STUDENT/PARENT HANDBOOK

2019-2020

Trust in the Lord with all thy heart and lean not on thine own understandings, in all thy ways acknowledge Him and He will direct your paths.
Proverbs 3:5-6

The Lord will march out like a champion, like a warrior he will stir up zeal; with a shout he will raise the battle cry and will triumph over his enemies.
Isaiah 42:13

Revised 5/2019

Clinton Christian Academy Parents and Students,

This Parent/Student Handbook has been compiled to articulate community expectations at CCA. Like a family, there are guidelines and expectations that are in place so CCA has the ability to teach students self-discipline, sense of community and responsibility as well as establishing a reputation in our community to "impact the world for Christ!" Our mission is to create a nurturing environment, and part of that process involves creating a healthy tone and climate with appropriate boundaries. This allows students to have freedom within those boundaries and helps the school run in a manner conducive to educating students.

Due to the many guidelines, practices, and procedures articulated in this Handbook, covering everything from car-line to student discipline to academics, it is important that every family read the handbook to understand its contents. Revisions to the Student/ Parent Handbook are made each year. While our hope is that all areas of life at CCA have been covered, there may be errors, misprints, omissions, or other issues that arise unforeseen at the time of the latest revision. When this occurs, every effort will be made to communicate the changes or corrections as soon as reasonably possible.

The goal of this handbook is not to overwhelm our students with "rules" but rather to communicate up front the boundaries that have been set for our school. The ultimate goal is that we, as individuals and as a school, glorify God by living in an orderly and dignified manner to honor Him.

God Bless,

Clinton Christian Academy
Administration and Board

<u>Administration</u>

Dr. Phillip H. Broome, Headmaster
Josh Zeitz, Athletic Director/Dean of Students
Natalie King, Guidance Counselor/Admissions
Mary Schram, Director of Finance
Patrice Roberson, Office Manager/Admissions, 601-910-5990

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SETTING UP ACTIVE PARENT

One of the ways which we keep our parents informed of their children's progress is through ActiveParent. In order to set up your account, please follow these instructions:

- On your search bar, type in cca.activeparent.net
- Make sure that is all that is typed on the search bar. Do not have http://.
- Set up account following instructions. It will notify us and your account will be activated by the school. This process normally takes one to two business day.
- Account will enable you to view:
    - Grades
    - Discipline
    - Attendance

STUDENT HANDBOOK DISCLAIMER

This student handbook focuses on the policies and procedures that are important to Clinton Christian Academy. Questions concerning policies and procedures listed should be directed to your Teacher, Counselor or Headmaster. While every effort is made to provide accurate and current information, Clinton Christian Academy reserves the right to revise at any time, and without notice, statements in this handbook concerning rules, policies, fees, curricula, courses, or other matters.

MISSION STATEMENT

The mission of CCA is to educate every student for lifelong success and to enrich them with Christian purpose. The board of trustees, administrators, and teachers, supported by the parents, shall create a Christian learning atmosphere with a physically, spiritually and emotionally safe environment for the following to prosper:

- An opportunity to hear the Gospel as stated in John 3:16
- An opportunity to see the Christian Faith lived out
- An opportunity for Academic excellence
- An opportunity to be a part of Community Outreach
- An opportunity to be a part of organized sports

Clinton Christian Academy is an independent, co-educational, self-governing, interdenominational, non-profit, college preparatory, Christian day school for students in grades K4 (4 years of age) through grade twelve. The school believes that the integration of faith, as found in the Word of God, and learning are essential for excellence in education. The school does not discriminate on the basis of sex, race, color, or national origin in the administration of its educational programs, admission policies, financial aid policies, employment practices or other school-administered programs.

HISTORY

Clinton Christian Academy was founded in the spring of 2008 by a group of caring parents who felt strongly that the families of Clinton should have a Christian, parent-driven, educational alternative for their children. After a long and at times crazy summer, the doors of CCA opened for the first day of school on September 5, 2008. This was not accomplished through one person, but through a group of many and ONLY through GOD opening door after door for this school to happen. It is their prayer that God will continually grow HIS school through the active participation and support of our school families and community.

ACCREDITATION

Clinton Christian Academy is accredited by the Southern Association of Colleges and Schools (SACS) and the Mississippi Association of Independent Schools (MAIS). These are the same organizations which accredit all private schools in Mississippi. School credits from CCA are recognized nationwide from all public and private schools.

SCHOOL GOVERNANCE

Clinton Christian Academy operates as a 501(c) (3) non-profit corporation.

Clinton Christian Academy is governed by a board of directors who are responsible for the operations of the school. Under the leadership of the Lord Jesus Christ through His Word and fervent prayer, this board has ensured Clinton Christian Academy has remained true to its charter.

By His guidance, the Board of Trustees establishes school policies and manages its general affairs. It acts as the overseer of the school mission and is its strategic decision-maker, formulating long-range policies whose fulfillment is delegated to the administrators, as is the day-to-day well-being of school operations. The school administrators operate, interpret, and execute the appointed purposes of the Board and, therefore, manage, but does not direct, the operations of Clinton Christian Academy.

The Board of Trustees is currently comprised of nine members, each of whom are elected and may serve up to two consecutive three-year terms. The terms will be staggered to ensure board continuity. The Board will meet quarterly. Persons who wish to place items on the agenda may do so by contacting the administrators or Board Chairman. All requests must be submitted at least seven (7) days prior to the meeting. Additional details on the Board's functions and policies may be obtained in the school office.

The Board of Directors (BOD) of Clinton Christian Academy establishes policy, sets goals and evaluates the affairs of the school. If you have a need to contact the board, there is a link on the CCA website. The BOD consists of the following:

Sam Bryson (President), Brian Daniel, Sean Meadows, Renee Neblett, Nicole Skinner, Patrick Tatum, Brian Weeks, Jennifer Wentworth, Melissa Woods

ATTENDANCE POLICY

School attendance is required by Clinton Christian Academy, its accrediting agencies, MAIS, and by Mississippi law. Research has found that a high correlation exists between regular attendance and student success at school. For the general welfare of all students, for each to do well, and for all to benefit from the educational opportunities available, a student must be in school and have a good attendance record. Secondary students are expected to be present and punctual at school each day and are responsible for attending all classes, reporting on time, and making up missed work due to an absence. Missing class may severely hinder a student's ability to master subject matter, and may be reflected in quarterly grades.
Students may not miss more than 20 days in a school year, whether excused or unexcused, in any class and receive credit. This is an MAIS and CCA guideline. Exceptions may be granted by the board only in extreme medically related situations.

ABSENCES

A record of attendance is taken at the beginning of each school day. When a student is absent for any reason the school office must be notified by phone between 8:15 and 10:00 a.m. Unless the absence has been previously approved by the administrator, parents must notify the school when their children are absent. Due to safety concerns, the school enforces this provision to the fullest extent possible, including calling parents at home to verify a child's absence.

When a student arrives at school after an absence, he/she is required to report directly to the office and provide a note signed by the parent or guardian explicitly stating the reason(s) for the absence. The student will receive a class admit slip which must be presented to each teacher in whose class the student was absent. If a parent does not contact the school or the student fails to bring a written excuse by the second day following his/her return, the

absence will be recorded as unexcused. Failure to provide a parent's note will result in the student being deemed truant. Students are marked absent after missing more than one-half (½) of the class period.

Excused Absences - Absences will be considered excused for the following reasons only:

- Illness.
- Involvement in an accident.
- Bereavement/funeral in the immediate family.
- Medical appointments.
- Participation in school-approved programs outside the school.
- Pre-arranged absences for which administrative approval has been given to include vacations and religious activities.

Note: In order to participate in extra-curricular activities a student must be present for at least **four** full class periods during the day of the activity. If the activity is on a weekend, the student must be present for four full periods on the preceding school day closest to the activity. This includes school activities such as Homecoming, Prom, and competitions. All appeals with medical excuses can be made to the Headmaster.

