



# STUDENT/PARENT HANDBOOK

2024-2025

REVISED 1-6-2024

*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*

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 carline 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 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

Administration

B. Jason Taylor, Head of School  
Tyanne McCoy, Principal/Director of Admissions  
David Parker, Athletic Director  
Lesley Cannada, Guidance Counselor  
Bridget Crowder, Director of Finance  
Patrice Roberson, Office Manager/Admin Assistant  
Page Pope, Admin Assistant/Athletic Secretary

## **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 Head of School. 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. The handbook can be found on our website. [www.ccawarriors.ms](http://www.ccawarriors.ms)

## **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

## **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 always expected to comply with the Honor Code while enrolled at CCA. Breaking the Honor Code is considered a serious offense which could result in suspension or expulsion.

## **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 Midsouth 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:

**Ashlea Moulder (President), Trey Crowder, Josh Martin, Sean Meadows, Brad Sherman, Nicole Skinner, Ed Watson, Jason Roberson, Eric Brinkmann, Melanie Gibson, and Lauren Broome.**

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 based on 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.

## **FACTS FAMILY PORTAL**

The way in which we keep our parents informed of their children's progress is through your Family Portal. Your account will enable you to view

- Grades
- Discipline
- Attendance
- Place Lunch Order

## **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 Head of School 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 fully enforces this provision, 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 ( $\frac{1}{2}$ ) 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:** To participate in extra-curricular activities a student must be present for at least **four** full class periods during the day of the activity (this includes seniors). 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 Head of School.

**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 all schoolwork 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 Head of School to receive credit in the affected classes. Upon review by the Head of School, 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.

- Once a student reaches (10) total unexcused absences he/she will receive morning detention, and again for absences 11-14. If a student reaches (15) total unexcused absences he/she will receive two days' worth of morning detention, and again for absences 16-20. Also, once a student reaches (15) total absences there will be mandatory meeting held with attendance committee which will include the parents and the student.

### **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 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 days of in school suspension
- 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.** For students in grades 7<sup>th</sup> – 12<sup>th</sup> for every (2) unexcused tardies after 3 will result in morning detention. Unexcused tardies number 5, 7, & 9 students will also receive 2 morning detentions. If a student reaches unexcused tardy number 10 you will receive 1-day OSS (Out of School Suspension). Punishment for tardies reached after number 10 will be at the discretion of the Head of School. 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. This will be monitored on a per 9 weeks basis.

### **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.
- Elementary students will be dropped off and picked up at the front entrance ONLY. Vehicles dropping off for elementary will enter in our first entrance. JH and HS students are to be dropped off and picked at the gym. Vehicles dropping off JH & HS will enter the far end entrance of the gym. \*If you have a mixture of elementary and JH/HS school kids they all can dropped off at the front entrance.
- DO NOT BLOCK NORTHSIDE DRIVE. CPD WILL GIVE OUT TICKETS
- Cars exiting the parking lot **MUST TURN RIGHT**, when the crossing guard is not present, to enhance the flow of traffic and for safety concerns. **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 elementary 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 always not clearly visible you will be expected to park and go into the building to check your child out. If 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 – FAR END ENTRANCE OF GYM*
- *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 by 7:20 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. Extended rates are \$40 per month for 1 student, \$45 for 2 students, and \$50 for 3 students. 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 will report directly to their classrooms and are always to remain seated. 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. All elementary parents coming through the carpool line should have their number tag hanging from their rearview mirror. Jr./Sr. High students are to dismiss from the hallway on the west side of the building (by Coach Jordan's room). 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 is to 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 are designated spots for CCA teachers and staff – DO NOT park in these spaces. There is to be No Parking on Northside Drive. Cars parked illegally may be towed at the owner's expense.

## 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. All student parking will be in the lot located in front of the gym

and to the west of the school, by the baseball field. Seniors can purchase parking spots on the east side. Only those students can park in those designated spaces. All students must enter through the front of 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.

**ALL STUDENT DRIVERS MUST PROVIDE A COPY OF THEIR DRIVERS LICENSE AND PROOF OF ISURANCE TO REGISTER THEIR VEHICLE IN THE FRONT OFFICE. THEY WILL BE ISSUED A PARKING PERMIT STICKER THAT MUST BE PLACED ON THE VEHICLE AT ALL TIMES.**

### **FOOD LUNCH ORDERS**

Lunch menus can be found on the FACTS family portal and lunch orders must be placed by Monday at 9:00 AM each week. You will add money to your student's lunch account through your FACTS family portal. Once a student's lunch account on FACTS reaches a (-\$50) that student will no longer be allowed to purchase items from the cafeteria/canteen.

