



# Student Handbook

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2011-2012

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

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 Parent/Student Handbook are made each year. While our hope is that all areas of life at CCA have been covered, there may be errors, misprints, omissions, or other issues that arise unforeseen at the time of the latest revision. When this occurs, every effort will be made to communicate the changes or corrections as soon as reasonably possible.

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

God Bless,

Clinton Christian Academy  
Administration and Board

## Administration

James Reeves, Headmaster  
Matt Homan, Athletic Director  
Marie Brooks, Director of Admissions  
Becky Robinson, Guidance  
Rachel Bryson, Human Resource/Accounting  
601-910-9550

## Table of Contents

<b>Introduction of CCA</b>	<b>2</b>
<b>Mission Statement</b>	
<b>History</b>	
<b>Accreditation</b>	<b>5</b>
<b>General Info</b>	<b>6 - 12</b>
Carline Procedures	
Parking	
Food/Lunch Orders	
Medications	
Illness	
Lost and Found	
Emergency Plan	
Chapel	
Textbooks/All Assigned Curriculum Materials	
Testing	
Entrance Testing	
Probationary Period	
Transfer Students	
Arrival and Dismissal	
Absences/Make-up work	
Attendance procedures	
Tuition and Fees	
PTM	
Aftercare	
Delinquent Accounts	
<b>Student Expectations</b>	<b>13</b>
Honor Code	
<b>School-wide Rules</b>	<b>13 - 14</b>
Tardies	
In School Suspension	
Cell Phones and Other Electronic Devices	
Computers	
Use of Illegal Substances	
Weapons	
Authority	
Inappropriate Language	
Sexual Integrity/Harassment	
Student-School Responsibility	
<b>The School's Expectations of Parents</b>	<b>15</b>
<b>Disciplinary Procedures(Elementary)</b>	<b>16</b>
Minor Violations	
Consequences	
Major Violations	
Consequences	
<b>Disciplinary Procedures (7-12)</b>	<b>16 - 18</b>
Steps of Action	
Saturday Detention	
In-School Suspension	
Overnight Suspension	
Out-of-School Suspension	

Disciplinary Probation Dismissal	
<b>Dress Code</b>	<b>18 - 20</b>
Policy Statement	
CCA Dress Items	
Shoes and Socks	
Spirit Day	
Hair	
Hats	
Jewelry	
Sweatshirts and Jackets	
Miscellaneous	
<b>Dress Code Outside of School (Extracurricular Activities)</b>	<b>20</b>
<b>The Elementary/Lower School Procedure (K3-6th)</b>	<b>20 - 21</b>
Grade/Evaluation	
Grading Scale	
Honor Roll	
Promotion	
Homework	
Classroom Visits	
<b>The Upper School (7th-12th)</b>	<b>21 - 23</b>
Communication	
Grade/Evaluation	
Grading Scale	
Honor Roll	
Honors Classes	
Academic Probation	
Semester Exams	
MacBook Computers	
Graduating with Honors	
Promotion	
College Days	
Senior Exam Exemption	
Early Dismissal for Seniors	
Graduation Requirements	
<b>Athletics/Extra Curricular Activities</b>	<b>23</b>
Eligibility Requirements	
Participation	
Scheduling/Practice	

## Mission Statement

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

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

Clinton Christian Academy is an independent, co-educational, self governing, interdenominational, non -profit, college preparatory, Christian day school for students in Grades K3 (3 years of age) through Grade twelve. The school believes the integration of faith, as found in the Word of God, and learning are essential for excellence in education. The school does not discriminate on the basis of sex, race, color, or national origin in the administration of its educational programs, admission policies, financial aid policies, employment practices or other school-administered programs.

### History

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

### Accreditation

Clinton Christian Academy is accredited by the Mississippi Association of Independent Schools (MAIS). This is the same organization that accredits 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 monthly. Persons who wish to place items on the agenda may do so by contacting the administrators or Board Chairman. All requests must be submitted at least seven (7) days prior to the meeting. Additional details on the Board's functions and policies may be obtained in the school office.