Unexcused Absences - Absences from school with the knowledge of the parent, but without prior approval from the school or for reasons other than those permitted for excused absences, are considered unexcused.

- Visiting friends or relatives
- Hair Cuts
- Photography Appointments,
- Skiing
- Hunting/Fishing
- Shopping
- Any other reasons unacceptable to the school.

Three un-excused tardies will result in an unexcused absence for that class.

School-Sponsored Absences - Absences due to school-sponsored events are considered exempt and are not recorded on a student's attendance record.

- Choir
- Speech, spelling and drama performances and festivals.
- CCA athletic competitions.
- Field trips for school clubs or class activities.
- School-sanctioned ministry/service projects.
- Appointments with the school administrator, teachers, and counselors.
- Approved Senior College Visits.

Note: Students shall make arrangements with their teachers **prior** to missing class for school activities to get their assignments. Students are responsible for any and all school work missed and should be ready to turn in any missed assignments the first day back in class.

MAKE-UP WORK

- Students with excused absences are given one (1) day for each day of absence to make up missed work. For extended absences such as long-term illness, arrangements for make-up of class and homework assignments must be made with the teacher. Parents seeking to obtain schoolwork for children missing more than one day of school are requested to contact the school office by 9:00 a.m. on the day of the absence to request assignments. If possible, student work will be available for pick up at the school office or teacher's classroom by the end of the day. It is not necessary to call for assignments if the student is absent for only one day.

- Students who know in advance that they will be absent or who wish to obtain administrative approval for pre-arranged absences must notify the administrator and the teacher(s) in advance of the anticipated absence(s). The teacher will determine what work can be made up, what work should be done before the student leaves, and when the work is due. Teachers may require advance work to be completed and turned in before the absence. For planned absences of three or more days, the student must obtain make-up work at least three (3) days in advance of the absences.

- In all cases the student is responsible for inquiring about, obtaining, and satisfactorily completing make-up work as assigned by the teacher. Work that is not completed within the time allotted by the teacher may be considered late and/or not receive credit. It is reasonable to expect that some work cannot be made up due to the nature of the assignment, particularly if assignments are performance-based or experiences, in which case a student's final grade may be affected.

- All work missed due to excused absences should be made up by the student, and it is the student's responsibility to get make-up work from the teacher. When work has been assigned prior to the student's absence, such as tests, papers, homework, etc., the student is responsible for these assignments upon the day of return. (Example, if an assignment is given on Monday, and due on Friday and a student is absent on Thursday, but returns on Friday, then that student is responsible for the assignment due.)

- For work assigned during a student's absence, the same amount of time will be given to complete the missed assignment(s) as was originally given to the class. (Example, if a student is absent on Monday when an assignment is given to be due on Wednesday, when the student returns, two days will be allowed to complete the assignment.)

- Make-up work not completed in a timely manner will receive partial credit or "0".

LIMIT ON TOTAL ABSENCES

- An absence is recorded whenever a student is not in class, regardless of the reason. A parent's excuse does not change the fact that the student was absent. Students in grades K5 - 12 with a total of ten (10) excused or unexcused absences per class per semester are considered excessively absent. Students with excessive absences must submit a written

petition to the administrator to receive credit in the affected classes. Upon review by the administrator, the student may receive credit if none of the absences are unexcused, all work was made up on schedule in a quality manner, and/or the absences were due to a chronic illness as confirmed by a physician.

- In the case of excessive absences which do not conform to the above criteria, work may be made up by arrangement with the teacher(s) of the class (es) missed only. Under no circumstances will credit be received for non-conforming absences of twenty (20 – MAIS Regulation) or more per year.

LEAVING EARLY

Students who need to leave during the school day are required to present a note signed by a parent or guardian to the office prior to their departure. The student will be given a pass to present to his/her teacher and will be dismissed at the appointed time in order to properly check out at the office. The student must record his/her time of leaving and destination on a check-out sheet. If the student returns before school is out, he/she must check in at the main office and receive a class admit slip to present to his/her teacher before returning to class.

CLOSED CAMPUS POLICY

Clinton Christian Academy is responsible for maintaining the safety and well-being of its students from the time they arrive at school until they leave for home. Therefore, all students are required to remain on campus during school hours, including lunch.

TRUANCY

Violation of attendance regulations constitutes truancy. Truancy is any absence for which a student did not receive prior approval from a parent/guardian or administrator. This includes a student who is sent to school by parents but fails to arrive at school or is deliberately absent from school or class after having been marked in attendance. Additionally, any students who are in any part of the school other than where assigned by their teacher are considered truant. This includes students who have a pass and go somewhere other than where the pass indicates the student should be. Truancy will not be tolerated at Clinton Christian Academy and will be subject to strong disciplinary action by school authorities. Students who are truant will receive a zero for missed work and the following consequences:

- First offense – Two detentions
- Second offense – One day of out of school suspension
- Third offense – Three days out of school suspension
- Fourth offense – Recommendation for expulsion

TARDIES

Students who consistently arrive at school on time are establishing a responsible pattern for life. While it is true that occasional situations arise that may cause delays, students are

fulfilling their end of a contract with the school by adhering to the school's schedule. The student's future employers or clients will appreciate how well he/she keeps a commitment. It is even more important for students to understand how God views their stewardship of time and commitment.

The first bell rings at 7:50 am, and the tardy bell rings at 8:00 am. Students arriving at school after 8:00 am are considered tardy.

Three unexcused tardies equals one unexcused absence and a $20 fine. Excused tardies are: doctor's appt. and occasional car trouble. Anything else is unexcused. If a pattern develops (i.e. excessive car trouble) then this will no longer be an excuse.

CAR LINE PROCEDURES – DROP OFF AND PICKUPS

In an effort to keep our children safe while expediting the arrival and departure process, we ask that you please abide by the following procedures:

- Traffic flows one way for both drop-off and pick-up.
- Drop off and pick-up are in front entrance only. No child is to be dropped off or picked up in high school parking lot or in rear of school.
- Cars exiting the parking lot **MUST TURN RIGHT** to enhance the flow of traffic and for safety concerns. ***NOTE: When turning onto Northside drive, please turn right during pick-up and drop-off times. Failure to do so will block up the parking lot and traffic will flow much more smoothly if you will help us by following this procedure.***
- Each family will be given two CCA car tags with an assigned number. Anyone picking up a child must have the car tag clearly visible for the entire time he or she is on campus. If the car tag is not clearly visible at all times you will be expected to park and go into the building to check your child out. In the event that your car tag is misplaced or you require additional tags you must request a new tag from the office. You will not be allowed to pick up your child in the carpool line unless you have the appropriate tag. Please understand this is for the safety of all CCA children.
- Do not leave your car unattended while in the carline. It inconveniences other drivers and keeps other vehicles from exiting the campus. Remaining in the car helps us to load all children safely and facilitate everyone being able to move out of the parking lot more efficiently. Always place your car in the Park position when arriving and remain in Park position until cleared to leave.
- Cars should not move until directed by staff. Many of our little ones are shorter than your line of sight.
- Drivers may be asked to re-enter the carline if their riders are not ready for pick up. Do not hold up others who are behind you.
- Cars should never block any of the crosswalks.
- Children should never be left in unattended cars.
- Unattended cars should never be left running.
- NOTE: There will be no checkouts after 2:00 except in the case of an emergency or scheduled doctor's appointment.
- ***Elementary Pick-up…2:30pm to 2:55pm – USE BOTH LANES***
- ***Jr./Sr. High Pick-up…3:00pm to 3:30pm – USE RIGHT LANE ONLY***

- ***If you arrive before 3:00pm for Jr./Sr. High Pickup – use Right Lane Only***

ARRIVAL AND DISMISSAL

Parents are responsible for the daily transportation of their children to and from school. Please let your child/children out at the doors located in the front of the school. No Child is to be dropped off or picked up in high school parking lot or in rear of school. Monitors will be located on the front porch to assist with greeting students. Teachers arrive at school at 7:30 a.m. To safeguard teachers' preparation time, we ask that parents schedule conferences with teachers instead of approaching them during arrival and dismissal times.

