



# **Clay County Christian Academy**

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## **Student/Parent Handbook**

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**2024-2025**

***“For HIS Glory and Our Good”***

# 2003-2024

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July 31, 2024

## Dear CCCA Students and Parents:

This year begins the 22<sup>nd</sup> year for Clay County Christian Academy, and each year that we can be together is a great year! Our school theme is “Diving deeper into God’s love”. Ephesians 3:20 says, “*Now to him who is able to do immeasurably more than all we ask or imagine, according to his power that is at work within us*” As each year is upon us, we must go deeper. God’s word tells us that He will do more than we could ever imagine because of His power and strength that lives in us. We must lean into God’s power rather than do it ourselves! We are about instilling in our younger generation to pray boldly and to regularly connect with God through prayer and His Word, so that we are obedient to what He says, rather than listen to what the world says is best.

As its foundation, this building process is for God’s glory and our good. The school is centered on a Christian education and a Biblical worldview which are incorporated in all that we do. This focus is the central theme for the ones who have responsibility to lead the school and to teach the children daily. It is very important that we never lose sight of these guiding lights. We certainly solicit and appreciate your prayers. Parents, teachers and students who pray, are necessary for this school to function well.

As you read this handbook, be aware of the guidelines under which the school operates. Many years have gone into the establishment of these rules and regulations. As you know, one of the most important aspects of our school is a safe, orderly Christian environment in which to learn.

Having great communication, established rules of conduct and organization are essential for this environment to be available.

Each year has been amazing and we keep growing in Christ and with one another. **In Christ alone we stand.** Please stand with us. I look forward to 2024-2025!

In His love,

***Cindy Roach***

Cindy Roach, Principal

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# School Board

## Membership 2021-2025

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Clay County Christian Academy has been a ministry to the community for the last sixteen years. The school is operated for the Glory of Christ and to meet the education needs of the surrounding community. Clay County Christian Academy is governed by a School Board and operated by a principal. The function of the school board is the creation of school policy and oversight of the Principal to implement that policy and operate the school. The principal's function is to operate the school and implement board policy under the oversight of the School Board. The School Board invests all administrative leadership and authority in the principal of the school. The Principal is accountable to the Board chair for implementation of operational procedures and to the School Board for implementation of school policy. Even though the school is not governed by parents; ideas and suggestions from parents are welcomed. Anyone is welcome to make suggestions and share their opinions. Please place suggestions in writing and submit to the principal.

### ***Responsibilities:***

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1. The School Board shall establish all policies necessary for the principal to operate the school under the oversight of the School Board Chairman.
2. The School Board shall establish and implement the operating budget of the school through the Principal.
3. The School Board Chairman will constitute the first court of appeal (above the principal) on all policy dynamics of the school.
4. The School Board will constitute the final court of appeal (above the principal and School Board Chairman) on all operational dynamics of the school.

We are very thankful to the men and women who serve as members of the School Board. Please pray for these individuals as they make wise decisions concerning the school.

Chairman:

Member: Mr. Ray Milstead

Member: Mr. Jeff Shaddix

Chair Member: Mrs. Tammy Padgett

Member: Mr. John Wellborn

Member: Mr. Paul Wellborn

# *WELCOME TO CLAY COUNTY CHRISTIAN ACADEMY (PreK-12th)*

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The faculty, staff, administration and School Board of Clay County Christian Academy happily extend their greetings to you, the parents and students. It is by the rich mercies of God that we can provide for your child an education that is truly excellent. Our aim is to help each student to subject his/her thinking to the Word of God in all academic areas and in every area of life. You have come to a school that takes this aim very seriously and prays daily for your child to grow in true wisdom and understanding.

This handbook provides you with information to help you better understand the school's purpose and operational policies. The school does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies and other school administered programs. Read and refer to it as often as necessary. The School Board reserves the right to change any policy or procedure in this handbook at any time in its sole discretion after reasonable notice.

## **ACCREDITATION**

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### **Standards of Accreditation**

MSA Accredited – Middle States Associations of Colleges and Schools

CESS Accredited – Commissions on Elementary and Secondary Schools

Accreditation is the affirmation that a school or other educational institution is providing the level of quality in its educational programs, services, activities, and/or resources expected by its community of stakeholders and endorsed by the education world. When the Commissions on Elementary and Secondary Schools (CESS) accredit a school, they certify that the school meets the prescribed standards of quality of the Middle States Association.

To become accredited, or have its accreditation renewed, by the Middle States Association, a school must demonstrate that it meets the appropriate Standards for Accreditation. Recognizing the unique characteristics of schools and other educational institutions, the Middle States Commissions on Elementary and Secondary Schools have adopted Standards for Accreditation appropriate for each type of member institution:

- Standards for Schools (2019)
- Standards for School Systems
- Standards for Career and Technical Institutions
- Standards for Educational Service Agencies
- Standards for Supplementary Education Organizations
- Standards for Learning Services Providers

CCCA is also a member of American Christian Education Association which represents a large number of Christian Schools throughout the United States.

## **ADMISSIONS REQUIREMENTS**

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Clay County Christian Academy admits students of any race, color, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. At least one of the parents who desire to enroll a student at Clay County Christian Academy is expected to be a professing Christian. Our desire is that all our parents have a personal relationship with Jesus as Lord and Savior of their lives.

Students must be in good standing, academically and behaviorally. All students in grades 7<sup>th</sup> – 12<sup>th</sup> must be with administration prior to enrollment. The final determination of admittance rests with administration.

### ***The following guidelines will be used for admittance to Clay County Christian Academy:***

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- Clay County Christian Academy does not grant admittance to students who are married, expecting a child, nor are already parents of a child.
- Clay County Christian Academy does not grant admittance to any student who has reached his/her 20th birthday at the time of his/her application.
- Clay County Christian Academy does not grant admittance to any student who is under serious disciplinary action from another school or school district at the time of his/her application, has a history of behavioral challenges, or who has spent time in a school specifically designed for behavioral corrections.
- Clay County Christian Academy does not grant admittance to any student who is or has been seriously involved with alcohol or drugs and/or has been in or is presently in an alcohol or drug rehabilitation program.
- Clay County Christian Academy does not grant admittance to a student if the student, parents or other family members historically have not been cooperative with previous educational institutions.
- Clay County Christian Academy does not grant admittance to any student who engages in behavior that is direct opposition of what the Bible stands for.

**Acceptance decisions are made by the principal on a case-by-case basis. Non-acceptance decisions may be appealed to the Chairman of the School Board and then to the School Board, if necessary. Appeals are not automatically granted; cause must be shown and the appeal must be approved.**

## **PRE-K and KINDERGARTEN REQUIREMENTS:**

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**Pre-K**—All students must be 4 by December of that school year and be fully potty trained. If a child is not 4 by September 1<sup>st</sup>, then it is understood that they will do 2 years in the Pre-K program.

**Kindergarten** --- All students entering kindergarten must be 5 years old by September 1<sup>st</sup> of that school year.

**There will be no exceptions to the age requirements of kindergarten.**

## **APPLICATION POLICIES**

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All the forms necessary for application are available from the school office and must be filled in completely. The State Department of Health requires that all students entering school provide a Certificate of Immunization from their family doctor or the Health Department.

**New students applying for entrance in all grades, along with his/her parent(s) or legal guardian(s) must meet with the principal prior to being accepted.**

Applications will not be considered complete unless all required items are present.

## **ATHLETICS**

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### **Academics in Athletics**

Clay County Christian Academy is a member of the Alabama Christian Education Association (ACEA). The academic standards which must be met through this association for athletes to be eligible are available from the Athletic Director's office. CCCA will meet or exceed these standards. In addition, the school insists that academics be at the forefront of the student athlete's agenda. The coach and/or principal always has the prerogative to deny playing time or to assign disciplinary action to athletes who do not keep current with academic expectations. Parents of student athletes may always take students out of athletics should the parent realize that athletics is interfering with academics, although we highly encourage the parents to work with the coach to use their influence in helping the student athlete develop study skills, habits and values necessary to be a successful student athlete.

### **Attendance**

1. All students must attend school one-half of the school day on game day.
2. All students must be in school on the day before and after the game.
3. Any student who is absent from school will not be allowed to attend practice without the approval of administration.
4. Any student that has more than one unexcused absence from practice must get the approval of an administrator before participating in any future athletic events.
5. Any student who misses two games will be dismissed from the team unless there are conditions beyond their control.

### **Dress Code**

1. All athletes must follow the uniform dress code (ACEA and school standards)
2. All spectators dress code must meet school specifications (see Dress Code for all School Activity).
3. All practice tops must meet school dress code (see Dress Code for All School Activity).
4. All practice shorts must be 2 inches above the knee and/or you must wear knee length spandex under the shorts.

### **Violations of Dress Code:**

One violation due to emergency conditions will be forgiven. A second violation will result in no participation during the athletic event.

### **Eligibility for Athletics**

1. CCCA follows the Alabama Athletic Christian Association athletic rules. These rules can be found on the ACEA website.
2. A student must pass four full unit subjects per semester. Subjects passed must include three of the core-four subjects (Mathematics, Social Studies, English and Science).
3. Full credit is given for Bible, then it may satisfy the unit requirement mentioned above and can be counted as one of the four subjects.
4. All athletes must take Bible class.
5. All athletes must have a physical examination from a certified physician before the sport being played has started
6. All athletes must have proof of insurance on file.
7. All students in grade six are eligible for organized sports, except football which is 7<sup>th</sup> grade, if ACEA standards are met.
8. Athletic fees are required for all participating athletes.
9. Random drug testing for all athletes is permissible.
10. GPA must be equivalent to a 2.0 or higher.



## **ATHLETICS (continued)**

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### **Fees for Athletics**

Athletic fees are required for all participating athletes. These fees assist in covering the cost associated with athletics including transportation cost, referee fees, etc. Payment is due when students sign up and prior to the first game. Discount given for multiple sports.