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

Sam Bryson - President  
Calvin Couch  
Melvin Grant

Laura Buchanan  
Cristan Dulaney  
Christopher Lay

David Jolly  
Tosha Taylor  
1 Vacant Position

## General Information

## **Car Line Procedures**

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.
- Numbers should remain clearly visible for the entire time the vehicle is on campus. This allows us to make sure that the correct children are placed in the proper vehicle.
- Leaving a car unattended by the driver while in the carline is prohibited as 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.
- 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.

**Written, detailed information regarding carline procedures will be given out at registration and during Parent Orientation at Back to School Night on August 9.**

## **Parking**

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

## **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. Cars parked illegally may be towed at the owner's expense. Parking on the grass is not permitted. Students may not go to their vehicles during the school day unless permission is granted. Automobile infractions may result in fines or the loss of driving privileges.

## **Food Lunch Orders**

Lunches may be purchased daily or weekly. A snack lunch may also be purchased from the Warrior Canteen. Please label all checks and/or cash to insure proper credit. **Lunches must be ordered by 8:15.** **Students will have the option to order a snack lunch consisting of sandwich, chips, and drink if the order is placed after 8:15.**

## **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 the lost and found rack located in the Fine Arts Building. At the end of each semester articles unclaimed may be given to a charitable organization. Unclaimed uniforms will be placed in the used sale box.

### **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.

#### **The Tornado Drill**

- Initiated by announcement from the office. (By PA with electricity, by bullhorn without electricity)
- Follow directions of teacher
- Teacher will call the roll

The **Fire Drill** is initiated by the fire alarm

- One continuous ring
- Follow the directions of the teacher
- Teacher will call the roll

*IF you are not in a class, go straight to the open grassed area behind the school. You may return to class when you hear four short rings.*

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

### **Emergency School Closing**

CCA will generally adhere to the Clinton Public School guidelines for regulation of school closing in the event of an emergency. In this situation, information will be broadcast over the local radio and TV stations(3,12,16). Every effort will be made to notify the the radio/TV stations as soon as possible.

### **Chapel**

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

### **Textbooks**

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

### **Testing**

Students in grades 1<sup>st</sup>-8<sup>th</sup> take the Stanford Achievement Test annually. Kindergarten takes the Metropolitan Reading Test (MRT). Upper School students take the PLAN (9-10), PSAT (11th), and the ACT or SAT (12th). The test results are used in a diagnostic/prescriptive manner, with the individual student as well as with the class. Individual profiles are examined to determine if there are significant discrepancies between aptitude and achievement indicating a need for further educational testing or remediation in specific areas.

### **Entrance Testing**

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

### **Probationary Period**

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

A desire to grow in the Lord through Bible reading and devotional time.

Compliance with school rules.

Respect for authority.

Ability to maintain a "C" average grade for all subjects.\*

A spirit of cooperation.

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

### **Transfer Students**

Due to the rigorous curriculum of CCA, it may be difficult for a student to transfer from another school once the school year has begun. For this reason, students who seek to transfer after the second quarter (first semester) are not assured enrollment without the prior consideration of the teacher(s) and/or administrator.

### **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. Monitors will be located on the front porch to assist with greeting students and to check for dress code violations. Teachers arrive at school at 7:30 a.m. To safeguard teachers' preparation time, we ask that parents schedule conferences with teachers instead of approaching them during arrival and dismissal times.

**Early Drop Off** - students may be dropped off from 7- 7:30 a.m. for a fee of \$3 a day/\$10 a week to cover supervision. The early care entrance will be the door located on the preschool hallway. 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.**

Upon arriving at school, secondary students assemble in the cafeteria until 7:50 a.m. Preschool and elementary students are to sit quietly in the hall, outside their classroom. There will be adult monitors in both locations. They are to remain seated at all times. The first bell will ring at 7:50 a.m., and the tardy bell will ring at 8:00 a.m.