- **Early Drop Off** - students may be dropped off from 7- 7:30 a.m. for a fee of $3 a day/$10 a week to cover supervision. The early care entrance will be the front door of the school. Parents must come in to sign their children in. Do not drop your child off before 7 a.m. as there will be no supervision provided.

- **Arriving at School** - secondary students assemble in the cafeteria until 7:50 a.m. Preschool and elementary students are to sit quietly in the hall, outside their classroom. There will be adult monitors in both locations. They are to remain seated at all times. The first bell will ring at 7:50 a.m., and the tardy bell will ring at 8:00 a.m. Students arriving after the 8:00 bell must be signed in and have a note for class from the front office.

- **Dismissal** - Preschool and elementary students will dismiss at 2:30 p.m. Secondary students will dismiss at 3:00. Preschool and elementary students will dismiss out the front doors. Jr./Sr. High students are to dismiss from the hallway on the west side of the building.(by MS Wooley's room) All parents coming through the carpool line should have their number tag in a visible place on their dashboard or rearview mirror. Parents should make every effort to pick up their children at their dismissal time. In the event an elementary student is not picked up by 3:00pm, the student will be sent to Aftercare and will be charged accordingly. The fee will be forwarded to the business office and added to their tuition account. Parents must notify the office whenever a student will ride home with someone other than his/her parent.

PARKING

All daily parking, (parents and visitors) should be in either the front lot or side lot. There is to be No Parking on Northside Drive. Cars parked illegally may be towed at the owner's expense. All student parking will be in the lot located to the west of the school, by the baseball field. All students must enter through the front of school.

STUDENT PARKING

Cars driven by students must be registered annually in the school office. There will be no speeding or reckless driving on campus. The speed limit on campus is not to exceed 5 mph. DO NOT PARK BEHIND SCHOOL. Cars parked illegally may be towed at the

owner's expense. Parking on the grass or in center of parking lot is not permitted. Students may not go to their vehicles during the school day unless permission is granted. No student vehicles are to be behind the school at any time. Automobile infractions may result in fines or the loss of driving privileges.

FOOD LUNCH ORDERS

Lunch forms will go out on Wednesday for the following week. Forms must be turned in no later than Monday to order lunches for the week. Students in grades K4 through 2 will not have access to the microwaves.

MEDICATIONS

Medications are not provided by the school. Students will not be allowed to take medications in any form without permission from the parents. All medications (prescriptions and non-prescriptions) must be in original containers and must be turned into the School Office for distribution at the prescribed time. Teachers will not administer any medications.

ILLNESS

While consistent attendance is generally encouraged, parents who suspect that their child is sick with a contagious illness are to keep their child at home. We expect each family to exercise the "24 hour rule." This means that if your child has had ANY fever or vomiting and/or more than two episodes of diarrhea in a 24 hour period they are considered contagious and need to stay at home.

LOST AND FOUND

Faculty and students who find "lost" articles should take them to student services immediately. At the end of each week articles unclaimed will be given away as charity.

EMERGENCY PLAN

Fire, natural disaster, and lock down drills will be held regularly during the school year. Instructions will be given at the beginning of the school year and instructions will also be posted in each room. Students should recognize the seriousness of the drills and refrain from disorderly behavior. In case an emergency occurs during a regular school day, students will be released only to their parents or those listed on the authorized pick up list. Photo identification will be required if someone is not known to school personnel. It is impossible in a time of emergency to verify telephone requests or a parent's written consent given to a friend, neighbor, or relative to pick up a student. School personnel cannot undertake the responsibility of releasing students to any adults other than parents or those listed on the authorized pick up list. Please have a planned procedure established. If

you will be out of town, notify the office in writing stating who is authorized to act in your place. The fact that parents will know where their children are, that they are under supervision, and that precautions for their safety are being observed, should help to prevent panic and confusion. NO cell phone use during drills.

Fire/Bomb Threat

- Evacuation Plan – each class moves to the nearest exit and slowly exit to the football field. Each class is to remain with teacher. Teacher should take gradebook and check roll when arriving on the football field. All students must be accounted for. The Headmaster is the only one that can release anyone in the class for any reason.
- Headmaster will notify all emergency personnel.
- Headmaster and Fire Dept. will locate any unaccounted students.
- A Warrior Alert will go out to all parents.

Tornado

- Protective Plan – will go into effect immediately after tornado warning is issued. Students will move in the hallway furthest from glass or windows-preferably to an inside wall. Each student will sit facing the wall, head tucked with arms/hands covering.
  Teachers are to account for all students and move to the proper protective stance.
- Headmaster will locate any unaccounted students.
- Headmaster will release students back to classroom when safe to do so.

Lockdown

- Unauthorized person in building.
- Once notified via loud speaker (Lockdown) – Each teacher must lock and jam door. If everyone assigned to the room are present and accounted for – place Green card under entry door. If a student(s) is missing from room – write name(s) on Red card and place under entry door.
- Each teacher has a packet containing a Door Jam, a Red and a Green cardboard paper (Make Visible for Substitute).
- Students on the lower 2 playgrounds exit to Northside drive. Go to the left and move to Trustmark National Bank (Teacher Notified by Cell Phone). Students on the upper playground or Athletes at practice on Basketball Court or Football Field will exit to Northside drive and carefully walk across to Holy Ghost Baptist Church. (Teacher Notified by Cell Phone)
- Students in the restroom. After exiting, go back to classroom – door will be locked – student should recognize cards in hallway and will immediately go back to rest room, enter stall and stand on toilet. Remain in this location until someone comes to get you.
- Cafeteria Kitchen Staff – Close outside door, pull down door to serving window. Follow Red, Green, Door Jam Procedure.

NOTE:

Activation of the fire alarm or security alarm will immediately notify the authorities. Careless or malicious initiating of a false alarm is an extreme offense that could lead to serious injury in an attempt to evacuate the building. Deliberate offenses will be handled with the utmost severity. The student and their family will become financially responsible for fees resulting from a false alarm as well as subjection to possible disciplinary action, which may include expulsion.

EMERGENCY SCHOOL CLOSING

Closing – CCA will generally adhere to the Clinton Public School guidelines for regulation of school closing in the event of an emergency. Our first line of contact is through our texting service. **Text the word Warriors to 95577**. Information will also be broadcast over the local radio and local TV stations. Every attempt will be made to email the information to you as well.

Late Start - If it appears that the roads will be hazardous for only early morning hours or that the weather will improve enough that travel is not dangerous we will have a late start to school which will begin at 10:00 am and end at the regular dismissal time. Notification will be given by text first and then other avenues listed above.

CHAPEL

Chapel will be held on Mondays, a time of singing, worship, and a short devotional or message by an invited guest speaker. There will be two separate chapel services designed with the ages of students in mind. Speakers range from missionaries, athletes, pastors, teachers, and parents. All have one goal: to properly lift up the name of Jesus and point students toward Him. Students are expected to dress in their "Chapel" attire for this day.

TEXTBOOKS

The school issues classroom textbooks for elementary, junior high students, and select high school classes. Textbooks are the property of CCA and should be treated as such. Textbooks are the responsibility of the student. If a textbook is lost or damaged, the student is responsible for replacement. Students may have grades held if charges for lost/damaged textbooks remain unpaid.

TESTING

Students in grades 3rd thru 10th are required to take the ASPIRE Test. The results are used in a diagnostic/prescriptive manner, with the individual student as well as with the class. Individual profiles are examined to determine if there are significant discrepancies between

aptitude and achievement indicating a need for further educational testing or remediation in specific areas. Students in grades 11th and 12th are required to take the ACT test.

ENTRANCE TESTING

Entrance testing may be required for new students to assess their academic potential to assure proper grade placement, and to identify educational conditions or deficiencies which the school is unable to address. The administrator, with parental input, makes final decisions regarding grade placement.