### **FOOD/DRINK IN CLASSROOM**

NO food will be allowed in the classroom at any time unless pre-approved by the Head of School for parties, etc. Bottled water, in the original container, will be allowed to be taken to the classrooms. (This does not pertain to elementary).

ALL food and drink (other than water) must remain in the cafeteria.

### **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 designated area on evacuation map. Each class is to remain with teacher. Teacher should take gradebook and check roll when arriving to the designated area. All students must be accounted for. The Head of School is the only one that can release anyone in the class for any reason.
- Head of School will notify all emergency personnel.
- Head of School and Fire Dept. will locate any unaccounted students.
- A Warrior Alert will go out to all parents.
- Gym/Performing Arts - moves to the nearest exit and slowly exit to the designated area.

### **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.
- Head of School will locate any unaccounted students.
- Head of School will release students back to classroom when safe to do so.
- Gym/Performing Arts-Students will move in the South Gym wall. Each student will sit facing the wall, head tucked with arms/hands covering.

### **Lockdown**

- Unauthorized person in building.
- Once notified via loudspeaker (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 number of students unaccounted for 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 Big 10 Tire (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.
- Gym/Performing Arts-All students in Gym will move to boys or girls locker rooms both doors are to be wedged shut.

**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 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 1-877-873-2525.** 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 Wednesday, 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 the name of Jesus and point students toward Him. Students are expected to dress in their “Chapel” attire for this day.

**DRESS FOR CHAPEL: NAVY POLOS AND NAVY SWEATSHIRTS ONLY WITH NORMAL DRESS CODE-APPROVED SKIRTS, SKORTS, KHAKI SHORTS, OR PANTS. NAVY POLOS ARE TO BE WORN AT ALL CHAPEL SERVICES EVEN IF YOU ARE WEARING A SWEATSHIRT.**

### **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**

Standardized testing is done in select elementary & Jr. High grades. The ACT test is given to high school students.

### **ENTRANCE TESTING**

Entrance testing is 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 semester of enrollment. Students who fail to exhibit evidence of the following behaviors are subject to an evaluation at the end of the semester by the principals 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).

Grade-level appropriate principals will oversee the probationary periods.

### **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 2<sup>nd</sup> nine weeks (First Semester).

**TUITION AND FEES**

Grade	Tuition	12 Month
K4 (Full Day)	\$5,530	\$460.83
K5	\$5,686	\$478.83
1-6	\$6,404	\$533.67
7-8	\$6,728	\$560.67
9-12	\$7,052	\$587.67

**Re-enrollment Fees for returning students (includes \$11 FACTS Fee)**

- \$211 if paid by 2/28
- \$261 if paid by 4/30
- \$311 beginning 5/1

**Registration Fees for New Students**

- Application & testing fee \$25
- Registration Fee \$275

Re-enrollment/Registration fees for ALL students are non-refundable and are paid for each child in the family. This is due at the time of registration/re-enrollment and guarantees your child’s place for the upcoming school year.

**Capital Improvements Fee**

- \$250 per student/year – this fee can be added to monthly tuition

**Additional Yearly Fees**

- \$50 curriculum update fee
- \$10 STEM fee (K4-K5)
- \$15 STEM fee (1<sup>st</sup>-6<sup>th</sup>)
- \$20 Science Lab fee (7<sup>th</sup>-12<sup>th</sup>)

**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.

- Students whose parent works full time at Mississippi College will receive a 40% tuition discount. All graduating seniors who choose to attend Mississippi College, will get a 40% tuition discount.
- Students whose parent works full time at Millsaps College will receive a 30% tuition discount. All graduating seniors who choose to attend Millsaps College, will get a 30% tuition discount.

### **Enrollment Contract:**

**Force Majeure:** Should events beyond the control of CCA including, but not limited to, any fire, act of God, hurricane, tornado, flood, extreme inclement weather, explosion, war (including armed conflict), governmental action, act of terrorism, risk of infectious disease, epidemic, pandemic, shortage or disruption of necessary utilities (water, electricity, etc.), or any other event beyond the School's control occur, CCA has the discretion to close the school and/or modify its curriculum, schedules, length of school day, length of school year, and/or means of learning and teaching methods. The Parent's financial obligations under this Contract remain in full force and effect. Should the school close, the school's duties and obligations under this Contract shall be suspended immediately without notice until such time as CCA, in its sole and reasonable discretion, may safely reopen. If CCA cannot reopen due to a force majeure event under this Paragraph, CCA is under no obligation to refund any portion of tuition paid.