**Dismissal** - Preschool and elementary students will dismiss at 2:40 p.m. Students who are approved to drive vehicles to school will dismiss at 3:00 p.m. All other Jr./Sr. High students will dismiss at 3:05. Preschool and elementary students will dismiss out the front doors. Jr./Sr. High students are to dismiss from the hallway on the west side of the building.(by Ms Wooley's room) All parents coming through the carpool line should have their name tag in a visible place on their dashboard or rearview mirror. Parents should make every effort to pick up their children at their dismissal time. In the event a student is not picked up within fifteen minutes of dismissal, the student will be sent to Aftercare and will be charged accordingly. If not paid, the amount will be forwarded to the business office and added to their tuition account. Parents must notify the office whenever a student will ride home with someone other than his/her parent.

## **ATTENDANCE POLICY**

School attendance is required by Clinton Christian Academy, its accrediting agencies, 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.

### **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 8:45 a.m. Unless the absence has been previously approved by the administrator, parents must notify the school when their children are absent. Due to safety concerns, the school enforces this provision to the fullest extent possible, including calling parents at home to verify a child's absence.

When a student arrives at school after an absence, he/she is required to report directly to the office and provide a note signed by the parent or guardian explicitly stating the reason(s) for the absence. The student will receive a class admit slip which must be presented to each teacher in whose class the student was absent. If a parent does not contact the school or the student fails to bring a written excuse by the second day following his/her return, the absence will be recorded as unexcused. Failure to provide a parent's note will result in the student being deemed truant. Students are marked absent after missing more than one-half (½) of the class period.

### **Excused Absences**

Absences will be considered excused for the following reasons only:

1. Illness.
2. Involvement in an accident.
3. Bereavement/funeral in the immediate family.
4. Medical appointments.
5. Participation in school-approved programs outside the school.
6. Pre-arranged absences for which administrative approval has been given.

All other absences will be counted as unexcused.

### **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. Unexcused absences include but are not limited to vacations, visiting friends or relatives, hair or photography appointments, skiing, hunting, shopping, or any other reasons unacceptable to the school. Unexcused absences do not permit the make up of work for credit, though a teacher may still require missed work to be completed.

### **School-Sponsored Absences**

Absences due to school-sponsored events are considered exempt and are not recorded on a student's attendance record. Examples of school-sponsored absences are band, choir, speech, and drama performances and festivals; CCA athletic competitions; field trips for school clubs or class activities; school-sanctioned ministry/service projects; and appointments with the school administrator, teachers, and counselors.

### **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 their absent children 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) and complete an advance make-up form (available at the office) prior to the 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.

### **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 7-12 with a total of ten (10) excused or unexcused absences per class per semester are considered excessively absent. Students with excessive absences must submit a written petition to the administrator to receive credit in the affected classes. Upon review by the administrator, the student may receive credit if none of the absences are unexcused, all work was made up on schedule in a quality manner, and/or the absences were due to a chronic illness as confirmed by a physician.

In the case of excessive absences which do not conform to the above criteria, work may be made up by arrangement with the teacher(s) of the class(es) missed only. Under no circumstances will credit be received for non-conforming absences of twenty (20) or more per year. Attendance reports will be sent to parents when a student accumulates eight, nine and every two absences thereafter.

### **LEAVING EARLY**

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

### **CLOSED CAMPUS POLICY**

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

### **TRUANCY**

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

- a. First offense: Detention.
- b. Second offense: 1-3 day suspension.
- c. Third offense: The matter will be referred to the Board with a recommendation for expulsion.

### **Absences/make-up work**

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. (i.e. 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. (i.e. 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.)

Work may not be made up for unexcused absences. Suspension from school is unexcused. Make-up work not completed in a timely manner will receive partial credit or “0”.

