarters 1 and 3, and at the end of semesters 1 and 2. Mid-term and quarter grades for online and dual credit courses will be determined on CCA mid-term and end of quarter dates based on graded work at that time. Second semester grades will be used to determine eligibility for fall sports. 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 sports must be present at school before **9:30 a.m.** and remain for the entire school day to remain eligible to participate in games or meets that day. If a student athlete misses school due to an illness, he/she shall not be eligible to participate in that day's sports activities. Exceptions may be made with administrator approval. Parents are encouraged to coordinate absences for appointments in advance.

### **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.

(g) Parents will be expected to work a minimum of one (1) time in the concession stand/gate per number of children involved in extra-curricular activities (including cheer).

(h) All students are typically required to ride the bus/van to all events/activities.

(i) Parents may transport their own student home and are required to sign their child out on the sign off sheet.

## **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 5<sup>th</sup> grade students against 12<sup>th</sup> 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.**

## **EARNING PHYSICAL EDUCATION CREDIT THROUGH ATHLETICS**

Our athletes dedicate significant amounts of time outside of regular school hours in order to represent CCA in their chosen sports. Because CCA requires five core subject areas (including Bible) in our high school graduation requirements, the Board and Administration decided that our student athletes should be able to earn Physical Education (PE) credit through participation in sports. Athletes, under the supervision of coaches and administrators, will log the minutes they spend engaged in sports activities including practices, open gym times, and games. A coach or administrator will sign off on the minutes of participation recorded by the athlete. When 3,915 minutes are completed, a student athlete will earn 0.5 credits in PE. An additional 0.5 credits in PE may be earned for a second set of 3,915 minutes of sports participation. A coach or administrator will provide the paperwork for athletes to log their minutes at the end of each session of sports participation.

## **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 with which 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