Football, cheerleading, basketball, volleyball, baseball, softball fees are as follows:

1 sport: \$200.00

2 sports: \$300.00

3 sports: \$400.00

4 sports: \$475.00

\* Archery is separate from the pricing of the other sports and is \$75.00 which includes an archery.

### **Varsity Letters**

To be eligible to earn a letter in a Varsity Sport the following qualifications must be met as the minimum standards for consideration:

1. Meet the academic qualifications established by the state association and /or CCCA.
2. Participate (play) in a minimum of 50% of the season's games/matches
3. Participate in a minimum of 80% of the season's practices. Student athletes are expected to be at all games and practices. All absences must be excused by the coach and/or athletic director.
4. Letters may be denied to those student athletes whose conduct is unbecoming of a student athlete at a Christian School.

### **Liability in Athletics**

CCCA will assume no responsibility for any injury that occurs during any extra-curricular activity at any time. Students must have personal insurance to play.

### **Transportation to Athletic Games**

1. All students must ride the school sponsored transportation to all events.
2. Parents must sign off on a school release form provided by the coach for a student to ride with parents from an athletic event to which the student rode school sponsored transportation.
3. All students must be on time for departure to a game.
4. All students must have a parent approved ride home upon return to the school from the games.
5. Only athletes, coaches and sport managers are allowed to ride the bus.

### **Uniforms**

All athletic uniforms are the property of CCCA. All uniforms will be collected at the last season game. **Failure to turn in all uniforms will result in payment for the cost detailed in the athletic letters and non-participation of any more sports until that is resolved.**

### **Spectator Expectations**

We love when our family and friends come out and support all of our sports and we expect Christian like behavior and cheering in a positive way. We do not expect or will tolerate any of the following:

- ❖ Coaching from the sidelines, bleachers, etc...
- ❖ Demanding your child's attention during the game
- ❖ Walking onto the field or court to speak to a player or a coach.
- ❖ Any non-Christian or unsportsmanlike conduct (profanity, rude comments, yelling at referees, etc...)
- ❖ Approaching other team's coaches or players at any time before, during, or after games.

## ATTENDANCE

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### State Laws:

Section 16-28-8 Code of Alabama State Law

**“The principal teacher of each public school, private school, church school and each private tutor shall keep an attendance register showing the enrollment of the school and every absence of each enrolled child from school for a half day or more during each school day of the year.”**

*(School Code 1927, §310; Code 1940, T. 52, §307; Acts 1982, No. 82-218, p. 260, §6.)*

**“Every parent, guardian, or other person having control or charge of any child required to attend public school, private school, or church school, shall as soon as practical explain the cause of any absence of the child under his control or charge which was without permission of the teacher, and a failure to furnish such explanation shall be admissible as evidence of such child being a truant with the consent and connivance of the person in control or charge of said child, unless such person can show to the reasonable satisfaction of the court that he had no knowledge of such absence and that he has been diligent in his efforts to secure the attendance of such child.”**

*(School Code 1927, §308; Code 1940, T. 52, §305; Acts 1982, No. 82-218, p. 260, §7.)*

### Expectations:

Regular attendance and achievement in school subjects are very closely related. School will be dismissed at a regular time each day, therefore, appointments with doctors, dentists, hair dresser, etc., should be made before or after school hours or on Saturdays, when possible. CCCA is very careful to keep accurate attendance records. Our attendance policy will meet or exceed the requirements set forth by our accrediting association so as not to violate compulsory school attendance law. Failure to attend school may result in one or more violations of Alabama State Law and other laws concerning compulsory school attendance.

### Absences:

A. **Excused absences** include and are limited to the following:

1. Illness of student (parent note)—**only 10 parent written notes with explanation per semester will be considered excused.**
2. Doctor/Dentist/Orthodontist appointment; driver’s test for license
3. Death of a member of the family
4. Mission Trips & College Tours
5. Principal permission: Parent pre-arranged excused absences --- Only the principal may approve a pre-arranged absence. The principal may only excuse an absence for one event per semester with a maximum of five days total out of school for the year. Any absences beyond these five days will be coded as **unexcused**.

#### Make-up Work:

**Students have three days upon return to school in which to make up missed exams/work for excused absences; the teacher will work with the student to determine the best time to make up this work within the three day limit. Makeup work must be completed as soon as possible after the student returns to school, and no later than three (3) days after returning unless arrangements have been made by the teacher. It shall be the responsibility of the students and the student’s parents to arrange with the teacher to make up work.**

**Assignments made before the absence retain the original due date. For example, a spelling test is assigned at the beginning of the week for Friday. The student is absent on Thursday. Since he/she was present when the assignment was given, he/she will not be exempt from the quiz. He/She is still responsible for the assignment unless arrangements are made with the classroom teacher.**

B. **Unexcused absences** include, but are not limited to the following:

1. Absence reason unknown, no information from parents
2. Sleeping in; getting a haircut, going to races, getting ready to prom, etc
3. Staying out to miss an exam in order to take it later or to complete an assigned project
4. Leaving school before the end of the day or skipping class

## ATTENDANCE (continued)

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**A student who has an unexcused absence will receive a zero for all assigned work due or tests missed while absent.**

- C. Admission after absence:** All returning students must bring a note of explanation upon return to school. A note from the parent does not automatically excuse the absence. Failure to provide a note to the school upon the day of return, regardless of whether it is excused or unexcused, is considered truancy by the state of Alabama.

**NOTES:** A note of explanation giving the student's name, homeroom, and the date of absence, and the reason for absence should be presented by the student upon his/her return to school to the classroom teacher. The note is to be written completely and signed by the student's parent or guardian. **The student absence will be marked excused or unexcused by the office, Any absence not explained by a parent letter within one day upon return will be coded unexcused regardless of the reason.** This is in compliance with the Code of Alabama State Law Section 16-28--15 (see below).

- D. Admission after absence:** All returning students must bring a note of explanation upon return to school. A note from the parent does not automatically excuse the absence. Failure to provide a note to the school upon the day of return, regardless of whether it is excused or unexcused, is considered truancy by the state of Alabama.

**NOTES:** A note of explanation giving the student's name, homeroom, and the date of absence, and the reason for absence should be presented by the student upon his/her return to school to the classroom teacher. The note is to be written completely and signed by the student's parent or guardian. **The student absence will be marked excused or unexcused by the office, Any absence not explained by a parent letter within one day upon return will be coded unexcused regardless of the reason.**

- E. Class credit/Retention:** To determine credit for high school classes or promotion for elementary students, instructional hours will be looked at in cases with excessive absences, even if they are excused. This includes coming in late and leaving early.

**Students must not miss more than 195 instructional hours in order to be promoted.**

- F. Extracurricular Activities:** Students who do not attend school on a particular day because of illness may not participate in any extracurricular activities that day. The student must have been in attendance at least one-half of the school day in order to participate in extracurricular events after school on that day. **NOTE:** One-half day of school equals four periods.

### **Tardy to school**

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A student is considered tardy to school if they are not in their classroom by the tardy bell, which is 7:50 am. Tardy students are to report to the school office for an admission slip to class. Tardy students are not allowed in first period class without a proper pass from the office. Parents must come in and sign their child in if it is past 7:50 am. Students who drive will be given a consequence if there is no written excuse or phone call made prior to arriving late.

### **Tardy to class**

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The first two times a student is tardy, the classroom policy of the teacher will apply. On the third tardy to class, the student will receive isolated lunch. Every time a student is tardy three times in a semester they will be assigned in-school suspension. A student will be marked absent from a class if they are tardy for more than half of the class period.

**Every 5 unexcused tardies will equal 1 unexcused absence whether the tardy is from individual classes or arriving to the school in the morning.**

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## **AUTHORITY**

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The CCCA School Board is the final authority for the school. Under their jurisdiction is the School Administrator. From there the teachers and employees are under the School Administrator. Administration are the only ones allowed to carry concealed weapons on campus.

## **BAD WEATHER CLOSINGS**

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It is at the discretion of the principal as to whether the school will be open or closed on inclement weather days. The announcement for closing the school for inclement weather will be made via school messenger phone calls and social media. If any days are needed for make-up then the principal will choose one of the school holidays to make-up the missed day.

## **BEFORE & AFTER CARE**

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Before and after school care is for parents that need child care assistance. Before care starts at 5:30 am. There is no charge for before care. We also have an aftercare program that is from 2:45 pm until 5:30 pm each day. There is no charge for after care until 3:15 pm. From 3:15 pm until 5:30 pm. You must be placed on the permanent after care list which gives you the discounted monthly rate of \$ 80.00 for the first child in a family, \$50.00 for the second child and \$30.00 for the third child and \$20.00 for the fourth child. There is no charge for the fifth or more child(ren) in the family. There are no daily rates so if your child(ren) are here for one day or one month, the charge is still the same. Please let the office know if you register your child(ren) for the after-care program. Students must be signed out of the aftercare program by a legal guardian or designated pick-up person. There is a late fee of \$1.00 per minute for children picked up after 5:30 pm. You will be billed on the last day of each month for after care provided during the month. No before or after care will be available on holidays or on days the school is closed. For early dismissal days, after care is only open until 4:00 pm

## **BIBLE**

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The study of the scriptures is a mission for CCCA that is of fundamental importance. It is board policy that the scriptures are studied in all grades and four credits are required to graduate.

The scriptures inform our educational practices in the following way:

- Scripture memorization.
- Basic familiarity, shared Protestant doctrine, history, survey knowledge, fundamental truths, practice and apologetics characterize the Bible curriculum.
- Subject matter to be taught in a way that does not conflict with Biblical truth.
- Biblical truths will inform our policy and practice.
- Biblical principles guide our discipline of the students.

The official version of the Bible used by CCCA is the King James Version or New King James Version.

Service is a huge focus at CCCA. All students will be involved in service projects in the form of individual projects, class trips, group/organization trips, or serving a ministry or organization via donations or other means that are needed. There are special provisions for eleventh and twelfth graders to move into the ministry/application of Bible truths in daily life. This allows for these students to get high school credit for time spent in these activities. This "Service Project" will be in addition to the Bible course requirement. Only one service project credit may be earned per academic year. Complete information is available from the principal and/or Bible teacher.