## **Tuition and Fees**

<b>Grade</b>	<b>Tuition</b>	<b>12 Month</b>	<b>School Fee</b>
K4 (Full Day)	\$4,175	\$348	\$200
K5	\$4,450	\$371	\$200
1-6	\$4,980	\$415	\$200
7-8	\$5,280	\$440	\$200
9-12	\$5,580	\$465	\$200

### **SCHOOL FEE**

- Due by June 1
- Includes Snack Fee for K4 -K5
- Includes Book Fees
- Includes Lab Fees
- Includes Drug Testing Enforcement
- Includes Art Fees

### **REGISTRATION FEE**

- \$200 if paid by 3/15
- \$300 if paid by 5/15
- \$400 if paid after 5/15

### **ATHLETIC/ ACTIVITY FEES**

- All Elementary Sports \$25 each
- JV/ High
 

Football	-	\$150	
Basketball	-	\$100	
Soccer	-		\$100
Baseball	-	\$125	
Track	-		\$ 65
- Cheerleading - actual cost

### **DISCOUNTS**

- The second child and every child thereafter shall receive a 10% discount.
- Prepayment of Tuition in full by June 1 (No Exceptions) shall result in a 10% discount.

## **Late Fee**

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

### **Lump-sum Tuition Payment Discount**

10% 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 Fees (non-refundable)**

Grades 9-12 will be required to purchase a Macbook laptop for use in all classes. This can be purchased through the school for a discounted price or directly through the Apple Store.

### **PTM**

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

### **Aftercare**

\$160/month or \$15/day

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.

### **Delinquent Accounts**

Tuition and fees provide the revenue for the school's operating budget. It is always our hope that each family is able to faithfully honor all financial obligations to our school. In the event that does not happen, however, CCA has adopted policies to ensure that we continue to be good stewards of our financial resources and to make sure that CCA is able to meet its financial obligations to those that provide services to our school. Students whose accounts are past due 45 days may be restricted from attending classes, participating in extracurricular activities, taking exams, or receiving report cards until the account is current. 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 finance committee must approve any special arrangements for unusual circumstances. Please contact the Business Office if there is a problem with your account. We strongly encourage the Christian principle of open and honest communication when working to resolve issues. CCA will make every reasonable effort to provide solutions should a financial challenge arise, but without timely, open, and regular communication, such solutions may not be available.

### **Donations**

Because tuition and fees do not cover the entire cost of operating a Christian school, Clinton Christian Academy depends on God to meet its financial needs through individuals who contribute in the following ways: gifts to the general fund and to special projects such as the building fund, gifts for special equipment, donations of labor and materials, and contributions to the scholarship\* or financial aid funds. Clinton Christian Academy is a non-profit 501(c)(3) organization and as such all gifts are tax deductible per IRS regulations.

## STUDENT EXPECTATIONS

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

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

### Honor Code

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

All students in grades K3-12 are taught the Honor Code.

### Honor Code

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

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

Consistency of character is paramount. Because character does not change when a student is at school or when he/she is away from school, **students are expected to comply with the Honor Code at all times while enrolled at CCA.**

## School-wide Rules

In addition to the conditions of behavior required by CCA's Honor Code, the following rules also apply:

### 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 absence and a \$20 fine. Excused tardies are: doctors appt. and car trouble. Anything else is unexcused. If a pattern develops (i.e. lots of car trouble) then this will no longer be an excuse.

**In School Suspension**

Any student that is required to stay in ISS will be charged a **\$50 monitor fee per day.** This is to cover the cost to hire a teacher to monitor the student while they are removed from the classroom for disciplinary reasons deemed necessary by the administration. This fee is payable before being admitted into ISS.

**Cell Phones and Other Electronic Devices**

Students are not to have their cell phones or other electronic devices (MP3 players, Ipods...) on during the school day. If these items are seen by a teacher during school hours, including dismissal, they will be confiscated and a fine imposed:

- 1<sup>st</sup> Offense- \$25 fine
- 2<sup>nd</sup> Offense- \$35 fine
- 3<sup>rd</sup> Offense- Go before the board to request the item back along with a \$50 fine.

**Parents are asked to contact students** through the school office. Please do not call or text your child on their cell phone.

**Computers**

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

**Use of Illegal Substances**

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 have a set suspension along with probation until further testing reveals a "clean" result. A second failed drug test is an automatic expulsion.