PROBATIONARY PERIOD

All new students are admitted on a probationary basis for the first grading period of enrollment. Students who fail to exhibit evidence of the following behaviors are subject to an evaluation at the end of the grading period by the administrator and teacher(s) to determine their continued enrollment:

- A desire to grow in the Lord through Bible reading and devotional time.
- Compliance with school rules.
- Respect for authority.
- Ability to maintain a "C" average grade for all subjects.
- A spirit of cooperation.

Grade level adjustment may be made if the student is not meeting grade level expectations (academic, social, and behavior).

TRANSFER STUDENTS

Due to the rigorous curriculum of CCA, it may be difficult for a student to transfer from another school once the school year has begun. For this reason, students who seek to transfer after the second quarter (first semester) are not assured enrollment without the prior consideration of the teacher(s) and/or administrator. Students are not allowed to transfer to CCA after the end of the third nine weeks of current year. Transferring Seniors cannot transfer to CCA after the end of the 2nd nine weeks (First Semester).

TUITION AND FEES

Grade	Tuition	12 Month
K4 (Full Day)	$5,120	$426.67
K5	$5,265	$438.75
1-6	$5,930	$494.17
7-8	$6,230	$519.17
9-12	$6,530	$544.17

Registrations Fees

- $200 if paid by 3/31
- $225 if paid by 4/30

- $250 if paid by 5/31
- $275 if paid by 6/30
- $300 beginning July 1

Capital Improvements Fee

- $250 per student/Year – This fee can be added to monthly tuition

Athletic/Activity Fees

For information regarding associated costs with athletics, cheerleading, and show choir, please contact the coach/sponsor of the activity.

Senior Fee

$50 to cover graduation expenses.

Discounts

The second child shall receive a 10% discount. The third child and every child thereafter will receive a 20% reduction in tuition.

LATE FEE

Tuition is due on the 1st of every month and is considered late by the 15th. There will be a $20 late fee added to accounts not paid by the 15th of every month.

LUMP SUM TUITION PAYMENT DISCOUNT

5% off annual tuition (must be paid by June 1 to receive full discount)

PAYMENT APPLICATION POLICY

When a family makes a payment to CCA, the payment is applied to the oldest receivable first, and then to succeeding receivables.

RETURNED CHECK POLICY

A $40 fee will be assessed on all returned checks.

POST-DATED CHECKS

CCA cannot accept post-dated checks as timely payment of an account. The date on the check or the date the check is received, whichever is later, will be considered the date that payment was received. If this date is after the tuition payment or other fee payment due date, plus grace period, you will be assessed a late fee.

COMPUTER

Grades 9-12 will be required to purchase a laptop for use in all classes. The only requirement is for the computer to have wireless connectivity to the internet.

PTO

The Parent-Teacher Organization (PTO) at CCA is committed to supporting our teachers and administration, dedicated to enriching the lives of our students, and encourages the participation from our entire school family to share their God-given talents by serving God through our school.

AFTERCARE

$185/month, $16.50/day or $8.50/hour. The monthly rate for two children is $275 and for three is $350.
Aftercare will be provided from 3:00 p.m. – 6:00 p.m. daily unless specified. Students will be provided with snack, recreation, and study time during aftercare. Specific instructions concerning aftercare are available upon request.
Late pickups will be assessed as follows:
1. First 5 minutes late - $2 per minute.
2. All minutes after 10 minutes late - $5 per minute.

There is no Aftercare available on half days.

DELINQUENT ACCOUNTS

Tuition and fees provide the revenue for the school's operating budget. It is always our hope that each family is able to faithfully honor all financial obligations to our school. In the event that does not happen, however, CCA has adopted policies to ensure that we continue to be good stewards of our financial resources and to make sure that CCA is able to meet its financial obligations to those that provide services to our school. Students whose accounts are past due 45 days may be restricted from attending classes, participating in extracurricular activities, taking exams, or receiving report cards until the account is current. Seniors who have a balance on their account will not be able to participate in Graduation. The school reserves the right to refuse to extend further credit to any student whose account reflects a continuous/repeated financial risk. CCA also reserves the right to pursue other means to collect balances due to the school, as the situation may warrant. The Director of Finance and/or the board must approve any special arrangements for unusual circumstances. Please contact the Business Office if there is a problem with your account. We strongly encourage the Christian principle of open and honest communication when working to resolve issues. CCA will make every reasonable effort to provide solutions should a financial challenge arise, but without timely, open, and regular communication, such solutions may not be available.

DONATIONS

Because tuition and fees do not cover the entire cost of operating a Christian school, Clinton Christian Academy depends on God to meet its financial needs through individuals who contribute in the following ways: gifts to the general fund and to special projects such as the building fund, gifts for special equipment, donations of labor and materials, and

contributions to the scholarship or financial aid funds. Clinton Christian Academy is a non-profit 501(c) (3) organization and as such all gifts are tax deductible per IRS regulations.

STUDENT EXPECTATIONS

Clinton Christian Academy's motto is "The Standard of Excellence." As a Christian school we can do no less than the best for our Lord and Savior, Jesus Christ. It is our intent as a school to assist our parents in the education of their children in all areas of life-spiritual, intellectual, social, and physical. Students who graduate from CCA will be well prepared to become productive, active members of our society.

Clinton Christian Academy strives to be a school built on mutual trust, and every member of the school community must support the principles upon which the system is based. CCA acknowledges and respects the right and responsibility of parents to set appropriate standards of behavior for their children. CCA does, however, expect that those standards will not conflict with the school's values and principles stated throughout this section.

HONOR CODE

CCA believes that each student should have a strong sense of personal honor and integrity and that these character qualities will be vital assets throughout life. All students will receive a copy of the Honor Code which is to be discussed with his/her parents, signed, and returned to school. All students in grades K4-12 are taught the Honor Code.

Honor Code

I want to be a person who seeks God first,
Above pursuit of my personal gain or pleasure.
I ask God to change my heart to be more like Jesus
So I may live more fully for His honor and glory.
Today, with God's help,
I commit to tell the truth,
I shall respect others and their property,
I shall respect and obey my teacher,
I shall cooperate with all school authorities and
I will not cheat or steal.
On my word of honor,
I will strive to be a good citizen of Clinton Christian Academy.

The decision to accept Christ as your personal Savior is an individual decision. However, the expectation at CCA is that you will abide by Christian principles in your behavior both at and away from school.

Consistency of character is paramount. Because character does not change when a student is at school or when he/she is away from school, students are expected to comply with the Honor Code at all times while enrolled at CCA. Breaking the Honor Code is considered a serious offense which could result in suspension or expulsion.

CELL PHONE USE POLICY

Students in grades 7-12 will be allowed to use their cell phones during non-instructional school time (before school, break, lunch, between classes, and after school). Students may use their cell phones/headphones during class time for instructional purposes only and with the teacher's permission. No HEADPHONES allowed in ears or around neck except in the classroom with the teacher's permission. Otherwise, cell phones must be silent and out of sight during instructional time, chapel, assemblies, pep rallies, etc. Parents who wish to opt out of this policy may choose to send their child to school without a phone. Any infraction of this policy will result in taking the phone and a fine imposed:
1st Offense- $25 fine
2nd Offense- $35 fine
3rd Offense- Go before the board to request the item back along with a $50 fine.

Parents are asked to contact students through the school office.

NOTE: Posting pictures or videos taken at school to any online or social networking sites without administrative or teacher approval is strictly forbidden.

COMPUTERS

CCA has adopted an "Acceptable Use Policy" for all computer/electronic device use. Every student and parent must read and sign the agreement at the beginning of the school year before any computer may be used on school property.

ILLEGAL SUBSTANCE USE

The under-aged possession and use of tobacco, alcohol, or other illegal or dangerous drugs is prohibited by Mississippi laws. Consistent with Mississippi laws, CCA prohibits the use of any of these substances in any form by its students. Drug tests, random or targeted, may be given at any time that the administration at CCA deems necessary. Furthermore, CCA may require regular testing of any student, at student expense through independent testing facility that the school has set up. CCA will not accept drug store testing. Any student failing a school sponsored drug test will be suspended until further testing reveals a "clean" result. A second failed drug test is an automatic expulsion.