## **BIBLICAL RELATIONSHIP OF SCHOOL TO FAMILIES**

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We believe that according to the Bible, the parents will be held accountable to God for the education of their children. This means that the parents must decide what educational institutions and other services they will use to fulfill that responsibility. However, the responsibility and authority to decide what is taught, when it is taught and how it is taught is that of the administration. We believe that the school will be held accountable for the quality of the education we offer in regards to general and special revelation. While parents may hold us accountable to do what we say we are going to do, parents do not have the authority to dictate policy or the operation of the school. Our hope that the services and opportunities we provide at CCCA can assist you in fulfilling this responsibility for the education of your child.

We also believe that the parent will be held accountable to discipline and train their child up in the way they should go. While our staff and faculty, most of whom are parents themselves, will be sympathetic and understanding of this responsibility, we as a school and faculty will not assume the role of parent of your child. We will implement school disciplinary policy which has been devised for a Christian community in the raising of a child. Once again, the school can only be responsible for the implementation of policy, not for the child's adherence or disobedience to the policy and rules of the school. We are a school and it is our expectation that the parents do everything in their power to maximize the time a teacher has to teach. This means that the parent disciplines their child and instructs them in proper school behavior so that the teacher can spend their time teaching.

## **CAMPUS VISITORS**

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Each parent/visitor on campus must request a visitor pass from the school office prior to entering the school. This includes parents volunteering for special activities or coming to eat lunch with their student. Parents/Visitors may not visit the classroom without prior approval by the teacher and/or administration. **Visitors must follow campus dress code.**

## **CELL PHONES AND ALL ELECTRONIC DEVICES AT SCHOOL**

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All cell phones and smart watches will be turned in when students enter the school building. If a phone/watch is confiscated, the device will be taken to the principal's office for the remainder of the day and student will be placed in ISS for the following day for not turning it in. The school assumes no liability for protection of student cell phones during the school day. Students who need to make a phone call will be able to through the office with permission from the teacher and/or principal. Students will not be called out of class to answer a parent phone call during instructional hours.

## **CHECKING IN/OUT**

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If it is necessary for a student to arrive late, you must come directly to the office and sign your name on the IN/OUT sheet. Likewise, if the student must leave school early, you must come directly to the office and sign your name on the IN/OUT sheet. Do not go to the classroom or let your child go to the classroom, without first going to the office. **Students will not be allowed to sign in or out without a parent present.** Any exceptions to this policy must be personally approved by the principal.

High school student drivers (Grades 10---12) will be allowed to sign out without a parent only if they a written parent request or phone call to the school for the student to leave to go to the doctor or other medical reason.

## **CHILD CUSTODY**

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It is critical that CCCA administration and key personnel be aware of the legal status of every child NOT living with both biological parents. As a result, the following is REQUIRED for children in such situations in order to remain as students at the school: (1) in cases of divorce or legal separation, a court document (dated and signed) which specifies who has custody and under what circumstances/conditions, (2) a written and signed statement that the child/ren's other parent is deceased along with his/her full name and date and place of death, (3) a legal, dated document showing adoption, ad litem guardianship, or power of attorney, OR (4) a written, signed and dated statement to the fact that no marriage occurred along with the name of the other biological parent and a brief description of the currently agreed upon custodial arrangements between the two parties.

Upon request, CCCA will provide school records to both parents UNLESS supplied with official documents prohibiting such. It is the parents' responsibility to provide the school with updates. ONLY the custodial/enrolling parent will be allowed to check out a child from school unless the school has been otherwise notified in writing by the custodial/enrolling parent. All students must live with at least one parent or an official guardian if the parent is not such. Pupils may not live alone or with friends.

## **CLASS RANKINGS**

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For the purpose of calculating GPA for Valedictorian and Salutatorian the core GPA will be used. Core GPA is calculated by using grades from the five core classes - Bible, Language Arts, Math, Science and Social Studies - from 9th - 12th grades only for a total of 20 credits. Dual Enrollment and Honors classes are weighted in this calculation.

In case of a tie, high school credits earned in the 8th grade will be used to break the tie. If a tie still exists, the students will be co-vedictorians or co-salutatorians. The school reserves the right to not recognize any of the three if the grades are not sufficient.

## **COMPLAINTS AND GRIEVANCES**

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A complaint or grievance can be made when there is a lack of action or an action on the part of the school or one of its representatives, that fails to comply with school policy, oversteps the bounds of school policy, violates ethical standards, or does not represent the understood common values of our school. A parent's opinion on teaching style, classroom management, grading procedures, or general demeanor is usually not a violation of operating procedure, but a difference of opinion. A coach's decision on playing time, position, or even if a student is on the team is also a matter of opinion. Teachers and coaches will be allowed to teach and coach as God has gifted them within the bylaws of the school.

When someone brings a complaint or grievance it must be established that the action is required, forbidden, or unethical. It must also be established with credible evidence, which may include corroborating testimony. A parent may not make a formal complaint against any school employee unless they have had direct contact first with that employee. Parents cannot make a formal grievance or complaint based on hearsay or secondhand information. They cannot make a formal grievance or complaint on behalf of another parent.

All complaints or grievances concerning an employee should be brought to the appropriate school employee/coach/athletic director. The Bible is very clear that we are to go directly to the person with whom we have an issue. If a parent hears something from another parent or from a student, including their own child, it is only hearsay and possibly gossip until they hear it or experience it directly from that teacher. This includes their children. If a parent confronts a teacher based solely on the testimony of their child, they are not in compliance with this policy. They must meet with the teacher to ascertain the validity of what their child reported to them. If a parent establishes through direct contact with the teacher or coach that there is a problem and that problem cannot be resolved between the two of them, the parent may then approach the most immediate supervisor.

The principal is to be appealed regarding matters in all grade levels. The Athletic Director is to be appealed to in matters of sports. If an acceptable solution is not provided, the problem may be appealed to the Principal. **Appeals may not be made based on hearsay and gossip.**

## **COMPLAINTS AND GRIEVANCES (continued)**

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The purpose of the appeal is to establish that policy has been violated, neglected or an ethical standard has been breached.

Any concerns or grievances regarding CCCA students, faculty and the facility itself should be expressed to a teacher or principal. They should not be expressed through social or printed media. CCCA will not tolerate content that is objectionable, threatening, defamatory, illegal, obscene, infringing of intellectual property rights, invasive of privacy, profane, discriminatory, harassing, bullying, abusive, hateful or embarrassing to any person or entity associated with CCCA. Violation of this policy will result in student dismissal .

### **Complaints or grievances about policy must be made directly to the principal.**

If complaints or grievances regarding personnel, policy or policy implementation are still unresolved after contact with the principal, a request may be made to appeal to the chairman of the School Board. Appeal at this level is not automatically granted; cause must be shown as to why the principal's decision was inappropriate. The appeal must go through the principal, not around him/her. Normally the matter will end here. Only in rare and exceptional cases will the School Board hear appeals of decisions by the principal and chairman of the school board. If the process as outlined above does not provide an adequate solution to any conflicts which may arise, the parent may utilize the conciliation clause they signed when they were admitted to Clay County Christian Academy and is reprinted here .

#### **Conciliation Clause**

#### **[Required for admittance to Clay County Christian Academy]**

The parties to the enrollment and re-enrollment agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church (See Matthew 18:15-20; 1 Corinthians 6:1-8). Therefore, the parties agree that any claim or dispute arising from or related to this agreement shall be settled by biblically-based mediation and, if necessary, legally binding arbitration in accordance with the *Rules of Procedure for Christian Conciliation* of the Institute for Christian Conciliation. Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision.

## **CONTACT INFORMATION**

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The school uses physical addresses, phone numbers and emails as required contact information. If at any time while enrolled or pre-enrolled at CCCA any of this information changes, please contact the school office by phone, email or letter indicating what contact information should be removed from the system and/or what information needs to be added. The BAND app is mandatory for all families of athletes and senior parents.

## **DELIVERY POLICY**

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Flowers, balloons, candy, and other similar deliveries to school **will be accepted** between the hours of 10 AM to 12 PM. These items must be clearly marked with student name and grade. The gifts will be kept in private storage until the last period of the school day. At this time, the gifts will be delivered as they are preparing to go home for the day. This policy will help keep the focus on the school day and also allow gifts delivered that parents wish to send to school on special occasions.

## **DISCIPLINE**

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### **Foundation of Discipline**

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“It is the intent and heart of the leadership of the Clay County Christian Academy to assist the parents as an “extension of their Christian home” by developing a system of discipline in an effort to help mold the hearts of our children (students) toward a Christ-like behavior in their lives. We feel that the school has a responsibility to re-enforce and teach the truths of scripture as depicted in God’s Word. No person can live a life of perfection twenty-four hours a day, seven days a week. However, it is the desire of our school leadership that we encourage students to not only “walk the Christian walk” at school, but out in public as well. Students need to realize that it is indeed a privilege to attend a Christian school, and as a follower of Christ, his or her responsibility for appropriate behavior extends beyond the school campus or school activities. After all, appropriate behavior honors not only God, but a student’s family, church, and school as well. Conversely, inappropriate behavior reflects negatively on everyone concerned. Thus, as a Christian school student and follower of Christ, it is essential that each student recognize his or her responsibility to walk up rightly and make the right choices at all times. With these thoughts in mind, the following guidelines are offered in an effort to bring “the correction in behavior” necessary when a student fails to uphold the Christian behavior expected of a student of Clay County Christian Academy.”