**Weapons**

Guns, knives, or weapons of any kind are not allowed on the school property or at any school-sponsored functions at any time.

**Authority**

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

**Inappropriate Language**

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

**Sexual Integrity/Harassment**

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 Tweeting. Any incident in this matter will be subject to appropriate Christian discipline, including but not limited to, suspension or expulsion.

**Student-School Responsibility**

CCA's goal is to provide and maintain an outstanding educational environment set within a framework of Christian values and principles. **Appropriate behavior is expected at all times.** Any student action or behavior that violates

*the Honor Code, the criminal laws of Mississippi, or that reflects in an adverse manner on CCA may be subject to school-based disciplinary action and/or result in immediate dismissal.*

## **The School's Expectations of Parents**

The Board, Administration, Faculty and Staff of Clinton Christian Academy expect from each parent the following:

To assume your responsibility of being the primary educator in fulfillment of your God given role. (Deuteronomy 11:18-20).

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

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

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

- supporting the CCA Mission, Philosophy, Goals and Purpose Statements.
- understanding the role of the School's Board of Directors as a policy governing body that is not responsible for the daily operation of the school.
- communicating your constructive ideas and suggestions regarding policy to the CCA Board to better enable them to properly function as representatives of the parents of the school.
- attending all conferences or meetings with your child's teacher(s) in order to facilitate a unity of purpose with regard to your child's education.
- actively participating in school activities, functions, fund-raising, PTM 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.

To support the discipline policy in a united effort to develop your child's character, with the goal of producing self-control and self-discipline.

To support the attendance policy by seeing that your child attends regularly, arrives on time, and is prepared to learn.

To support the homework policy and create a productive study environment in your home which will allow your child to study and be productive.

To instill Godly attitudes in your child at home and hold your child accountable for the attitudes and behavior he or she displays at school.

To support 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.

To follow the Matthew 18 principle and other biblical guidelines to resolve differences and misunderstandings.

“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over.”

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

Certain lines of authority are then delineated:

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

## **Disciplinary Procedures**

### **Grades K3 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.

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**

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

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

#### **Consequences**

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

#### **Major Violations**

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
- lying
- cheating
- stealing
- fighting

## Consequences

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

## Disciplinary Procedures Grades Seven through Twelve

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

### Level 1 – Verbal Warning

Students will receive a verbal warning from their teacher.

### Level 2 – Contact Parent

If the student continues to exhibit poor behavior after a verbal warning then the parent may be notified by phone call or email. **The teacher has the discretion to issue a detention at any time during the process based on the offense.**

### Level 3- Sent to the Office

A student who does not respond to a verbal warning, an issuance of detention, and prevents an atmosphere not conducive to learning for the other students, will be sent to the Principal's office. The parent will be called to pick up the student **immediately**.

### Level 4 - Board Referral

A student who is repeatedly referred to the principal for behavior problems will be brought before the Student Affairs Committee of the Board of Directors.

The principal may assign the following actions for habitual or serious disciplinary problems:

### Saturday Detention

Saturday Detentions will be held on one Saturday of each month from 7:00 am until 10:00 am. Students who are late for Saturday detention will attend another Saturday detention to make up the time missed along with an additional hour for every 15 minutes they were late. Students serving Saturday detentions will be assigned work detail job on campus. Parents will be notified if their child is assigned a Saturday detention.

### In-School Suspension (ISS)

A student serving an in-school suspension will be isolated from his/her classmates during the school day. He/she will complete all work and tests that have been scheduled for that day, but he/she will remain isolated from the school community. Grades for work completed during ISS will be reduced by 10%. 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. Parents will be responsible for paying **\$50 per day** to cover the ISS **monitoring fee. This fee is payable before the student is allowed into ISS.**

### Overnight Suspension

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

### Out-of-School Suspension (OSS)

An student serving an out-of-school suspension will spend the entire day away from the school community. The OSS will last for a minimum of 24 hours, but it may be longer depending on the seriousness of the offense. He/she

is required to make up all missed work, and the grades for that work will be reduced by 20%. A student serving OSS is not permitted to participate in or attend any school related activities (i.e. athletics, choir, or other competitions) during the time of his/her suspension.