### **EARLY WITHDRAWAL**

Any student leaving before the end of the tuition policy contract period will be required to pay for the remainder of the contract period unless circumstances are approved by the Head of School. There is a \$1000 early withdrawal fee per student.

### **LATE FEE**

Tuition is due each month by the date chosen in your tuition contract. There will be a \$50 late fee charged through FACTS for all payments paid after the due date.

### **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 7-12 will be required to purchase a laptop or tablet with a keyboard for use in all classes. Computers will need be required to have the Microsoft Office program.

## **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. The PTO is always looking for help. If you would like to volunteer to help, please let your child's teacher know or call the front office and we will get you to the right person.

## **AFTERCARE**

\$210/month, \$20/day, or \$10/hour. The monthly rate for two children is \$310 and for three is \$410.

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 can 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 60 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.

## **WIRELESS/ELECTRONIC COMMUNICATION DEVICE POLICY**

### **All Students**

The use of wireless/electronic communication devices is prohibited during the school day (from the first morning bell to the dismissal bell). Wireless/electronic communication devices include but are not limited to cell phones and/or devices such as smart watches and ear buds. Students may keep devices in the purse or book bags/backpacks. The devices should not be visible or heard at ANY time during the school day. **All devices are to be turned off before entering the school building each morning – NOT just on silent.**

1<sup>st</sup> offense - \$25.00 fine to be paid in the front office for the phone to be returned along with disciplinary infraction in the student's record.

2<sup>nd</sup> offense - \$50.00 fine to be paid in the front office by a parent for the phone to returned, (1) morning detention, and disciplinary infraction in student's record.

3<sup>rd</sup> offense - \$100.00 fine to be paid in the front office by a parent for the phone to be returned, (1) day of Out of School Suspension, and disciplinary infraction in student's record.

4<sup>th</sup> offense - \$100.00 fine to be paid in the front office by a parent for the phone to be returned, (3) days of Out of School Suspension, and disciplinary infraction in student's record.

**\*Parents are asked to contact students through the school office. Students may contact parents from the phone designated for them in the school office.**

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

**POLICY EFFECTIVE DATE: November 4, 2024**

## **COMPUTERS**

CCA has adopted an "Acceptable Use Policy" for all computer/electronic device use. Every student and parent must read and sign the agreement during the registration/re-enrollment processes each year before any computer may be used on school property.

### **Responsible Use of Artificial Intelligence (AI)**

At Clinton Christian Academy, we recognize the growing role of Artificial Intelligence (AI) in education and encourage students to use AI tools to enhance learning, research, and creativity. However, AI should be used responsibly and ethically in accordance with the following guidelines:

1. **Academic Integrity:** Students are prohibited from using AI to generate work that they present as their own. This includes but is not limited to using AI to write essays, answer test questions, or complete assignments without proper attribution. All work must be original or appropriately cited.
2. **Ethical Use:** AI tools may be used to assist in research, brainstorming, or improving understanding of complex subjects. Students must critically evaluate AI-generated content and ensure it aligns with academic standards.
3. **Plagiarism:** Using AI to copy, paraphrase, or reword content without proper citation is considered plagiarism. All students are expected to abide by the school's academic honesty policies, which apply equally to the use of AI.
4. **Learning First:** AI should be viewed as a supplement to learning, not a shortcut. The purpose of assignments and assessments is to develop the student's knowledge and skills. Students must avoid using AI simply to find answers without making an effort to understand the material.
5. **Teacher Guidelines:** Teachers may provide specific examples or clarification related to their course content, but they may not establish separate guidelines. All students are expected to

follow the school-wide policy and seek clarification from their teachers if uncertain about appropriate AI use.

AI use in coursework must adhere to the school-wide policy outlined above. Failure to comply with these guidelines may result in disciplinary actions, including loss of access to AI tools and other academic penalties.