**Philosophy** --- Discipline is every teacher's and/or school employee’s responsibility, anytime, anywhere on campus. The philosophy of Clay County Christian Academy presupposes that most discipline problems will be handled among teacher, student and parent in a calm, reasonable manner. The philosophy assumes that effective discipline leads to increased maturity and self-discipline on the part of the pupil. All discipline issues should be resolved by the parent and teachers. It is the expectation of the school that the parent support the teacher. All parents sign a form indicating that they have read the handbook and are in agreement with our policies and will not undermine the effective implementation of them. If a parent finds themselves unwilling or unable to support the teacher, they should speak with administration concerning the policy in question before they discuss it with their child.

**Accountability Structure**-- The students are accountable to their parents for their behavior at Clay County Christian Academy. The school will uphold certain consequences as we have laid out in the handbook; however, the school will ultimately hold the parent responsible for their student's compliance with school policy, behavior, and attitude. The responsibility for a child's behavior ultimately rests with the parent.

**Scope of discipline**-- The School Board is committed to the principle that disorderly and disruptive behavior can only be tolerated insofar as we are able to meet our obligations to all students involved. If a student's behavior continues to prevent the school from meeting its obligations to all students or if a parent does not require their student to comply with school policy or encourages their student in non-compliance, it is grounds for expulsion.

**Expulsion**-- Students who persist in behavior which requires repeated discipline due to lack of self-control and/or failure of the parent to hold their child accountable to the expected behavior, could be brought to the board for expulsion. Additionally, attitudes which are disrespectful to school authority, which breed discontent and incorrect attitude toward school policy and mission, and which lend themselves to undo difficulty in the school’s ability to implement policy, will be considered in the decisions to suspend or expel.



## **DISCIPLINE (continued)**

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The student body is informed of the rules and guidelines of CCCA during the first weeks of school. This explanation of the guidelines coupled with the written statements of policy in this handbook, should help eliminate any doubt as to the behavior that is expected of students at Clay County Christian Academy.

Each student is expected to conduct him/herself in a responsible manner at all times. Conduct and/or language not in keeping with Christian standards as judged by the administration, or interfering with the educational process is prohibited whether specifically stated in this handbook or not. Any student at school functions, both on and off campus, shall be governed by school rules and regulations and is subject to the authority of school personnel. Each student is expected to maintain good behavior, to exercise self-discipline and to display courtesy, kindness and respect to others.

CCCA feels strongly about helping each student become a more responsible citizen, and one who understands the sincere need for respect for authority, property, government, peers, and self. The Academy will strive to strengthen every student in these areas.

The ATTITUDE that each student displays always either strengthens or hinders the educational process. ACA has the ultimate goal of each student's possessing and displaying an attitude that will create a stronger environment for learning and development. When poor attitudes are encountered, appropriate action will be taken by the faculty and administration to improve the student's outlook.

Many serious injuries occur during moments of "horseplay". Accidents are never planned. Often times, fights result from students "just kidding", "just joking", or "just playing" around. Situations such as these may be very serious and will require immediate attention and disciplinary action. All teachers at any grade level have the authority to correct inappropriate behavior of the students.

There are several methods used to bring about behavior modification. These methods include but are not limited to: after school detention, isolated lunch, in-school suspension, out of school suspension, or mandatory counseling. Inappropriate behavior will be dealt with in a manner suitable to the seriousness of the offense. NO EXCEPTIONS to assigned detention periods will be made for athletes or other extra-curricular groups due to games and/or practice schedules.

The administration reserves the right to recommend expulsion of a student who does not conform to school rules and policies. As a private Christian school, Clay County Christian Academy reserves the right to deny admission to any student.

Further, Clay County Christian Academy reserves the right to ask any student to leave at any time for any reason when the administration believes it is in the best interest of the school; this also includes the right not to allow students to return for the next school year.

## DISCIPLINE (continued)

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### Level 1 Offenses

- 1.1 Disruption in the classroom, on school property, or during school activities
- 1.2 Failure to return paperwork (Report cards, progress reports, papers signed by parents)
- 1.3 Eating, drinking, chewing gum in the building without administrative approval
- 1.4 Horseplay
- 1.5 Unexcused tardies/late to school
- 1.6 Dress code violations
- 1.7 Not prepared for class
- 1.8 Unauthorized use of cell phone or smart watch
- 1.9 Unauthorized use of electronic devices
- 1.10 Cheating
- 1.11 Failure to obey directions from school personnel

**Consequences, by administrative discretion, may include but are not limited to:**

*Student Conference with administration*  
*Parent Notification and/or Conference*  
*Conference with counselor*  
*Loss of privileges*  
*Apology letter*  
*Time out of class*  
*Sports consequence*  
*Isolated lunch*  
*In-school suspension*

### Level 2 Offenses

- 2.1 Multiple or repeated level 1 offenses
- 2.2 Defiance or Disrespect (including through electronic communication)
- 2.3 Inappropriate touching
- 2.4 PDA—public displays of affection
- 2.5 Not turning in cell phone and/or smart watch
- 2.6 Inappropriate language (including through electronic communication)
- 2.7 Threats to or about another person (including electronic communication)
- 2.8 Bullying (including through electronic communication)
- 2.9 Attempting to Fight (including through electronic communication)
- 2.10 Abuse of school property
- 2.11 Unauthorized use of or possession of over-the-counter medication
- 2.12 Leaving classroom or school grounds without permission
- 2.13 Any other violation deemed a Level 2 offense by administration

**Consequences, by administrative discretion, may include but are not limited to:**

*Student Conference*  
*Parent Notification and/or Conference*  
*Conference with counselor*  
*Loss of privileges*  
*Apology letter*  
*Time out of class*  
*Sports consequence*  
*Isolated lunch*  
*In-school suspension*  
*Out of school suspension*

## DISCIPLINE (continued)

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### Level 3 Offenses

- 3.1 Multiple or repeated level 2 offenses
- 3.2 Horse playing with injury
- 3.3 Fighting
- 3.4 Reckless driving on campus or to and from a school-sponsored event
- 3.5 Obscene, vulgar, profane language or gestures (including on social media or through text)
- 3.6 Weapons (excluding explosives or firearms)
- 3.7 Sexual/Physical harassment (including the use of electronic communication)
- 3.8 Inciting major student disorder
- 3.9 Minor theft
- 3.10 Gambling
- 3.11 Forgery/falsifying information
- 3.12 Vandalism
- 3.13 Possession of tobacco, cigarettes or vape paraphernalia.
- 3.14 Posting of inappropriate, negative, profane or threatening words, pictures, quotes etc... on any type social media platform.
- 3.15 Any other violation deemed a Level 3 offense by administration

**Consequences, by administrative discretion, may include but are not limited to:**

- In-school suspension*
- Out of school suspension*
- Expulsion*

### Level 4 Offenses

- 4.1 Multiple or repeated level 3 offenses
- 4.2 Possession of firearms, explosives, a weapon look-alike, or any other object deemed dangerous by school officials
- 4.3 Under the influence, possession, use, sale, and/or distribution of drugs, alcohol or drug paraphernalia on or off campus.
- 4.4 Refusal to take a drug test when asked or have a positive drug test.
- 4.5 Indecent exposure, solicitation of or participation in any sexual act
- 4.6 Major Theft
- 4.7 Threats, attempted assaults or actual assaults on any individual or his property
- 4.8 Breaking and entering on school grounds
- 4.9 Pregnancy for a female and/or fathering a child for a male
- 4.9 Any activity outside of school resulting in an arrest
- 4.10 Any other major violation deemed a Level 4 offense by administration

**Consequences, by administrative discretion, may include but are not limited to:**

- Contact Legal Authorities*
- Out of school suspension*
- Expulsion*

*Disciplinary actions are taken by the administration so that students may learn what is and is not appropriate behavior. For this reason, Level 3 and 4 offenses will follow students from year to year with increasing consequences. Excessive numbers of the same Level 1 and 2 offenses may also result in students' having increased consequences for repeated violations in subsequent school years*

## **DISCIPLINE (continued)**

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### **Alcohol Policy:**

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*Section 28-1-5 states that the minimum age for purchase, etc., of alcohol; employment of underage persons by board licensee. Notwithstanding the provisions of Section 26-1-1, it shall be unlawful for a person less than 21 years of age to purchase, consume, possess, or to transport any alcohol, liquor or malt or brewed beverages within the State of Alabama.*

- Any possession of alcohol on campus or a school sponsored event, will result in immediate suspension and/or expulsion. Possession consists of: lockers, backpacks, purses, cars, clothing, shoes, etc...
- Any consumption of alcohol on campus or a school sponsored event will result in immediate suspension and/or expulsion.
- Any posting of alcohol on social media will result in suspension and/or expulsion.
- Breath test will be administered if there is reasonable suspicion/cause that a student has been drinking.

### **Drug Policy & Drug Testing Procedures:**

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*In June 2002, the U.S. Supreme Court broadened the authority of schools to test students for illegal drugs. The court ruled to allow random drug tests for all middle and high school students participating in competitive extracurricular activities. The ruling greatly expanded the scope of school drug testing, which previously had been allowed only for student athletes.*

- Any possession of drugs on campus, off campus, or a school sponsored event, will result in immediate expulsion. Possession consists of: lockers, backpacks, purses, cars, clothing, shoes, etc...
- Any consumption of drugs on campus, off campus, or a school sponsored event will result in immediate expulsion.
- Any posting of drugs or drug use on social media will result in suspension and/or expulsion
- Random drug tests will be administered for any middle or high school athlete.
- Drug tests will be administered to any middle or high school student with/without reasonable suspicion or cause.
- A student can be asked to provide a urine sample if the school suspects or has evidence that he or she is using drugs, such as school officials making direct observations or the student is showing physical symptoms of being under the influence or patterns of abnormal or erratic behavior.
- A female staff member will accompany a female student and a male staff member will accompany a male student for the sheer purposes of ensuring the student has privacy during the test.
- If a student refuses to take a drug test, that would be treated as an admission of guilt.
- Parent permission is not needed, however, parents will be notified but will not interfere with the drug testing procedure.
- Any positive drug test will be grounds for expulsion. While we understand that ministry/counseling is needed following a positive drug test, that type of ministry/counseling is beyond the scope of the school. We hope and pray that the parent will get the proper help that is needed as their child continues their education in a different setting.