### **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 judgement of the principal, the offense is extremely serious. Appeal of the dismissal may be made to the Student Affairs Committee of the Board of Directors. Any student dismissed from CCA will not be permitted to attend future school functions without the permission of the principal.

## **Dress Code**

There are two primary reasons for a dress code. The first is to insure modesty which the Bible encourages (I Tim. 2:9). The second is to encourage a dignity that is appropriate for the Academy setting. The dress code of Clinton Christian Academy impacts our Academy environment every day. The appearance of our students communicates the Christ centered focus of our Academy and should be a valuable testimony in establishing our reputation as an outstanding Academy with superior students. The dress code is established to provide guidelines for parents and students on appropriate school dress.

### **Uniforms**

All CCA students will wear the school approved uniform. The specifics for the uniform are listed on the school website and at Sunshine Uniform Store.

### **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 parents or legal guardian may be called and the student may be sent home to make any needed alterations. If it is impossible for the student to go home to change, he or she may be held out of class for the remainder of the day. The student's grade for each class will reflect his or her absence. Repeated offenses may indicate an issue of direct disobedience. Such students could lose certain dress privileges and be subject to disciplinary action from detention to dismissal.

Since this normally works a greater hardship on the parents or guardian than the students, **parents are urged to supervise their child's dress on a daily basis.** If a student is judged in non-compliance, complaints, or arguments based on what other students wear or how they appear will not be applicable. It is the student alone and his or her parents or guardians who are responsible for proper dress consistent with the spirit and the word of the dress code. **Clinton Christian Academy reserves the right to determine the acceptability of clothing and hairstyles.**

### **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 skinny jeans, no sagging jeans, and no jeans with holes or frays are allowed. CCA t-shirts and sweatshirts may be purchased in the office or at the uniform store.

## Hair

Hair coloring for all students should be in good taste. Hair color that is extreme in the opinion of the administration must be corrected before the student returns to school. Boy's hair should be off the eyebrows, ears, and collar, and tapered with no excessive fullness or clearly defined lines. Sideburns should not extend past the bottom of the ear. **All boys are to be cleanly shaved with no beards or mustaches.**

## Hats

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

## Jewelry

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

## Sweatshirts and Jackets

Only jackets purchased at the Sunshine Uniform store may be worn in the building. Do not bring blankets to the classroom. Coats and jackets not meeting these criteria **must be removed upon entering the school.** Duster style/trench style coats are not permitted. You 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 campus. Extremes in styles that call undue attention are not appropriate and should be avoided. Examples of calling undue attention, which will not be allowed, are the piercing of visible body parts other than ears (girls only) or having a visible tattoo.
- Attire must at all times be neat, clean, in good repair, and fitted properly. Clothing and appearance should be non-distracting and appropriate for school activities; extremes in personal attire or appearance will not be permitted. Excessively tight, baggy, or sloppy clothes are not allowed. Clothing that advertises drugs, tobacco, alcoholic beverages, or has slogans of a suggestive, obscene, defiant, negative, or ungodly nature shall not be worn or displayed. Boys or girls may not dress or adorn themselves in a manner of the opposite gender.
- Official CCA P.E. uniforms will be worn during P.E. classes if required. Spandex may be worn only if worn under other P.E. garments. Shorts and shirt must be purchased according to the student's size so as to not be too tight, short, or loose. Short's hem length must not exceed five inches above the kneecap (from a kneeling position, measured from the floor).
- Shorts, skirts, dresses and skorts worn in the school building must be no higher than **three (3) inches** above the kneecap (from a kneeling position, measured from the floor).
- 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 OF SCHOOL (Extracurricular Activities)**

For school sponsored or sanctioned activities, girls may not wear spaghetti straps, halter tops, tube tops, and blouses should not reveal bare midriffs. When slacks or jeans are worn, they should be in keeping with the general standards of good taste reflected in the Academy's dress code. Shorts can be worn to athletic competitions. Shirts, jackets, coats, sweaters, or caps with symbols or writing which would be dishonoring to the Academy's standards are inappropriate. Inappropriate attire will be addressed on an individual basis.