### **One-Paragraph Summary**

At Clinton Christian Academy, students are encouraged to use Artificial Intelligence (AI) tools responsibly to enhance their learning and creativity. However, the use of AI for plagiarism, cheating, or submitting AI-generated content as one's own work is strictly prohibited. AI should serve as a supplement to learning, helping students deepen their understanding of subjects rather than providing shortcuts to answers. All students are expected to critically evaluate AI-generated content and ensure that their use of AI aligns with the school's academic honesty policies. Plagiarism of any kind, including the misuse of AI, will result in disciplinary actions. Penalties include zeroes on assignments and suspension/expulsion.

### **Two-Paragraph Summary**

At Clinton Christian Academy, we support the responsible use of Artificial Intelligence (AI) as a tool to enhance students' learning, creativity, and research. AI tools can be used to assist with tasks such as brainstorming ideas, improving writing skills, and deepening understanding of complex topics. However, students must avoid using AI to complete assignments, tests, or projects without proper attribution, as this constitutes academic dishonesty. All work must be original or appropriately cited, and plagiarism through AI will be treated with the same severity as any other form of cheating.

Students are expected to view AI as a resource for learning, not as a way to bypass critical thinking or understanding. Teachers may provide specific guidelines regarding AI use in their classes, and it is the responsibility of students to adhere to those guidelines. Misuse of AI, including using it solely to generate answers or plagiarize content, will lead to disciplinary actions, including zeroes on the plagiarized assignment, suspension/expulsion, and loss of access to AI tools.

## **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, athletic bags, 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 occurred. Metal-detecting wands may be used during these searches and breathalyzers may be used at dances.

### **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 at any time.

### **INAPPROPRIATE LANGUAGE**

Use of abusive, crude, or vulgar language is unacceptable at any time.

### **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. A date for any school-sponsored event or dance is considered one boy and one girl.

### **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 always expected. 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**

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.

## **VAPING POLICY**

If you are caught with a vape it is an automatic 1-day OSS. The 2<sup>nd</sup> offensive will be 3 days of OSS. The 3<sup>rd</sup> offense will be grounds for dismissal.  
(See the Search section above)

## **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) 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 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 Head of School or Principal.***

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, students, or the school in general 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 (K4-12<sup>th</sup>)**

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 - 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 (K4-12<sup>th</sup>)**



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 Head of School or Principal, and the parents will be contacted. Major violations may result in a recommendation for suspension and/or expulsion of the student.

## **DISCIPLINARY PROCEDURES**

### **7<sup>th</sup> through 12<sup>th</sup> (Upper School)**

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:

Teachers are encouraged to handle what they can in the classroom and to enter behavioral reports into the FACTS system where demerits can be issued. The Head of School and Upper School Principal will receive each report and step in to take appropriate action when needed. A demerit (depending on the severity) may warrant a morning detention. This decision will be left up to the Head of School or Upper School Principal. Three (3) demerits in a 9-weeks grading period will result in 1-day of ISS. The same will take place for a 4<sup>th</sup> and 5<sup>th</sup> demerit during that same 9-weeks. If a 6<sup>th</sup> demerit is reached during the same 9-weeks that student will receive 1-day of OSS. Any further discipline will be at the discretion of the Head of School or Upper School Principal, and possibly grounds for dismissal from CCA.

- **Morning Detention** – Morning Detention is held from 7:15-7:45 am on Tuesday, Wednesday, and Thursday mornings. A student assigned to a detention will not be excused from detention due to any other activities, including school related practices or events. A student will have exactly three (3) opportunities to serve detention. (ex. If a detention is issued on a Monday, he/she must serve that week. If a detention is issued on a Tuesday, he/she will have the next three opportunities to serve: Wednesday, Thursday, and the

following Tuesday). A student that misses these three opportunities will be issued an additional detention, and the original detention must be served during the very next opportunity. If a student accumulates three detentions for missing the original dates, the student will receive 1-day of OSS if those three detentions are not served as assigned. Students will NOT be allowed to enter detention after 7:15 am. NO exceptions. Any student who is not admitted to detention due to tardiness must report to the Upper School Principal's office immediately. During detention, students must obey the following rules: comply with the instructions of the detention proctor, may not leave the room for any reason, may not talk, may not sleep, and may not use any electronic equipment.

- **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. If a student happens to be serving on Chapel day, he/she will still attend Chapel.
- **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

### **Dismissal**

A student may be dismissed by CCA without first being suspended if, in the judgment of the Head of School/Principal, 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 Head of School.