### **Explanation of consequences:**

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#### ***ISOLATED LUNCH***

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Isolated lunch is when students are sitting at a different table away from their friends during lunch. Students enjoy their social time, so separating them during these times, serves as an appropriate consequence for those behaviors that fall into the mild and moderate categories. Parents are not always notified if a student is given isolated lunch, but will be notified if there is a pattern of misbehavior.

#### ***IN-SCHOOL SUSPENSION (ISS)***

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ISS is given to students who have reached a level 2 or greater discipline. The student has failed to comply with the teacher's requests to remedy the situation and a more serious consequence is needed. The student will serve ISS in the office and will have all of their work to do for the day. They will not attend break or lunch with their peers. They will be by themselves, with either the administrative assistant or the principal monitoring, until the end of the school day. At times, students might miss a field trip or a fun activity, if assigned ISS on those days. Parents are always notified through written communication.

## **DISCIPLINE --(continued)**

### *OUT OF SCHOOL SUSPENSION (OSS)*

A suspension is given to a student to remove them from the general school population. It is a precursor to expulsion since it usually is in response to a behavior that is not conducive to the mission of the school, the educational process, or the general safety of the school community. The maximum number of days a student may be suspended is 10 days. A suspended student will receive zeroes for any assignment due during the suspension period. They are not allowed to come on campus or participate in any school sponsored activity on or off-campus, including participating or watching sporting events. Suspensions apply to any day that is considered a school day. This means that final exams would be included in suspension time, but a school holiday or weekend would not.

### *EXPULSION*

Expulsion is the permanent dismissal from school. When a student is expelled from CCCA, he or she may not return that year or subsequent years. Students who are seniors at the time of expulsion will not be allowed to walk at graduation. During the year of expulsion, expelled students may not attend any campus events without a parent accompanying them. In some cases, students who have been expelled might be offered online schooling to complete their schoolwork. The school board supports all expulsions and any appeal to this decision will need to be made directly to the principal and will be brought to the board at the next available meeting time.

## **DRESS CODE FOR STUDENTS – BOYS**

The following guidelines apply to ALL apparel and/or personal belongings:

- Modest and appropriately fit - not overly baggy, not tight or form fitting, not see-through material or apparel
- Neat in appearance
- Should not draw attention to the individual
- Writing is limited to an appropriate brand name or logo, personal monogram, or college name.
- Designs, patterns, or pictures should not be inappropriate or extreme, loud or distracting, and should be void of controversial cultural or counter-cultural fads.

## **DRESS CODE FOR STUDENTS – GIRLS**

The following guidelines apply to ALL apparel and/or personal belongings:

- Modest and appropriately fit - not overly baggy, not tight or form fitting, not see-through material for apparel.
- All top apparel should not have a neckline lower than 4 finger widths below the collar bone and should not have any lowered opening in the back. No holes in shirts.
- Writing is limited to an appropriate conservative matter, brand names or logo, personal monogram, or college name.
- Designs, patterns, or pictures should not be inappropriate or extreme, loud or distracting, and should be void of controversial cultural or counter-cultural fads.

## **P.E. UNIFORM (9<sup>th</sup> grade students)**

Secondary students (grade 9) who take physical education (PE) are required to dress out in school dress code as related to athletics. A PE uniform is mandatory and can be purchased through the school within the first 2 weeks of school starting. The cost is \$18.00. It is the responsibility of the student to be properly dressed for PE daily; the PE grade will be lowered for non-participation in PE because of not being properly dressed out. Only PE teacher approved shoes are to be worn on the school gym floor.

## DRESS CODE FOR STUDENTS – BOYS

<b>ITEM</b>	<b>STYLE</b>	<b>GUIDELINES</b>
Pants	Slacks, jeans, or cargo pants permitted.	Must be worn at the natural waistline; no slacking or dragging on the floor. No holes or frays that show skin. NO PAJAMA PANTS.
Shorts	Walking, Bermuda athletic, or cargo shorts permitted. Shorts are to be 2 inches above the knee.	Worn at the natural waistline; no slacking; must be no shorter than 2 inches above the knee. No holes or frays. No undergarments are to be seen or longer than shorts.
Belts		Should be worn at the natural waistline, must be an appropriate length.
Shirts (long or short sleeve)		Shirts should be modest with sleeves. All shirts must have sleeves. No muscle shirts. Must be non-controversial.
T-shirts		Must be non-controversial. Must have sleeves.
Sweaters	Cardigan, V-neck, vest, or crew-neck	Must be worn over an approved shirt.
Sweatshirts or jackets	Must not be oversized.	
Warm-up suit	Only those purchased through CCCA Athletics	Must be worn with an approved shirt and only on days specified by administration.
Shoes	Dress, athletic, or sandals are permitted. No rubber or foam rubber flip-flops. No work boots. No house shoes.	
Hair	Students' hair should be kept clean, neat and well-groomed. Mohawks, ½ shaven heads, designs cut in hair, unnatural hair color, or any other style that administration deems inappropriate are not allowed.	Must not be over the eyes; sideburns must be no lower than the bottom of the ear; facial hair should be neat and clean; Hair, including highlights, that is not a natural shade of hair color is unacceptable, i.e. pink, blue, green, purple, silver, etc... No half-shaven or slits in eye brows.
Accessories	Tattoos must be covered and not visible. Facial piercings are not accepted on campus or any school function/event. Earrings, if worn, needs to be studs only.	No hats, caps, headbands, head gear, or sunglasses during school hours; no facial piercings or no visible tattoos.
Undergarments		Appropriate undergarments should be worn and not visible.
Chapel	Khaki or black colors only: pants, shorts, jeans (no frays or holes); CCCA collared shirts	Shirt must be purchased through the school.

## **DRESS CODE FOR STUDENTS – GIRLS**

<b>ITEM</b>	<b>STYLE</b>	<b>GUIDELINES</b>
Pants	Slacks, jeans, gauchos, athletic, cropped or cargo pants permitted. <b>No YOGA or PAJAMA PANTS.</b>	No low or ultra-low rise; no slacking or dragging the floor; no undergarments or midriff should be visible with any movement.
Shorts	Walking, Bermuda, athletic, or cargo shorts permitted.	No low or ultra-low; no slacking; must be no shorter than 2 inches above the knee; no undergarments or midriff should be visible with any movements.
Leggings	Only worn with a long shirt or sweater or underneath skirt or dress.	Because the nature of this style is form fitting, they may be worn under a skirt, dress, or jumper of approved length. Long shirts or sweaters are acceptable.
Shirts or sweaters	Long or short sleeves are permitted. No sleeveless or cap sleeves. No holes in shirts (cold shoulder, backless, etc...)	Long enough so that no midriff shows with any movement; neckline should be no lower than 4 finger widths below the collar bone; buttoned to one button from the collar; no undergarments should be visible with any movement. Must have sleeves. No muscle or tank shirts. T-shirts should be of appropriate length, have sleeves, and be non-controversial.
Sweatshirts or jackets		Must fit appropriately and be worn with an approved shirt.
Warm-up suit	Only those purchased through CCCA Athletics	<b>Must be worn with an approved shirt and only on days specified by administration.</b> Even on approved days, they must comply with the other guidelines listed.
Shoes	Dress, athletic, sandals, or single toed sandals are permitted. No work boots or flip-flops or house shoes	Clean; shoes with laces must be tied;
Hair	No designs/lines, half-shaven, or unnatural hair color, or any other style that administration deems inappropriate.	Hair, including highlights, that is not a natural shade of hair color is unacceptable, i.e. pink, blue, green, purple, silver, neon colors, bright colors etc... No half-shaven or slits in eye brows.
Accessories	No extreme styles of makeup, nails, or jewelry	No hats, caps, head gear, or sunglasses during school hours; no facial piercings or visible tattoos.
Undergarments		Appropriate undergarments should be worn and not visible, including bralettes.
Chapel	Khaki or black colors only: pants, jeans (no frays), skirts, or shorts; CCCA collared shirt	<b>No leggings.</b> Shirt must be purchased through the school.

### **Dress code for all school activities**

Modesty is the “key” for all school sponsored activity attire at CCCA. In the areas of physical education, athletic practices, athletic games, banquets, ceremonies, graduation, etc... all clothing worn must be modest in nature. Shorts should, for both boys and girls, meet school board policy requirements as to length. Shorts are not to be shorter than 2 inches above the knee. *Shorts may not have any writing or design on the seat of the shorts.* **Shorts are not allowed to be rolled so they are shorter and tighter.**

Tops should cover the midriff, and in the case of young ladies, arm openings should insure modesty throughout the physical activity. Shirts are not to be looped or tied in any way.

The CCCA faculty, athletic coaching staff, under the direct supervision and oversight of the athletic director and the school administration, has direct responsibility and authority to interpret the appropriateness of any student’s attire. **Students are not to question the faculty and coaches when interpretations are made. Submission to authority is a requirement for participation in any extracurricular or physical education activity.**

## **Dress Code (continued)**

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### **Dress Code for Chapel**

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Students are required to wear a collared CCCA shirt with khaki or black pants, shorts, or skirts during chapel and any other special ceremony deemed by the principal. Shirts are available through the school for \$20.00. No leggings are permitted. Jeans are permitted, but no frays or holes (even if no skin is showing) will be allowed.

### **Dress Code for Field Trips:**

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The school dress code will prevail for all field trips unless specific permission is obtained from the principal regarding a special need or special circumstances which warrant modifications to the existing dress code. In some instances the dress code will be strengthened for certain field trips where more formal dress is required. Students must adhere to the requirements of the field trip dress or lose the privilege of participating in the field trip.

### **Dress Code for Visitors**

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Proper dress for visitors on our campus is essential as to not cause a distraction to our students. Ladies- please dress modestly by ensuring that nothing is too short, too low, or see-through. Men- please no muscle man shirts or tank tops. Shoes are to be worn at all times. The administrator has the right to refuse entrance on campus if he/she deems necessary. Thank you for your support in this.