SEARCHES

Clinton Christian Academy reserves the right to search persons, lockers, backpacks, clothing bags, book bags, vehicles, and any belongs if there is probable cause or reason to believe that school rules are broken or illegal activity has occured.

WEAPONS

Guns, knives, or weapons of any kind are not allowed on the school property or at any school-sponsored functions at any time. Students in possession of any of these weapons are subject to automatic expulsion.

AUTHORITY

Students are to respect the authority of CCA and its designated leaders. Inappropriate challenges to the school's authority are prohibited and will not be tolerated.

INAPPROPRIATE LANGUAGE

Use of abusive, crude, or vulgar language is unacceptable.

BULLYING/NAME CALLING

Any use of language in a negative manner to bully another student is strictly prohibited. Bullying and name calling in a negative manner is considered a serious violation of CCA policy and will not be tolerated. This type of behavior could result in immediate out of school suspension.

SEXUAL INTEGRITY/HARRASSMENT

The school expects sexual purity and respect for the sanctity and exclusiveness of sex within marriage of husband and wife. In accord with Christian virtue, students are expected to refrain from ANY form of sexual relations including alternative lifestyles and any type of sexual harassment. This includes electronic harassment through social networks, text messages, and all social media sites. Any incident in this matter will be subject to appropriate Christian discipline, including but not limited to, suspension or expulsion.

STUDENT-SCHOOL RESPONSIBILITY

CCA's goal is to provide and maintain an outstanding educational environment set within a framework of Christian values and principles. Appropriate behavior is expected at all times. Any student action or behavior that violates the Honor Code, the criminal laws of Mississippi, or that reflects in an adverse manner on CCA may be subject to school-based disciplinary action and/or result in immediate dismissal.

MARRIAGE AND PREGNANCY POLICY

Students who are married will not be accepted for enrollment. Students who are married during the school term may be dismissed upon knowledge of such marriage by the administration. Parents (either the mother or father of a child) will not be accepted for enrollment. Upon knowledge by the administration of the pregnancy or childbirth of an enrolled student, the prospective mother and/or father may be dismissed from Clinton Christian Academy. Any exceptions for consideration to this rule can be made in writing to the headmaster.

TOBACCO-FREE POLICY

In order to promote a healthy environment for students, faculty, and visitors, Clinton Christian Academy is proud to be tobacco-free. The use of tobacco and smoking products, to include electronic cigarettes, is not permitted on any Clinton Christian Academy-owned property. This includes, but not limited to, classrooms, buildings, grounds, parking lots, sidewalks, recreational and sporting facilities and school-owned vehicles. This policy applies to faculty, staff, students, contractors, vendors, and parents.

EXPECTATIONS OF PARENTS

The Board, Administration, Faculty and Staff of Clinton Christian Academy expect from each parent the following:
To assume your responsibility of being the primary educator in fulfillment of your God given role. (Deuteronomy 11:18-20).

To accept the responsibility of partnering with the CCA staff to develop your child's God-given spiritual, physical, mental, social and artistic gifts to his or her fullest potential.

To pray for your child and CCA, including the Faculty, Staff and Board.

To demonstrate ownership and loyalty as a member of the parent-governed CCA Corporation by:

- Supporting the CCA Mission, Philosophy, Goals and Purpose Statements. Understanding the role of the School's Board of Directors as a policy governing body that is not responsible for the daily operation of the school.
- Communicating your constructive ideas and suggestions regarding policy to the CCA Board to better enable them to properly function as representatives of the parents of the school.
- Attending all conferences or meetings with your child's teacher(s) in order to facilitate a unity of purpose with regard to your child's education.
- Actively participating in school activities, functions, fund-raising, PTO meetings and corporate meetings.
- Applying your God-given talents to enrich your child's school experiences through assisting and participating in classroom or school-wide activities.
- Supporting the discipline policy in a united effort to develop your child's character, with the goal of producing self-control and self-discipline.
- Supporting the attendance policy by seeing that your child attends regularly, arrives on time, and is prepared to learn.
- Supporting the homework policy and create a productive study environment in your home which will allow your child to study and be productive.
- Instilling Godly attitudes in your child at home and hold your child accountable for the attitudes and behavior he or she displays at school.
- Supporting the personal appearance standards by developing a perspective in your child regarding his or her appearance which is modest and honoring to the Lord, and to monitor his or her appearance before he/she leaves your home each morning.

- Following the Matthew 18 principle and other biblical guidelines to resolve differences and misunderstandings.

  "If your brother sins, go and show him his fault in private. If he listens to you, you have won your brother." Matthew 18:15 NASB

The Scriptures have a definite pattern to follow in the area of solving interpersonal problems. If a problem arises between a parent and a teacher, parent and administrator, or parent and parents, it needs to be dealt with quickly and prayerfully with love, patience, and forgiveness. Open communication and Christ-like relationships are two keys to developing a school that is positive, mature, and glorifying to God. This is the Matthew 18 Principle.

Certain lines of authority are then delineated:

Classroom problems should be handled primarily between parent and teacher in a prayerful and discreet manner. If either party does not receive satisfaction, the next step should involve both parties and the Headmaster.

Parent to parent problems should be solved between the person involved without the involvement of teachers, administration, or other persons.

If, as a parent, you find fault with a teacher, administrator, board member or another parent, please prayerfully consider how to deal with the situation. It is all too easy to fall prey to temptation and begin "gossip sessions" with others instead of dealing with the problem in the correct manner. This starts rumors and, instead of solving problems, compounds them.

Clinton Christian Academy believes that a positive and constructive working relationship between CCA and a student's parents (or guardians) is essential to the fulfillment of CCA's mission. Thus, CCA reserves the right to dismiss and/or not re-enroll a student if CCA reasonably concludes that the actions of a parent (or guardian) make such a positive and constructive relationship impossible or otherwise seriously interfere with CCA's accomplishment of its educational purposes.

Social Media – The use of Facebook, Instagram, or any other form of social media to post negative comments about teachers, staff, and students is strictly prohibited. As a parent, you are liable for negative comments made by you or your child.

DISCIPLINARY PROCEDURES

K4 through 6th (Elementary School)

The purpose of the elementary discipline system is to help the students learn to treat each other and their teachers with respect and dignity, to help the students learn responsibility and independence, and to help the students recognize their own worth as children created in image of God. It is the teacher's responsibility to provide

students with the expectations regarding classroom rules and procedures. This should be done beginning on the first day of school.

Each classroom teacher has established rules for his/her classroom. These rules are discussed and learned during the first week of school. Violations of these rules are divided into two categories: minor and major.

Minor Violations (K4-12th)

Minor violations are handled by the classroom teacher; they can include, but are not limited to, the following:

- Failure to take turns talking
- Failure to follow directions
- Failure to listen to the teacher and others
- Failure to keep hands and feet to self
- Failure to follow the dress code

Consequences

- First- receive verbal warning
- Second- receive a 5-10 minute time-out at the discretion of the teacher
- Third - parental contact by phone or conference
- Fourth - an office discipline referral will be completed by the teacher, the student will be sent to the office and the parent contacted
- Fifth - an administrative/teacher conference will be scheduled with the student's parents that day or the following day to discuss further action needed

Major Violations (K4-12th)

Examples of major violations are:

- Disrespect
- Disrespectful attitude toward any faculty, staff member, or school regulations
- Improper manners toward any faculty, staff, or student body member
- Destruction of property (building or equipment)
- Repeated disruption of class
- Repeated minor violations
- Bullying/name calling
- Tobacco Use
- E-Cigarettes - Vaping
- Lying
- Cheating
- Stealing
- Fighting

Consequences

Major violations will be referred to the office, and the parents will be contacted. Major violations may result in a recommendation for suspension and/or expulsion of the student.