### **DRESS CODE**

#### **There are two primary reasons for a dress code:**

- The first is to ensure 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 7<sup>th</sup>-12<sup>th</sup> 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 in ISS. 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 daily. 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 (WEDNESDAY)

#### Girls

- K4-K5 girls wear navy polo dresses and the Velcro tennis shoes or shoes that do not require laces as stated below.
- 1<sup>st</sup> -2<sup>nd</sup> grade girls must wear the navy polo dress or plaid or gray skirt with navy polo shirt.
- 3<sup>rd</sup> -12<sup>th</sup> grade girls must wear navy polo or navy <sup>3</sup>/<sub>4</sub> length sleeve shirt with the plaid skirt. Even if navy sweatshirt or hoodie is worn, blue polo must be worn underneath on Wednesday.
- Girls skirt length MUST be to the fingertips no shorter. No rolling skirts
- SHOES: K4-12<sup>TH</sup> may wear tennis shoes or dress shoes on Wednesday  
NO OPEN TOE, HOUSESHOE TYPE SHOE, SLIDES OR CROCS  
ALL shoes must have a back.

#### Boys

- K4-12<sup>th</sup>- boys must wear navy polo shirts on Chapel days with khaki pant or shorts. Even if navy sweatshirt or hoodie is worn, blue polo must be worn underneath.
- SHOES: K4-12<sup>TH</sup> may wear tennis shoes, dress shoes or boots (No Boots for K4-K5) on Wednesday.  
NO OPEN TOE, HOUSESHOE TYPE SHOE, SLIDE OR CROCS.  
ALL shoes must have a back.

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

### **(MONDAY, TUESDAY, 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.
- **1<sup>ST</sup> - 2<sup>nd</sup> Grade**  
Can wear navy polo dresses everyday with modesty shorts or the plaid or gray skirt with gray, light blue, or navy polo shirts. Girls may wear leggings or tights in navy, black or gray.
- **3<sup>rd</sup> -12<sup>th</sup> grade**  
May wear plaid or gray skirts with navy, lt. blue 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. Leggings may not have sheer panels.
- **1st-12<sup>th</sup> grade**  
Skirt length must be to the fingertip, no shorter. No rolling up skirts.
- **1<sup>st</sup> -12<sup>th</sup> grade**  
May wear any color tennis shoe, flats in solid color or boots. NO shoes with wheels may be worn. NO CROCS, shoes without a back, or shoes with wheels may be worn.
- **Cheer or sports uniforms**  
May be worn on game days. MUST be the items issued by coach and specific to the sport in season. Specifics MUST be cleared by the Head of School or Upper School Principal prior to it being worn.

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

- **K4- K5 Grade**  
Will wear navy, light blue, 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.**
- **1st-12th Grade**  
Will wear navy, light blue, or gray polo shirts with khaki pants or shorts. Shorts or pants may NOT be cargo style. Pants may NOT be joggers. Shorts MUST sit at the natural waistline. They may wear tennis shoe of any color; 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, SLIDES, FLIP FLOPS OR CROCS. ALL shoes must have a back.
- **1st-12th Grade**  
Shirts must be tucked in if the bottom extends below the pocket on their pants/shorts. If shirt is tucked in a solid brown or black belt must be worn.  
Sweatshirts/hoodies do not have to be tucked in and no belt is required with those.

### **Shoes/Socks for Girls and Boys**

- K4-12<sup>th</sup> grade girls and boys – any color socks may be worn. Girls may wear leggings or tights in navy, black or gray. No sheer panels on the leggings. See shoe options above.

### **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.
- Students will not change out of their uniform until the school day has ended. This includes shoes. Grades 7<sup>th</sup> – 9<sup>th</sup> that have PE 7<sup>th</sup> period may change when your coach allows you to after you report to 7<sup>th</sup> period. **NOT BEFORE**
- Students who play sports for CCA will not be allowed to wear open toe shoes, house slipper style shoes, slides, or flip-flops, etc. to athletic events at home or on the road. These shoes will be allowed to wear after the contest is over. This includes players that are on the bench or sidelines.

### **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 above the knee. Jeans with frays are allowed if **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 of a natural color. Boy's hair should be out of the eyes and not below the collar. No male Buns or male Ponytails allowed – Anything that will bring undue attention to oneself. Facial Hair – Students must always be neat and not distracting.

Administration reserves the right to determine what is distracting. There will be certain events that require all boys to be clean shaven to participate in, like Senior Awards and Graduation.