***Please Note:*** Due to the constantly changing nature of fashion trends, the administration reserves the right to make specific, case-by-case judgments concerning the dress code that may not be covered in this handbook and may amend the dress code as deemed necessary.

## **Elementary/Lower School Procedures (K3-6)**

### **Readiness for School**

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

### **Grading/Evaluation**

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

### **Grading Scale**

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 65 - 69

F = 65 and below

### **Honor Roll**

Students in grades 2-6 who have all A's and B's in their core subjects (Math, Reading, Science, Social Studies, and Language Arts) and Bible will be placed on the Honor Roll. Students in grades 2-5 who have all A's in their core subjects and Bible will be placed on the Principal's List.

### **Promotion**

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

## **Jr./Sr High School Procedures**

### **Communication**

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

### **Grading/Evaluation**

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

### **Grading Scale**

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

### **Honor Roll**

Students in grades 7-12 who achieve academic excellence are recognized for Honor Roll or Principal's List. Students with a GPA of 3.5 or higher in all academic subjects who do not have a D or lower in any subject are recognized for Honor Roll. Students with a GPA of 4.0 and A's in all courses are recognized for the Principal's List.

### **Honors Classes**

Honors classes are offered in the subject areas of math, English, and science. Students meeting certain academic criteria are eligible to take these classes.

### **Academic Probation**

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

### **Semester Exams**

Students will be given semester exams at the end of the fall and spring semesters. The exams will cover information taught during that time period. Students may be exempt from the spring exams for the classes in which they have maintained an A average for the year. Exams will count 15% of the semester grade.

### **MacBook Computers**

Grades 9-12 use the Apple MacBook with curriculum on disk. Students are responsible for the disk just as they would be for a regular textbook. All students are required to read and sign the computer "Acceptable Use Policy". Furthermore, students are expected to follow the guidelines set forth. Disciplinary action may include suspension or expulsion based on the infraction.

### **Graduating with Honors**

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

*Summa Cum Laude* (GPA 3.8-4.0): Gold cord at graduation.

*Magna Cum Laude* (GPA 3.5-3.79): Silver cord at graduation.

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

### **Senior Exam Exemption**

At the discretion of senior teachers, seniors who have earned an A grade each of the four quarters of the senior year in the yearlong courses may be exempted from the 2nd semester final exam. All other seniors will take all final exams.

### **Early Dismissal by Seniors**

Only seniors with a 3.0 grade point average, who are **not** on probation, will be allowed to leave school when academic courses are completed for the day. Juniors who have a note from their employer may leave at the last period of the day. This is subject to approval from the principal. 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 units in foreign language or an advanced class. Students must take Bible each year they are at CCA. Any college classes taken through a dual enrollment program must be approved by the administration.

## **Athletics/Extra Curricular Activities**

### **Eligibility Requirements**

Participation in any extracurricular activity is regarded as a privilege rather than a right. The following eligibility requirements are required of any student wishing to participate in any extracurricular activity:

- The student shall maintain academic grades of "C" or above in all subjects.
- 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 that 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 school on the day of the game/event for him/her to participate.

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

### **Participation**

**A coach shall play as many players as possible, but not necessarily all in one game.** Throughout the course of the season, coaches will make every effort to provide playing opportunities to students not usually on the starting team.

Students wishing to compete in athletics must obtain a valid physician's approval in order to participate. Proof that this has been done must be provided to the coach prior to the first event of the season each school year or the student will not be allowed to participate. All athletes must be covered by medical insurance from their parents. Athletes are responsible for all equipment and uniforms checked out to them. In case of destruction or loss, the athlete will be responsible for the cost of repair or replacement.

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

### **Scheduling/Practice**

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