## **DUAL ENROLLMENT**

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CCCA offers a limited number of dual enrollment classes during the school year with CACC and Southern Union ONLY. All juniors and seniors wishing to take these classes through these colleges and receive dual high school and college credit must meet the minimum requirements below.

#### Student Criteria for 11th & 12th Graders:

English Classes - Minimum cumulative 3.0 GPA OR ACT Composite score of 22 or higher.

Math Classes – Minimum cumulative 3.0 GPA or ACT Math score of 20 or higher

Students will need to apply to either school through the Dual Enrollment program. Administration will supply the needed information and a letter of recommendation from the high school principal. Students completing and passing dual enrollment courses will receive one extra quality point per course on their high school transcripts. Fees for Dual Enrollment are specific to the college and will be handled through them.

## **EDUCATIONAL PHILOSOPHY OF CCCA**

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In Luke 2:52, we read that as a young man, "Jesus increased in wisdom and stature and in favor with God and man". We believe this gives us the ideal balance of what should be included in a child's development. Consequently, we stress education in each of these four areas of development: academic, physical, spiritual, and social.

### **Academic:**

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- Our objective is to provide a college preparatory education that results in graduation from a college.
- We will offer all necessary courses to be accepted by all accredited institutions.
- Our academic expectations and standards will be such that they are prepared to maintain a passing or better grade in their college courses.
- We will encourage, require and instill study skills, habits and values to carry them through the rigors of a college curriculum and lifestyle.
- The key to quality academic instruction is the teaching staff. We want to have the most highly qualified teachers available in each area of instruction.
- We are committed to the instructional needs of students with average to above average intelligence.



## **EDUCATIONAL PHILOSOPHY OF CCCA (continued)**

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- We will provide instruction, as we can, for those students needing special attention in certain subjects. Tutorial assistance may be arranged for student benefit at parent expense.
- Although the size of the class is not as important as the quality of the teacher, we believe that a class size in compliance with ACEA standards is desirable.
- In addition to college preparatory curriculum qualitatively equal or better than the public schools that meets ACEA standards, we will offer Bible as a required course. We will also have strong emphasis on instruction in patriotism, respect for authority, the free enterprise system, and personal and career development.
- Every course will be taught from a Biblical World and Life View in order to teach the students that God plays a role in every area of our lives.

### **Physical:**

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- We will teach our children how to take proper care of the bodies the Lord has given them. This should involve instruction in proper eating habits, rest and exercise.
- We have a strong physical education program for both boys and girls .
- We offer a competitive sports program in 7<sup>th</sup>-12<sup>th</sup> grades to teach teamwork, dedication, discipline, sportsmanship, self-control, and dignity and to build community in our school. A good athletic program helps overall school spirit.
- At the elementary level, emphasis will be on having fun, good sportsmanship, teamwork, participation of all regardless of ability, and teaching the basics of the sport. There will be a low emphasis on competition. As students enter Junior High and High School, more emphasis will be placed on dedication, discipline, and competition. At all levels we will strive to reward effort and dedication more than ability.

### **Spiritual:**

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- We believe that the single most important thing a child must learn is to have the proper relationship with God (this is the first and greatest Commandment). Everything we do at our school is done with this basic foundation. While we are not the church and cannot address all spiritual issues, we can educate them in their relationship to God, particularly in regards to His creation and our role as stewards in it.
- We will stand firm on the doctrines that are clear in the Scriptures. However, in those areas of Christian doctrine on which evangelical Bible-believing Christians disagree, we will give unbiased Biblical instruction on the various protestant understandings of the issues so that our students will have knowledge of all sides. Although our basic stance is of the "Traditional Baptist" position, we will not take a dogmatic stand on such things as mode of baptism, eschatological issues, the special gifts, form position, the special gifts, form of church government, etc.
- Each teacher must have a clear Christian testimony, both in word and deed .
- We believe the Bible is the inspired, infallible Word of God.
- Although our basic function is to provide instruction in the Christian doctrine and Christian living, we believe this is incomplete without providing opportunities to put that instruction into practice. Consequently, we will promote and support programs that will involve students in some type of Christian service to their class, the school, their church and the Clay County community.

### **Social:**

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- A child must learn his proper relationship with other people (the second great Commandment). We believe that our school should provide an environment that encourages, safeguards and expects the work of the Holy Spirit in the heart of the students.
- At the high school level, we will have several planned social functions during the school year. Social events are meant to be celebratory of the work of God among His people.
- Social events will not be allowed to dilute the academic rigor but to increase involvement and passion for learning and the school environment.
- All social functions shall be properly chaperoned by staff and/or parents .

## **ELECTRONIC COMMUNICATION**

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- Electronic communication is defined as any communication that uses technology as a medium of transfer. This includes, but is not limited to email, SMS, and MMS messaging.
- The use of electronic communication on campus is prohibited except as part of an assigned, in-class activity that is supervised by faculty or administration or is a school related communication.
- Students should always use appropriate language in their electronic communication.
- No inappropriate content is allowed, including derogatory, obscene, or harassing messages and media.
- Electronic communication of an abusive or harassing nature will be regarded as a major violation and will be subject to the appropriate disciplinary action as stated elsewhere in this handbook.
- Chain letters and spam of any kind are prohibited. Chain letters are defined as any email message asking you to pass information or messages on to other individuals or groups via email.
- Students are prohibited from accessing anyone else's email account. Email etiquette should be observed. In general, only messages that one would communicate to the recipient in person should be written. Only approved mail programs may be used for student mail.

### **NETWORK ACCESS**

Students must not make any attempt to access servers or network information that is not open to the public. Students may not use the school network for personal reasons including but not limited to online ordering and purchasing. Students are not to knowingly degrade or disrupt online services or equipment as such activity is considered a crime under state and federal law. This includes tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws.

## **FIELD TRIPS**

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- ❖ All school rules apply on all field trips and on all school-sponsored events on the school campus and away from it.
- ❖ Field trips are an extension to the curriculum and can also be used as a reward.
- ❖ Field trips are a privilege and must be earned.
- ❖ Field trips could be used as a consequence for disciplinary action.
- ❖ Parents could be requested to attend a field trip for any student.

### **Field Trip Guidelines:**

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1. A Field Trip Request form must be completed and submitted by the teacher to the principal at least three weeks prior to the trip.
2. It is best to use buses for trips beyond 60 miles to minimize large caravans. Parent driven privately-owned vehicles may be used for transportation on school field trips if properly approved by the principal. If buses are used, the total cost of these buses must be paid by the group going on the field trip.
3. As a rule, teachers are limited to 3-4 grades per field trip per day for same destination for grades K-6; exceptions to this must have principal approval. Grades 7-12 may go as a group on field trips subject to approval of the principal.
4. The costs associated with field trips should not prohibit any student from participating in field trips. Teachers should be aware of special financial needs.
5. **Entire cost of field trip must be financed from parents.** Cost of transportation, tickets, meals, and other incidentals must be calculated into the amount due from each student prior to the field trip. Money collected for cost of field trip is to be receipted in school office prior to the field trip.
6. Field trips are limited to 4 per class per year for elementary classes. Secondary classes must secure principal permission for number of field trips. Secondary field trips must have broad educational value to be allowed.
7. Field trips which are taken by specific grades each year are reserved for that grade by the principal. This avoids duplication of field trips for students year to year.

## FIELD TRIPS (continued)

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8. Field trips to special events in the area which would fit our curriculum are allowed in addition to the four designated field trips with principal approval.
9. Siblings of class members are not to be permitted to attend any field trip because of the distraction from the educational experience and the distraction from the chaperone's responsibility to supervise the designated group.
10. The teacher has the authority to select room parents to serve as designated parent **chaperones**. These **parent chaperones will be assigned specific responsibilities to supervise** a small group of students. Other **parent visitors** may accompany the group in their own vehicles; these **parent visitors are not considered part of the field trip**. Too many parents along on a trip could be distracting to a teacher trying to focus children on an educational lesson.
11. The lead teacher for the field trip will give complete emergency information to the principal in case the school or parent needs to reach the group prior to return.
12. The authority for approval or disapproval for field trips rests with the principal. The principal may bring requests to the board if he/she so chooses.
13. Children are not allowed to participate without a signed release from their parents.

Children will need to ride in approved transportation to and from the field trip. Only a written note from a parent and proper check out procedures will give the teacher permission to release the student to ride home with someone other than the parent.

## FINANCIAL POLICY

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Clay County Christian Academy is a school with a high emphasis on outstanding academics and a structured, safe environment with a Christian atmosphere. However, it is a tuition-based school and receives no guaranteed subsidy from the church or the government. Because, operationally we are a small business, our financial policies are in place to maintain financial viability. We must have these policies in place so that we can continue to provide our educational product. Without these policies the school would go out of business. Failure of our parents to keep financial commitments has the potential of depriving all students of this quality education.

**Prior to acceptance of new children, an application fee and a registration fee must be paid. These fees are non-refundable. Current students must pay a non-refundable re-enrollment/ registration fee before the student is enrolled for the following year. This fee is non-refundable.**

**Tuition payment is to be made the first of the month.** Monthly payments after the 10<sup>th</sup> of each month will have a delinquent penalty. Payments after the 10<sup>th</sup> of the month will have an additional \$10.00 charge and payments after the 20<sup>th</sup> of the month will have an additional \$10.00 charge. A \$25.00 return check fee will also be billed for each returned check. After the third returned tuition or fee check, an account will be placed on a "cash only" basis as per board policy. Permanent records will not be released until all financial obligations have been paid.