DISCIPLINARY PROCEDURES

7TH through 12th (Secondary)

The goal of disciplinary consequences for secondary students is correction and restoration with the student's dignity remaining intact. For students who fail in their responsibilities, respectfulness, or obedience, the following disciplinary steps are followed:

- **Level 1 – Verbal Warning**
  Students will receive a verbal warning from their teacher.
- **Level 2 – Contact Parent**
  If the student continues to exhibit poor behavior after a verbal warning then the parent may be notified by phone call or email. The teacher has the discretion to issue a detention at any time during the process based on the offense.

- **Level 3- Sent to the Office –CONSIDERED SERIOUS**
  A student who does not respond to a verbal warning, an issuance of detention, and prevents an atmosphere not conducive to learning for the other students, will be sent to the Headmaster's office.
  The Headmaster may assign the following actions for habitual or serious disciplinary problem:

  - **Detention** - Detention will be held on Tuesdays and Thursdays of each week from 3:00 pm until 4:00 pm. Students who are late for detention will attend the following detention to make up the time missed along with an additional hour for every 15 minutes they were late. Students serving detention will be assigned work detail job on campus. Parents will be notified if their child is assigned a detention.

  - **In-School Suspension (ISS)** - A student serving an in-school suspension will be isolated from his/her classmates during the school day. He/she will complete all work and tests that have been scheduled for that day, but he/she will remain isolated from the school community. A student serving an ISS is not permitted to participate in or attend any school related activities (i.e. athletics, choir, or other competitions) for that day.

  - **Overnight Suspension** - An overnight suspension begins at the end of the school day and remains in effect until a conference is held

with the administrator, parent, student, and if necessary, the teacher. The suspension begins at the end of school activities the day it is assigned and ends after the conference is held. Any class missed while waiting for the conference to be held is unexcused.

- **Out-of-School Suspension (OSS)** – A student serving an out of school suspension will spend the entire day(s) away from school including athletics, choir, or any other competitions and extracurricular activities. The student will receive 0's for all homework, classwork, and test during suspension period. The student is responsible for acquiring all notes, classwork and assignments during this time.

- **Disciplinary Probation** - A student may be placed on probation if he/she has continual behavioral problems. Probation puts the student in jeopardy of being dismissed from Clinton Christian Academy. At the end of the probationary period, a student may be removed from probation, have the probation extended, or be dismissed from CCA

Level 4 - Board Referral

A student who is repeatedly referred to the Headmaster for behavior problems will be brought before the Board.

Dismissal

A student may be dismissed by CCA without first being suspended if, in the judgment of the Headmaster, the offense is extremely serious. Appeal of the dismissal may be made to the Board. Any student dismissed from CCA will not be permitted to attend future school functions without the permission of the Headmaster.

DRESS CODE

There are two primary reasons for a dress code:

- The first is to insure modesty which the Bible encourages (I Tim. 2:9).
- The second is to encourage a dignity that is appropriate for the Academy setting.

The dress code of Clinton Christian Academy impacts our Academy environment every day. The appearance of our students communicates the Christ centered focus of our Academy and should be a valuable testimony in establishing our reputation as an outstanding Academy with superior students. The dress code is established to provide guidelines for parents and students on appropriate school dress.

Uniforms

All CCA students will wear the school approved uniform. The specifics for the uniform are listed below.

Policy Statement

- The dress code applies to the school day. The administration, faculty and staff are responsible for monitoring the dress code.
- When a student is observed by administration, faculty or staff to be in violation of the following code, the elementary student will be issued a uniform violation form to be signed by the parent and 7th-12th grade students will be issued a break detention. In some cases, if deemed necessary by administration, the parents or legal guardian may be called and the student may be sent home to make any needed alterations**.** If it is impossible for the student to go home to change, he or she may be held out of class for the remainder of the day. The student's grade for each class will reflect his or her absence. Repeated offenses may indicate an issue of direct disobedience. Such students could lose certain dress privileges and be subject to disciplinary action from detention to dismissal.
- Since this normally works a greater hardship on the parents or guardian than the students, parents are urged to supervise their child's dress on a daily basis. If a student is judged in non-compliance, complaints, or arguments based on what other students wear or how they appear will not be applicable. It is the student alone and his or her parents or guardians who are responsible for proper dress consistent with the spirit and the word of the dress code. ***Clinton Christian Academy reserves the right to determine the acceptability of clothing and hairstyles***

Chapel Day Policy (MONDAY)

Girls

- K4-K5 girls wear navy polo dresses and the Velcro tennis shoes or shoes that don't require laces as stated below.
- 1st -2nd grade girls must wear the navy polo dress or plaid or gray skirt with navy polo shirt.
- 3rd -12th grade girls must wear navy polo or navy ¾ length sleeve shirt with the plaid skirt**.**
- SHOES: K4-6TH may wear tennis shoes on Monday
  7th -12th MUST wear dress shoes in navy, gray, white, black or brown NO OPEN TOE, HOUSESHOE TYPE SHOE OR CROCS

Boys

- K4-12th- boys must wear navy polo shirts on Chapel days with khaki pant or shorts
- SHOES: K4-6TH may wear tennis shoes on Monday
  7th -12th MUST wear dress shoes in navy, gray, white, black or brown NO OPEN TOE, HOUSESHOE TYPE SHOE OR CROCS

Uniform Policy (GIRLS) - MUST BE PURCHASED FROM CCA Pro Shop.

(TUESDAY, WEDNESDAY AND THURSDAY)

- **K4-K5**
  Must wear navy polo dress everyday with modesty shorts. They MUST wear Velcro laced tennis shoes or shoes that do not require laces. Girls may wear leggings or tights in navy, black or gray.
- **1ST - 2nd Grade**
  Can wear navy polo dresses everyday with modesty shorts or the plaid or gray skirt with gray or navy polo shirts. Girls may wear leggings or tights in navy, black or gray.
- **3rd -12th grade**
  May wear plaid or gray skirts with navy or gray polo shirts. 3/4 length sleeve navy shirts can also be worn, but are only available in adult sizes with adult x-small being smallest. Girls may wear leggings or tights in navy, black or gray.
- **1st -12th grade**
  May wear any color tennis shoe (no sparkle or other embellishment); flats in brown, gray, black, or navy (solid color with no sparkle or other embellishment) or boots.
- **Cheer or sports uniforms**
  May be worn on game days. MUST be the items issued by coach and specific to the sport in season.

Uniform Policy (BOYS) - MUST BE PURCHASED FROM CCA Pro Shop

- **K4- K5 Grade**
  May wear navy or gray polo shirts with khaki pants or shorts. They MUST wear Velcro laced tennis shoes or shoes that do not require laces. **NO BOOTS for boys.**
- **K5-12th Grade**
  Will wear navy or gray polo shirts with khaki pants or shorts. They may wear the following shoes: tennis shoe of any color; brown dress shoes (this includes a brown Sperry or Wallaby type shoe or a boot). Jeans may NOT be tucked in boots. NO OPEN TOE SHOE, HOUSESHOE TYPE SHOE OR CROCS
- **K5-12th Grade**
  Will wear a solid brown belt with shirts tucked in.

Shoes/Socks for Girls and Boys

- K4-12th grade girls and boys – any color socks may be worn. Girls may wear leggings or tights in navy or gray. See shoe options above.
- No embellishments on shoes

General

- Undershirts for both boys and girls must not extend below the bottom of the uniform and MUST be white, gray, navy or black.
- ALL jackets, pullovers & sweatshirts on premises (inside or out) must be purchased from CCA or from a CCA sponsored fundraiser. If outerwear is taken off during the day Monday-Thursday, the appropriate uniform shirt MUST be worn. If a t-shirt is worn under outerwear and can be seen, it must be white, gray, navy or black.