### **Hats**

Hats, skull caps, kerchiefs, hoods, and beanies are inappropriate to be worn during school hours and should never be worn inside the building, whether before, during, or after school. These will be taken and returned at the end of the 5<sup>th</sup> full day of 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 piercings at any time while on campus, during an athletic event, representing CCA or attending any CCA event. Pocket and wallet chains are not permitted. Jewelry should be modest and low key. Body piercings (tongue/nose rings, etc.) are not allowed. Tattoos **must** be covered and **not** visible during the school day, while playing sports or when attending any CCA event. The wearing of dog collars, heavy chains, studded neckbands, or any other similar jewelry items are not allowed.

## **Sweatshirts, Hoodies and Jackets**

ONLY jackets and sweatshirts or hoodies with CCA logo will be allowed to be worn in the building. This includes sports team jackets and sweatshirts. CCA HOODIES may be worn but at no time will students be allowed to wear the hood on their head in the school building, our gym, other schools' gyms or in any building while you are representing CCA. This includes sports teams when you arrive or are leaving another school. Do not bring blankets to the classroom. Coats and jackets that are not CCA must be taken off once students enter the building. Duster style/trench style coats are not permitted. K4-6<sup>th</sup> 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 always 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, school event, or school program must be no shorter than the student's fingertip. If the uniform skirt is to be altered, it also must be no shorter than student's fingertip. If you have questions, please ask.
- 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.

## **Dress Code for Homecoming, PROM, Banquets, and Other Gatherings**

- Dresses may not be cut below the bust line.
- Dresses may be backless; however, dresses may not be cut below the natural waistline.
- Dresses may not have the midriff exposed including both the front and the sides. No two-piece dresses are allowed.
- Dresses may not be shorter than fingertip length or have a slit that exceeds where your fingertips touch when your hands hang to the side, including dresses with shorts.
- Dresses may not be constructed with see-through fabrics such as tulle, netting, or skin-colored fabrics or inserts.
- Fabric inserts must be sewn as alterations to the dress. No skin-colored inserts will be allowed.
- No coverups such as shawls, wraps, sweaters, coats, or jackets will be allowed over dresses that do not meet dress code.
- Undergarments should not be visible.
- Guys wear dressy/casual clothing. Nice jeans can be worn to all except for prom. Jeans must sit at the natural waist and not have holes or frayed ends. Shirts must always be worn.
- No t-shirts. Dress shirts ONLY.
- Students dressed inappropriately at any time during school sponsored dances, banquets, other events will be sent home without a refund (if charged to attend). This includes removing dress alterations once a student has entered.
- Students that do not meet the dress code will not be allowed to enter. Parents will be contacted before students are sent home. No refunds will be given for those events when a ticket is purchased.

## **ELEMENTARY/LOWER SCHOOL PROCEDURES (K4-6<sup>TH</sup>)**

### **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**

All students in grades 1-6 receive progress reports at the mid-nine weeks point. Formal grading begins in the second grade.

Reports cards will be issued at the end of all (4) nine weeks.

### ***Grading Scale***

***A = 90 - 100***

***B = 80 - 89***

***C = 70 - 79***

***D = 65 – 69***

***F = 64 and below***

## **Honor Roll/Principal's List/Head of School List**

Students in grades 1-6 who have an **80 – 89 in all classes for the 9-week term** will be placed on the Honor Roll. Students in grades 1-6 who have a **90 – 94 in all classes for the 9-week term** will be placed on the Principal's List. Students in grades 1-6 who have a **95 or above in all classes for the 9-week term** will be placed on the Head of School List.

The end of the year accolades will use the same criteria from above (all classes – all year).

## **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 Head of School 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 Head of School.

### **Electronic Devices**

NO electronic devices (i.e. -iPad, Apple watch, 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 Head of School 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 in grades 7-12 receive progress reports at the mid-nine weeks point. Reports cards will be issued at the end of all (4) nine weeks.