	<b>1st Child</b>	<b>2nd Child</b>	<b>3rd Child</b>	<b>4th Child (+)</b>
<b>K-12th Grades</b>	<b>\$1850.00</b> <b>(\$185.00 a month)</b>	<b>\$1500.00</b> <b>(\$150.00 a month)</b>	<b>\$1250.00</b> <b>(\$125.00 a month)</b>	<b>\$1100.00</b> <b>(\$110.00 a month)</b>
<b>Pre-K (full day)</b>	<b>\$2550.00</b> <b>(\$255.00 a month)</b>	<b>\$2200.00</b> <b>(\$220.00 a month)</b>	<b>\$1950.00</b> <b>(\$195.00 a month)</b>	

***Pre-K pays 1<sup>st</sup> Child in Multi-Child Family.  
Younger child constitutes the 1st child for payment.  
In order to get the sibling discount, all children must reside in the same household.***

## **FINANCIAL POLICY (continued)**

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Students attending one day or more of any month will owe full tuition for that month. No student will be admitted for the following school term if there is a balance due on their account. Any legal fees incurred by the school in an effort to collect on past due accounts will be paid by the parent/guardian. CCCA reserves the right to reject any application or refuse to enroll any student at the discretion of the Administration and Board of Directors. The Administration and School Board Members reserve the right to request the withdrawal of a student for the overall safety and welfare of students/staff at CCCA.

### **BOOK FEE & TECHNOLOGY FEE:**

A Book Fee (per student) covers books, standardized tests, and ACEA membership and student accident insurance. Lab fees depend on the course. School books remain the property of CCCA. Technology fee of \$100 to be paid by January of each school year.

Book Fees: Pre-K & K--\$150.00 per student

Book Fees: 1<sup>st</sup> – 12<sup>th</sup> grades--\$250.00 per student

*Supply list to be purchased by their parents are available in the office and on the website for all grades.*

### **GRADUATION FEE:**

Seniors must pay a \$75.00 graduation fee. This covers the regalia and expenses of graduation. Pre-K and sixth grade must pay a \$40.00 graduation fee.

### **REGISTRATION & RE-ENROLLMENT FEE:**

This is an annual non-refundable fee of \$100.00 per student and due upon registration or re-enrollment.

### **DONATIONS:**

Clay County Christian Academy is continually striving to improve the quality of education offered to its students. **Tuition alone cannot pay all the expenses required for school improvement and capital development.** In a ministry of our size and the socio-economic group of our main constituency, we can only make capital improvements and development through funds above and beyond tuition. **Therefore, contributions to the school or any part of its program are welcomed and encouraged.** Make checks payable to Clay County Christian Academy for a tax-exempt contribution.

### **FINANCIAL DELINQUENCY POLICY:**

1. A report on financial delinquency will be kept current in the school office at all times. This report will be presented as information to the School Board every month at its stated meeting.
2. If a tuition delinquency occurs on the 10th of any month, a late penalty is added to the account on the 11th of the month.
3. No student shall be allowed to attend classes on the first day of school unless the student's financial account is current with no delinquency.
4. Personal or business checks are accepted as payment for tuition or other school expenses; however, if a family writes three bad (returned) checks in a school year, then the family will be placed on a cash basis for the remainder of the school year.

## **FIRE/EMERGENCY DRILLS**

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Emergency drills at Clay County Christian Academy are a serious matter. Fire drills, tornado drills, Code Red and Code Yellow drills are conducted for the safety of all staff students. All staff are trained in proper procedures for all drills

## **FOOD**

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**Lunches:** Lunches are provided from home. There are optional lunches that can be purchased twice a week. These lunches are ordered in and/or cooked by a certified Safe-Serv cook. A monthly menu will go home and it is the parent's right to purchase any lunch that is offered. Parents & guests who would like to eat lunch, are subject to principal approval.

**FOOD IN CLASSROOMS:** Neither food nor drink is allowed in the classroom except when teacher approved.

**VENDING:** There are vending machines on campus that distribute food and drink to students. These arrangements are made between the school and the vendor. All decisions as to the availability and contents of these machines will be made by the principal in dealing with the vendors. Vending is not a guaranteed school service.

## **FUNDRAISING POLICY**

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### **AUTHORIZED FUND-RAISING ENTITIES:**

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1. Capital campaigns---The School Board will take the leadership in fund-raising the needs of the school including, but not limited, to: buildings, major renovation projects, endowment accounts, and major property enhancements, such as paving parking lots.
2. Academic program---The Parent Teacher Organization (PTO) will be allowed to conduct fund-raising activities which would involve parents of all grades for the benefit of the educational program of the school. The PTO leadership must have principal approval prior to any fund-raising. The projects approved will be designated for specific school needs. Examples of fund-raising allowed for the PTO include but are not limited to the following: Auction, yard sales, special dinners, special sale of items by parents, other sales approved by the principal. The use of students to go door-to-door to sell items is highly discouraged. (See Safeguard for Fundraising)
3. Fund-raising sales by students: These will be allowed with principal approval for clubs, student organizations, and special needs. Usually this will be limited to high school students; however, there may be occasion when the principal will allow all students to raise funds for specific needs such as Christmas stockings for needy children etc. School-wide events such as Faculty/Student volleyball games, animal shows, etc. which raise funds for school needs will be allowed with the principal's approval. (See Safeguard for Fundraising)
4. Athletic program--- CCCA Athletics are allowed to conduct fund-raising activities to be designated for the athletic program of the school. Under the direction of the principal and Athletic Director, organization will develop funds for the continued enhancement of all athletic programs at CCCA. (See Safeguards for all organizational fund-raising)

### **GENERAL GUIDELINES FOR ALL FUND-RAISING:**

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- No activities will be allowed which involve chance or gambling such as raffles, bingo, betting pools, etc.
- No items will be sold on consignment for the benefit of any organization except for Clay County Christian Academy.
- All funds raised at CCCA will be deposited in the appropriate club fund. All spending of club funds will be determined in formal parliamentary procedures under review of principal.
- Students and teachers will not be allowed to disrupt class time to participate in special sales, etc.
- Students will be allowed to take communication letters home to parents to solicit parent involvement in sales (with principal approval).

## FUNDRAISING POLICY (continued)

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### SAFEGUARDS FOR ALL ORGANIZATIONAL FUND-RAISING:

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All school related organizations must remain under the authority of the school officials with all final decisions subject to school administration and/or board approval, if needed. School organizations are a support element of the school, and as such, must follow the appropriate standards of parliamentary procedures under the supervision of the principal. All must recognize that every aspect of the school's ministry is related to the others. The principal must approve all expenditures and fund-raising for all organizations.

### GOVERNMENT LEADERSHIP

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We believe students should be taught a proper attitude toward their government. They must learn not to look at the government as the answer to all of life's problems; that government is ordained by God and should therefore be obeyed and respected; that government officials and law enforcement officers are "ministers of God" and their positions should be respected regardless of their personal shortcomings; that the only proper defense against injustice is through the democratic process in the courts and legislative system. We have a strong emphasis on patriotism and we teach our children that America, in spite of all its problems, we still strive to be "one nation, under God" and God has made it one of the greatest nations in the history of mankind.

### GRADE CLASSIFICATION

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A student is classified in a grade according to the number of credits earned.

- Freshman** A student is classified as a freshman upon promotion from the 8th grade.
- Sophomore** To attain sophomore status the student must have at least 6 credits earned during the freshman year.
- Junior** To attain junior status the student must have at least 12 credits earned during the freshman and sophomore years.
- Senior** To attain senior status the student must have at least 18 credits earned during the freshman, sophomore, and junior years.

### GRADING

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Numerical grades are recorded on permanent cumulative records. Report cards are issued four times per year for all students. At the end of the year, the grade for Kindergarten through eighth grade that is marked "Final Grade" will be recorded on the permanent cumulative record. Final grades for students in ninth through twelfth grade will be posted by semester since credit is earned by semesters and will be recorded on permanent cumulative records.

Letter Grades	Numerical Grade	Quality Points	Honors Quality Points	Dual Enrollment Poins
A	90-100	4	4.5	5
B	80-89	3	3.5	4
C	70-79	2	2.5	3
D	60-69	1	1.5	2
F	59 and below	0	0	0

Grades and other codes used in progress reports, report cards and SchoolWorx gradebook are as follows:

**OTHER CODES:**

- B—Below : Student is working below grade level in a specific subject meaning teacher is modifying or has special accommodations for that specific subject and/or student.
- M—Missing: Assignment was never turned in. This is up to teacher discretion if the work can be made up for a grade.

## **GRADING (continued)**

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I—Incomplete: Assignment was not graded because it was not done completely or so poorly the teacher ceased grading. It was given back to the student to redo, but no credit will be received for the assignment. This code will also be entered if a Pending assignment is never returned to the teacher. An “I” calculates as a “0” in grade calculations.

A—Absent: Student was absent on the day the assignment was due. The student must turn in the assignment upon the beginning of class on the day they return. This code calculates as a “0” in the grade book.

### **CHARACTER GRADE**

E – Excellent, Most Honoring Efforts

S – Satisfactory, Honoring Efforts

N – Needs Improvement, Little Effort

U – Unsatisfactory, Dishonoring Efforts

The character grades are not averaged; only academic grades go on transcripts. All areas will be considered in school honors, awards, class officers, athletics, and other similar school activities .

**Any student in grades 1-8 failing both Math and English or having three failing grades in any combination will not be promoted under any condition.**

### **Semester Exam Incentive for high school students:**

Students who have an A average in any class, zero unexcused absences, and no more than the required excused absences may be exempt from their semester exams in that specific class(es).

## **HARRASSMENT/ANTI-BULLYING POLICY**

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Clay County Christian Academy intends to provide its employees, volunteers, and students an environment that is free of offensive kinds of behavior. Conduct, whether intentional or unintentional, that subjects another person to unwanted attention, comments, actions, or robs the person of dignity, is contrary to our religious beliefs, and therefore, is not permitted.