Friday is Spirit day

Spirit Wear - blue jeans and approved CCA t-shirts and sweatshirts. In-season athletes may wear their jersey as a spirit shirt. A white or light gray undershirt must be worn underneath mesh or sleeveless jerseys. No sagging jeans, and no jeans with holes. Jeans with frays are allowed as long as NO skin is showing. CCA t-shirts and sweatshirts may be purchased in the CCA pro shop or CCA sponsored fundraiser.

Hair

Hair coloring for all students should be in good taste. Hair color that is extreme in the opinion of the administration must be corrected before the student returns to school. Boy's hair should be off the eyebrows, and collar. Mohawks and Spiked hair are not allowed – Anything that will bring undue attention to oneself. Sideburns should not extend past the bottom of the ear. All boys are to be cleanly shaved with no beards or mustaches.

Hats

Hats, caps, kerchiefs, hoods and headbands are inappropriate to be worn during school hours and should never be worn inside the building, whether before, during, or after school.

Jewelry

Girls' jewelry and make-up should be modest and tasteful. Boys may wear necklaces under their shirts. Boys may **not** wear earrings or any other type of piercing. Pocket and wallet chains are not permitted. Jewelry should be modest and low key. Body piercings (tongue/nose rings, etc.), and tattoos are not permitted, either real or fake. This includes drawings on the skin. The wearing of dog collars, heavy chains, studded neckbands, or any other similar jewelry items are not allowed.

Sweatshirts and Jackets

ONLY jackets and sweatshirts with CCA logo will be allowed to be worn in the building. This includes sports team jackets and sweatshirts. HOODIES are only allowed on Friday. Do not bring blankets to the classroom. Coats and jackets not meeting these criteria must be removed upon entering the school. Duster style/trench style coats are not permitted. K4-6th grade may

bring heavy coats to wear outside during cold weather but they are not to be worn once inside.

Miscellaneous

- The above dress code should be maintained before, during, and after the school day while on the school CCA's campus or representing CCA at other campuses. Extremes in styles that call undue attention are not appropriate and should be avoided. Examples of calling undue attention, which will not be allowed, are the piercing of visible body parts other than ears (girls only) or having a visible tattoo.
- Attire must at all times be neat, clean, in good repair, and fitted properly. Clothing and appearance should be non-distracting and appropriate for school activities; extremes in personal attire or appearance will not be permitted. Excessively tight, baggy, or sloppy clothes are not allowed. Clothing that advertises drugs, tobacco, alcoholic beverages, or has slogans of a suggestive, obscene, defiant, negative, or ungodly nature shall not be worn or displayed. Boys or girls may not dress or adorn themselves in a manner of the opposite gender.
- Shorts, skirts, dresses and skorts worn in the school building must be no higher than four (4) inches above the kneecap (from a kneeling position, measured from the floor). If a uniform skirt must be altered, there should be no more than four (4) inches about the kneecap.
- Conservative make-up may be worn in grades five through twelve. No extreme or distracting colors of nail polish or makeup may be worn, e.g., Goth-style make-up, black lipstick or nail polish is also not permitted. Makeup, nail polish, lotions, sprays, or perfumes, may not be brought to the classroom. Grooming is to be done in the restrooms only and grooming items should not be left in restrooms.

Dress Code Outside School (Extracurricular Activities)

- For school sponsored or sanctioned activities, girls may not wear spaghetti straps, halter tops, tube tops, and blouses should not reveal bare midriffs.
- When slacks or jeans are worn, they should be in keeping with the general standards of good taste reflected in the Academy's dress code.
- Shorts can be worn to athletic competitions.
- Shirts, jackets, coats, sweaters, or caps with symbols or writing which would be dishonoring to the Academy's standards are inappropriate. Inappropriate attire will be addressed on an individual basis.
- Please Note: Due to the constantly changing nature of fashion trends, the administration reserves the right to make specific, case-by-case judgments concerning the dress code that may not be covered in this handbook and may amend the dress code as deemed necessary.

ELEMENTARY/LOWER SCHOOL PROCEDURES (K4-6TH)

Readiness for School

All Pre-K and Kindergarten students entering CCA must be toilet trained and able to maintain personal cleanliness with minimal amounts of assistance. We do not have the personnel available to change diapers and supervise classes. We understand that young students have accidents from time to time, but this should not be a regular occurrence.

Grading/Evaluation

Student progress is reported to the parents every nine weeks. All students in grades 2-6 receive progress reports at the mid-nine weeks point. Formal grading begins in the second grade.

Grading Scale
A = 90 - 100
B = 80 - 89
C = 70 - 79
D = 65 - 69
F = 65 and below

Honor Roll

Students in grades 1-6 who have an **85 or above in all classes for the 9 week term** will be placed on the Honor Roll. Students in grades 1-6 who have a **90 or above in all classes for the 9 week term** will be placed on the Headmaster's List.

Promotion

Students are promoted to the next grade only when they are "ready." Careful student evaluations will be made each spring to determine "readiness," and such observations will be based on student grades, achievement scores, social maturity, emotional maturity, and general observations made throughout the year. Parents will be consulted if promotion is doubtful. Any student failing two core subjects will not be promoted to the next grade level. The Headmaster has the prerogative and final responsibility in all promotions and retentions.

Homework

The purpose of homework is to complete basic and enrichment assignments begun in class, to reinforce material presented in class, to memorize facts, or to research topics which cannot be completed in class due to lack of time. Generally, homework given will be in proportion to the grade level of the student. Parents are asked to help students regularly and check on completed homework to be certain it is satisfactory. Homework is not to be done by the parents. However, the parents should assist the teacher in enabling the students to develop independent study skill habits. It is not our purpose to overburden the students with homework or to interfere with family life. Moderate homework may be assigned any night of the

week. If the student has any work that he or she has not finished during the day, it automatically becomes homework. Students are expected to develop responsibility and maturity by turning in their work on time. Teachers will inform parents if homework is frequently late or poorly done. It is expected that all homework assignments will be completed.

Classroom Visits

If a parent would like to observe in his/her child's classroom, an appointment must be made in advance by contacting the Headmaster.

Electronic Devices

NO electronic devices (i.e.-ipad, applewatch, cellphone of any kind, etc.) are allowed at any time during school hours, early care or aftercare. The only exception will be medical and a parent letter to the headmaster will be required.

JR. /SR. HIGH PROCEDURES

Communication

Communication plays an important role in the Jr. /Sr. High years of school as the students' transition out of elementary school and prepare for college. Teachers and parents must communicate in a timely manner. To facilitate communication, parents are asked to provide e-mail addresses to their child's teacher. Please do not try to "catch" a teacher in the morning before class. The teachers need this time to prepare for the day. If you need to meet with your child's teacher, please contact the office and set up a scheduled appointment.

Grading/Evaluation

All students receive progress reports every 4 weeks. They will receive report cards every 9 weeks.

Grading Scale

Numerical Grade	***Letter Grade***	***Quality Points***
90-100	***A***	***4.00***
80-89	***B***	***3.00***
70-79	***C***	***2.00***
65-69	***D***	***1.00***
Below 65	***F***	***0.00***

Honor Roll

Students in grades 7-12 who have an **85 or above in all classes for the 9 week term** will be placed on the Honor Roll. Students who have a **90 or above in all classes for the 9 week term** will be placed on the Headmaster's List.

Honors Classes

Honors classes are offered in the subject areas of math, English, and science. Students meeting certain academic criteria are eligible to take these classes. The offering of these classes is dependent upon class enrollment.

ACT Testing

Weekday testing will be offered in the fall for Juniors and Seniors. Testing during the spring will be offered of Juniors only. No accommodations for the ACT will be offered for weekday testing.

Dual Enrollment

Dual enrollment classes in English Comp I and II are offered through Hinds Community College to seniors and taught here at CCA.

The requirements for Dual Enrollment Classes are as follows

- A score of 17 or higher on the English sub score on the ACT

Or

- A qualifying score on the Accuplacer test through Hinds Community College AND an 85 or above in English III.

Dual Enrollment Online classes are also offered through Hinds Community College and requirements vary depending on course taken. Please see school counselor for those requirements.