#### **Grading Scale**

<b><u>Numerical Grade</u></b>	<b><u>Letter Grade</u></b>	<b><u>Quality Points</u></b>
<b><i>90-100</i></b>	<b><i>A</i></b>	<b><i>4.00</i></b>
<b><i>80-89</i></b>	<b><i>B</i></b>	<b><i>3.00</i></b>
<b><i>70-79</i></b>	<b><i>C</i></b>	<b><i>2.00</i></b>
<b><i>65-69</i></b>	<b><i>D</i></b>	<b><i>1.00</i></b>
<b><i>64 and below</i></b>	<b><i>F</i></b>	<b><i>0.00</i></b>

### **Honor Roll/Principal's List/Head of School List**

Students in grades 7-12 who have an **80 – 89 in all classes for the 9-week term** will be placed on the Honor Roll. Students in grades 7-12 who have a **90 – 94 in all classes for the 9-week term** will be placed on the Principal's List. Students in grades 7-12 who have a **95 or above in all classes for the 9-week term** will be placed on the Head of School List.

The end of the year accolades will use the same criteria from above (all classes – all year).

### **Honors Classes**

Honors classes are offered in the subject area of English. **Only students meeting certain academic criteria are eligible to take these classes.** They are chosen with recommendation of the English Department and Academic Dean. 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. We do offer 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. Students are also allowed to enroll in other online classes through Hinds Community College. Any college classes taken through a dual enrollment program must be approved by the administration.

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. 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. To take a make-up exam, a Doctor's excuse must be provided.

### **Computers**

Students in grades 7-12 use laptop computers. They will access their texts wirelessly so all computers for student use must have wireless capability and Microsoft Office installed. 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 May 1<sup>st</sup> 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. 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 morning detention, ISS, or OSS.

### **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, 5<sup>th</sup> math or 5<sup>th</sup> science.

## **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 (this includes seniors). 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.

See CCA's Athletic Handbook for more detailed information.

### **Participation**

Students wishing to compete in athletics must obtain a valid physician's approval 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. A concussion protocol form must be signed by a parent/guardian and student athlete and returned to the school each year. 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 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 always brings honor to God. **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. Coach's will keep parents informed of practice schedule's and changes through the teams REMIND app only.

## **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<sup>th</sup> – 12<sup>th</sup> grade will be assigned to a class 7<sup>th</sup> 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 in a sport or program.
- All exceptions and appeals must be submitted in writing to Headmaster within three days of separation.

## **SCHOOL SPONSORED DANCES**

CCA sponsored dances will for CCA students and their dates. A date will be defined as one male and one female. The minimum age for a high school dance is the 9<sup>th</sup> grade. Students may not invite dates over the age of twenty (20). The age range for junior high dances is 7<sup>th</sup> – 9<sup>th</sup> grades.

These guidelines do not change in the event of an athletic event that runs late on the day of the dance.

Students are expected to conduct themselves in a manner conducive to a Christian environment. If any student does not follow the rules or dress code at any school-sponsored dance, he or she will be asked to leave, and no ticket fee will be returned. Disciplinary actions may also be taken once the student returns to school. Students are not allowed to return to a dance once they leave the building. CCA students that are bringing a date from another school MUST have a form signed from the administration from his/her school.

## **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.

## **STUDENT ILLNESS AND COMMUNICABLE DISEASES**

Clinton Christian Academy has a responsibility to provide a safe and healthy environment for employees, parents, students, and visitors. In the case of global or local threats of a communicable disease, CCA will take all reasonable measures that may be necessary to protect the safety and health of members of the CCA community. These may include implementing infection control guidelines designed to stop or slow the spread of infectious diseases. CCA will apply guidance from the Center for Disease Control (CDC) and its affiliate, NIOSH, state and local health departments, and World Health Organization (WHO), and other agencies and resources as appropriate. Each communicable disease is unique. CCA's response depends on public health guidance for the specific communicable disease, the nature and stage of the disease, whether mitigation methods are or can be used, and public health guidance on the risk and exposure. Response may include, without limitation, a determination that no risk exists or that no action is required, immunization programs may be put into place, mandatory health screening may be implemented, mitigation steps may be needed such as a student refraining from some activities, utilizing bandages or other barriers, enhanced housekeeping, cancellation of field trips, a medical exam and release, and being sent home from CCA. Depending on the event, CCA may require parents to disclose upcoming travel plans and to self-quarantine their child upon return. School closure may be necessary or CCA may need to modify its curriculum, schedules, length of the school year, and/or means of learning and teaching methods. During certain communicable disease events, threat levels may change rapidly and CCA may need to modify various measures as additional information becomes available.