Academic Probation

Students with a GPA of 2.0 for any semester will be placed on academic probation for the following semester. The student's work will be evaluated quarterly. A student may not be invited to return to CCA if his/her GPA remains below 2.0 for two consecutive semesters.

Semester Exams

Students will be given semester exams at the end of the fall and spring semesters. The exams will cover information taught during that time period. Student's grades 7-12 may be exempt from the spring exams provided they meet the required standards explained later in this handbook. Exams will count 20% of the semester grade. In order to take a make-up exam, a Doctor's excuse must be provided.

Computers

Students in grades 9-12 use laptop computers. They will access their texts wirelessly so all computers for student use must have wireless capability. Students are responsible for making sure that their computer is ready for use each day and that it is working correctly. Excuses of batteries being dead or other issues rising from poor preparation are not acceptable for inability to access the computer. Chargers should be brought every day to allow for heavy usage days. All students are required to read and sign the computer "Acceptable Use Policy". That policy gives further information regarding computer usage at school.

Graduating with Honors

Graduation with honors is awarded to students with following cumulative grade point averages:

- ***Salutatorian*** – awarded to graduating senior with the second highest numerical average in the class. Minimum grade of 90 unrounded. ***Students***

must have enrolled in Clinton Christian Academy by the start of their junior year to be considered for Salutatorian.

- ***Valedictorian*** – awarded to graduating senior with the highest numerical average in the class. Minimum grade of 94 unrounded. If no student qualifies, the award will not be given. ***Students must have enrolled in Clinton Christian Academy by the start of their junior year to be considered for Valedictorian.***
- ***NHS*** – students graduating as members of National Honor Society will wear a gold stole.

Promotion

Students are promoted to the next grade level upon overall satisfactory progress in all subject areas. Students failing to progress may be required to repeat a grade or asked to withdraw.

College Days

Students in grades 11 and 12 are encouraged to visit college campuses for a firsthand experience of the school they are considering. **Students must complete the College Day Request Form and return to the school office prior to a college visit.** Parents are asked to request in writing one week in advance of the missed school day. College days are granted at the discretion of the school administration. Students will be responsible for any class work missed. **Juniors will be allowed one day and seniors will be allowed two days per year.** All visits must be completed by April 15th of the student's senior year.

Exam Exemption

Students 7-12 are eligible to be exempt during final exams of the spring semester. Exemptions can take place at the end of the semester in which the class is offered. In order to be exempt the following standards must be met:

- An overall A average (90).
- No unexcused absences for the year for any reason.
- No disciplinary infraction resulting in Suspension or other infractions as determined to be serious by the Headmaster.

Early Dismissal (seniors)

Seniors who are finished with classes for the day may leave campus at the conclusion of their last class. They are not to return to campus for any reason without the permission of the administration. No students will be allowed to leave the campus for lunch and then return. Students will not be allowed to receive "check out" calls from their parents to get lunch then return.

Graduation Requirements

Graduates must complete at least four classes in English, History, Math and Science. Also they must complete four electives which must include one in the fine arts, one-half unit in computer and two advanced electives. One must be a foreign language and the second a foreign language, or Advance World Geography, 5th math or 5th science. Students must take Bible each year they are at CCA. Any

college classes taken through a dual enrollment program must be approved by the administration.

ATHLETICS/EXTRA-CURRICULAR ACTIVITIES

Eligibility Requirements

- Participation in any extracurricular activity is regarded as a privilege rather than a right. The following eligibility requirements are required of any student wishing to participate in any extracurricular activity:
- The student shall have accumulated four (4) credits from the previous school year. (MAIS guideline)
- The student's behavior must be compatible with the school's Student Conduct/Discipline Policy. Any discipline infraction that warrants being sent to the administrator's office or contacting parents would result in a suspension of the student from the next game/event. Two such incidents during a season will result in a student's permanent removal from the activity.
- A student who is ineligible due to low grades or behavior infractions will be suspended from participating in games/events until conditions are improved. He/she is required to participate in all preliminary activities (i.e., practices and preparation times) and is expected to attend "home" games/events. He/she is not permitted to travel to or participate in "away" games/events.
- A student must be present at least four (4) full class periods on the day of the game/event for him/her to participate. If the game is on a weekend or holiday, the student must have been at school on the last regular day of school before the contest.

  Note: Coaches and/or sponsors for extracurricular activities shall monitor the attendance and eligibility of their students in coordination with classroom teachers. A student's academic and behavioral standing will be monitored weekly for athletic activities and quarterly for all others. An "eligibility list" will be compiled and posted each Friday to determine which students are eligible for extracurricular participation the following week.

Participation

A coach shall play as many players as possible, but not necessarily all in one game. Throughout the course of the season, coaches will make every effort to provide playing opportunities to students not usually on the starting team.
Students wishing to compete in athletics must obtain a valid physician's approval in order to participate. Proof that this has been done must be provided to the coach prior to the first event of the season each school year or the student will not be allowed to participate. All athletes must be covered by medical insurance from their parents. Athletes are responsible for all equipment and uniforms checked out

to them. In case of destruction or loss, the athlete will be responsible for the cost of repair or replacement.

Students must have attended CCA for one calendar year in order to be eligible for selection to the homecoming court.

Behavior

Clinton Christian Academy expects its coaches, players, parents, and students to represent the school in a manner that is respectful of others and brings honor to God at all times. ***Parents are not to approach coaches, players or other parents during games or practices in a threatening or hostile manner. You will be asked to leave the event or appropriate authorities contacted if necessary.*** If a parent continues this repeated behavior then your child may be asked to leave CCA. If you wish to have a discussion with the coach over an issue then a conference needs to be scheduled. There must be proper respect given to the players on both teams and for the visiting crowd, treating them, as we would like to be treated. The school expects appropriate consideration to be given to all officials and to their legitimate position of authority over the game. Another team's players, coaches, and fans are not enemies, but are opponents in a competitive event. Taunting or intimidating participants, officials or coaches is disrespectful, unfriendly, and not Christ-like. This type of behavior will not be tolerated. (2 Timothy 2:5; 1 Timothy 4:8)

Scheduling/Practice

Every effort will be made by the coaches and staff of CCA to schedule practices and games after school and on weekends at convenient hours. Every player is expected to participate in practices and remain at practice until completed unless parents have called ahead of time to let the coach know of illness/unforeseen event. If practices are not attended, players may not be allowed to play. Please check your child's WARRIOR WEEKLY every Monday for scheduled practices.

Student Extra-Curricular Participation Policy

CCA student's that participate in an athletic sport, extra-curricular activity or program including but not limited to cheer-leading, show choir and archery must remain with that sport or program until the season or time of participation is over during current school year. A student who wishes to separate from a sport or program for which he or she began must adhere to the following guidelines:

- May not be allowed to participate, practice or associate in/with any other sport or program until initial entering sport or program is complete for the year. Those students in 7^{th} – 12^{th} grade will be assigned to study-hall during 7^{th} period for the duration of the sport/program.
- You will be responsible for all fees associated with sport or program.
- Self-termination from a sport or program will be a factor in acceptance to future consideration.

- All exceptions and appeals must be submitted in writing to Headmaster within three days of separation.

ENERGY CONSUMPTION CONSERVATION POLICY

Energy conservation is a team effort. All students, staff, and faculty at Clinton Christian Academy are encouraged to become actively involved in conserving energy. The following are procedures that promote effective energy-saving practices:

- Turn off lights in unoccupied areas (classrooms, restrooms, work rooms, and offices).
- Turn off all computers (as well as printer, monitors, and speakers) at night.
- Sleep mode for computers when not in use during the day.
- Turn off appliances not being used (TVs, radios, chargers, and fans).
- Close blinds and angle the slats upward when leaving at the end of the day.
- Close windows and doors when HVAC equipment is operating.
- Manage your thermostats (Cooling set point: 74 degrees / Heating set point: 68 degrees).
- The last CCA employee to leave the building for the day is to make sure all lights are off and all entry doors are locked.