Examples of communicable diseases include seasonable influenza; tuberculosis; measles; chicken pox; mumps, scarlet fever, hepatitis A, C, and D; meningitis; antibiotic-resistant staph; Severe Acute Respiratory Syndrome (SARS); H1N1 Flu; Swine Flu; Avian Flu; Ebola; and novel coronavirus - COVID19. Lice, ringworm, pinworms, impetigo, pink eye, strep infection, hand, foot and mouth disease, mononucleosis, and other similar childhood illnesses are covered by this policy. We recognize that some diseases may not be infectious under certain circumstances.

We rely on our parents as the first step in preventing infection in the CCA environment. We count on them to use good judgment in protecting our CCA community. A sick child should not be in school but should remain at home in an environment where proper care may be given. If a student is not feeling well, he/she should inform the classroom teacher and ask to be excused to go to the office. If a student asks to go home, the student will be released only with permission from the parent/guardian or from the person designated on the student's emergency card. A student who presents at CCA with symptoms of an illness and/or is unable to participate in the day's activities will be removed from the classroom and the parents, or an emergency contact if the parents cannot be reached, will be contacted. Students must be picked up within the hour of the CCA's request that the child be sent home due to illness. Teachers will be informed of the student's dismissal for illness. To prevent the spread of infection through direct contamination (coughing, sneezing, talking, sharing articles, etc.) students must be asymptomatic without the aid of medications before returning to CCA. In other words, students must have no fever, vomiting, etc. for 24 hours prior to their return to School.

Parents/students who know or have a reasonable basis for believing that a student has a communicable disease that may pose a threat to other students, parents, school employees, visitors, or the public should immediately contact their health provider. Parents/students have a "reasonable basis" for believing that a student has a communicable disease when they show or feel signs or illness, such as coughing, sneezing, fever, joint aches, have an overall ill feeling, or when they know that they have been exposed to someone with a known communicable disease or suspected communicable disease. For the health and safety of the CCA community, parents should report to the health department if their child has a confirmed communicable disease that poses a risk to others in the CCA community. The Mississippi Department of Health shall be notified when a student is sent home because of a communicable disease. In case of student absence due to the reportable communicable disease, a release card from the Department of Health or a letter from the family physician indicating that the Department of Health regulations have been fulfilled must be presented when the student returns to school (indicating that the student is no longer infectious).

CCA will generally not identify an infected student to CCA employees or other students or their parents, although public health guidance will guide the CCA's communications. It may be necessary to alert others in the community who were in certain areas or at certain times that exposure could have occurred. CCA will disclose sensitive medical information of students no further than is necessary to ensure the health and safety of our employees, students, parents, and visitors in a manner consistent with applicable law. CCA will comply with all federal and state laws regarding confidentiality and privacy requirements.

## **SCHOOL CLOSURE OR MODIFICATIONS DUE TO A FORCE MAJEURE EVENT**

Should events beyond the control of the CCA, including, but not limited to, any fire, act of God, hurricane, tornado, flood, extreme inclement weather, explosion, war (including armed conflict), governmental action, act of terrorism, risk of infectious illness, epidemic, pandemic, shortage or disruption of necessary utilities (water, electricity, etc.), or any other event beyond the CCA's control, occur, the CCA has the discretion to close and/or modify its curriculum, schedules, length of school day, length of school year, and/or means of learning and teaching methods. The family's contractual financial obligations for tuition and fees remain in full force and effect. Should the CCA close, the duties and obligations shall be suspended immediately without notice until such time as CCA, in its sole and reasonable discretion, may safely reopen. If the CCA cannot reopen due to a force majeure event, the CCA is under no obligation to refund any portion of tuition paid.

## **CLASS FUNDS POLICY**

Classes can deposit and withdraw cash in business office. Class accounts are for classes and student organizations including, but not limited to SGA, NHS, Drama Club, etc. Classes have control over their own funds. Class accounts are set up on CCA Chart of Accounts as Other Current Liabilities to show that funds held for classes do not belong directly to CCA, but are payable back to the classes and clubs, which exercise control of funds. All class funds are deposited into and withdrawn from the Operating cash account. Authority to deposit and withdraw funds belongs to president, treasurer, and/or teacher sponsor for each group. To deposit funds, a Monetary Submission Form must be submitted with funds and verified at time of submission by Director of Finance. With direction from each group, Director of Finance may make orders on behalf of group, reimburse with proper documentation, or make cash withdrawals for group. Proper documentation must be submitted for each request.

All Senior Class Funds not used within 1 year of graduation will be considered a donation to CCA and will be rolled into and a general "Unused Class Funds" designated fund. CCA will have discretion on use of these funds.