Clay County Christian Academy does not condone or allow bullying or harassment of others, whether by employees, supervisors, students, or other persons who may be present in our facilities. All students, employees, and volunteers are expected to conduct themselves with respect for the dignity of others on school property, or at any school function or school-sponsored activity. Harassment and bullying are defined as any electronic, written, verbal, or physical act or conduct toward another person which is:

1. Based on any of the following actual or perceived traits or characteristics: age, color, creed, national origin, religion, marital status, sex, gender, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status; and
2. Creates an objectively hostile school environment that meets one or more of the following conditions:
  - a) Places the person in reasonable fear of harm to person or property.
  - b) Has a substantially detrimental effect on the person’s physical or mental health.
  - c) Has the effect of substantially interfering with academic or job performance .
  - d) Has the effect of substantially interfering with the person’s ability to participate in or benefit from the services, activities, or privileges provided by this school.

The following activities, absent substantial aggravating factors, occurring inside or outside the classroom, do not constitute harassment or bullying:

1. Instruction and participation in lessons and worship service.
2. Discussions and debate concerning issues important to Christian faith.
3. Electronic, written, verbal, and physical interpretation of Biblical scripture, and religious texts, music, and opinion.
4. Witnessing and faith-sharing.

## **HARRASSMENT/ANTI-BULLYING POLICY (continued)**

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Any person who believes he or she has been subjected to bullying or harassment should report it immediately to an appropriate superior. A student may report to a teacher, counselor, or administrator, as well as discussing the incident with the student's parent or guardian. An employee should report to the administrator. However, the principal is responsible for receiving reports and ensuring this policy is implemented. All suspected bullying or harassment will be promptly and thoroughly investigated by the principal or his/her designee. Subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report. Any person who is determined to have violated this policy will be subject to corrective action and discipline, including the possibility of termination (for employees), expulsion (for students), or criminal charges if they are filed.

## **HOMEWORK**

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The purpose of homework is to practice skills already learned which are necessary for accomplishing grade level objectives. Reading every night for 30 minutes is a school-wide mandate. Formal homework is given wisely and discriminately. No homework will be given on Wednesday nights. Projects and studying for tests will be given throughout the week and in moderation.

## **LIBRARY**

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Clay County Christian Academy Library is available for all students. Its purpose is to implement, enrich and support the Christian philosophy and educational program of the school.

The materials in the media center are arranged primarily by age groups (Children, Primary, Juvenile, Young Adult, Adult) and one user group (Professional Development), which is reserved for the faculty. These materials are classified according to the Dewey Decimal System with sections for Biography and Fiction.

Elementary students will visit the library once a week during their PE time and can also visit the library at any time with their teacher. High school students may visit the library anytime with their teacher.

## **LOST AND FOUND**

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1. All students are encouraged to have their names sewn or stamped on each item of outer clothes and are responsible for their things .
2. Articles left at the end of each nine weeks will be given to a charitable organization .

## **MEDICATION AT SCHOOL**

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### **Policies relating to the administration of medication:**

The Clay County Christian Academy Board discourages the taking of medication at school during school hours by students. Please refer to the medication packet that is handed out to each family. When it is absolutely necessary to administer prescription medication at school, the conditions are as follows:

1. The parent must provide the school with a signed statement from the physician who prescribed the medication. The statement must name the medication, state the reason for the medication, specify the dosage, and specify time and duration that the medication will be administered. This information may be faxed to the school at 256-354-7780.
2. The medication must be delivered to the school administrator or designee/teacher by the parent or guardian in the original container with the current prescription label on the container. The label must state the student's name, physician's name, and date, name of medication, dosage and instructions for administration. Note: this may necessitate asking the pharmacist for two bottles when the medication is given to the parents.
3. The parent or physician must provide school personnel with information concerning side effects of the medication or attach the side effects sheet provided by the pharmacist.
4. The parent or guardian must complete a permission statement authorizing the school administrator or designee/teacher to assist the child in taking the medication.



## **MEDICATION AT SCHOOL (continued)**

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### *Non-Prescription Medication:*

Non-prescription drugs, including aspirin, Tylenol, etc. may be administered on a limited basis provided the parent has completed a permission statement authorizing the school administrator or designee/teacher to assist the child in taking the medication. The medication must be in the original container and contain an additional label with the child's name, dosage, and time for administration. This medication must be provided by the parents; **CCCA will not provide any internal medication for students.**

### *Storage of Medication:*

All medication must be stored in a secure place in the nurse's office or for some severe cases, in the teacher's classroom. All medication will be administered by school personnel only. No student should take any medication unsupervised.

## **PARENTAL INVOLVEMENT POLICY**

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Opportunities for parents and grandparents to be involved in school activities are not only provided, but are welcomed and encouraged. Volunteer assistance is needed in such areas as field trips, parties, special classroom projects, etc... These opportunities are left up to the discretion of the teacher and administrator.

We want our parents to know they are wanted and welcomed at CCCA. We realize that children first of all belong to the Lord, then to the parents, and we are here to assist the parents in training their children. We ask that you come to the front office and receive a visitor pass upon entering the school. Upon leaving the school, parents need to check out with the front office as well. A visitor sign in and sign out is also required. **Classroom visits are prohibited while classes are in session.**

The State of Alabama recognizes this by giving "in loco parentis"(in the place of the parents) status to teachers. Therefore, we do ask that you abide by these guidelines when wishing to visit your child's classroom and understand that we value and protect instructional time.

## **PARTIES**

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The school allows **parties** during the school year. It is generally better to have parents provide food/supplies for these parties and allow the teacher to provide supervision with a limited number of adults present.

**Only bakery/store-bought food may be served to our children/students at school parties or treat times.**

Birthdays may be celebrated by providing refreshments during snack time or lunch for students. Notification to the teacher must be given two days prior to the refreshments. We allow serving only bakery/store bought and individually wrapped items to our children. The health department requests us to do this for safety reasons. No presents may be exchanged during school hours. Please do not surprise teachers with treats without their knowledge/permission.

## **PASSES FOR BEING OUT OF CLASS**

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Class time is essential. No passes will be issued except in cases of emergency or for the purpose of instructional activities assigned by the teachers. **Any student out of an assigned class must have the proper hall pass.** Any student found in the building or on the grounds without a pass, in a location other than specified on a pass, or off the most direct route to the class or destination will be disciplined for an unauthorized absence from class.

## **PICTURES**

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School pictures are made during the school year and are available for purchase. All students will have their pictures made in order to be included in the school yearbook. Special pictures of athletic teams and seniors will be made available for purchase during the school year.

## **PROM**

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Prom will be a formal event for the Upper Classman. All dress codes apply and dresses must be approved by the principal. All guests that are not students at CCCA must be approved to attend by filling out a form and are under the same dress and behavior guidelines as CCCA students. No former students of CCCA who were expelled or asked to leave the school shall be a guest of any current CCCA student and be allowed to attend prom.

## **PUBLICITY**

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CCCA reserves the right to use any photography and video of school activities and students (both prearranged and candid) for promotional, publicity, advertising and marketing purposes. (This includes YouTube, Facebook, and other social media.) No additional notification is necessary.

## **SCHOOLWORX ACCESS**

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This is quick access to see your child's grades, homework assignments, absences, behavior, and schedule. To gain access follow the steps below:

- Go online to <https://portal.myschoolworx.com>
- Enter your email address that the school has on file.
- Password is parent@2018 and you can change to a unique password after you log in.
- You will have access to your child's or children's grades, HW assignments, assignments, etc...
- Mobile app is available as well.

## **SCHOOL INFORMATION**

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**Colors:** maroon, black and white

**Mascot:** Eagle

**Student hours:** 7:45 am-2:45 pm

## **SEXUAL HARASSMENT**

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Clay County Christian Academy will not tolerate sexual harassment as it is a form of sex discrimination which is prohibited. Sexual harassment includes a repeated pattern of verbal or physical unwelcome, hostile, and/or offensive behavior that has the purpose or effect of substantially interfering with an individual's right to be treated with respect.

## **SOCIAL MEDIA**

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All personal student social media accounts are to reflect Godly character.

- Using any means of electronic communication to post inappropriate, negative, profane, or threatening words, pictures, quotes, etc... on any type of social media platform as well as sending through text or email about the school, students, staff members, parents, volunteers, yourself, etc... will not be tolerated and will result in disciplinary action.
- Nothing posted that can bring negativity or shame to the school or tarnish the school's reputation.
- Social media violations fall under the Level 3 offense and will be subject to strict disciplinary action.
- Parents are to uphold the same expectations when it comes to their social media and posting about teachers, students, or other CCCA family members.

## **STUDENT RECORDS**

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Clay County Christian Academy will maintain on file in the school office a permanent cumulative record with information on each pupil enrolled. Student's names and addresses, phone numbers, and parent names are declared as directory information. Should a student transfer to another school, a copy of the student's record will be mailed at the request of that school if the student's financial account is current and not delinquent. Student records will be held until all financial obligations are clear for Clay County Christian Academy. Parents or students are welcome to view the contents of the permanent cumulative record by scheduling an appointment with the homeroom teacher or with the principal. All school permanent records are kept in locking file cabinets and will be kept permanently. Backup copies of permanent records are kept on Schoolworx.

## **TEACHERS**

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Teachers at CCCA are selected from fully-qualified personnel who exemplify Christian character and personality. All of our teachers are committed to their profession as their gift from God. Our teachers meet the requirements of ACEA.

## **TEACHER CONFERENCES**

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The purpose of teacher conferences is to communicate progress in each area of learning. To make an appointment with your child's teacher at any time, call the school office and leave a message to have the teacher call you. Teachers will gladly discuss your child's progress. Teachers are available before and after school for this purpose by appointment.

## **TEXTBOOKS**

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All textbooks are property of CCCA. Any books that are damaged beyond repair or lost (at any time throughout the year) shall be paid for by the assigned student. All consumable workbooks that have been written in will become the property of the student.

## **TRANSFER OR WITHDRAWAL FROM SCHOOL**

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If it is necessary to withdraw from school or transfer to another school, the parents or guardian must sign a release form for the transcript. The student is expected to turn in school-owned textbooks. A withdrawal form will be issued in the office which is to be signed by all the administrative assistant, teachers, and principal. The signed card must be returned to the office. All the grades and other information will be inaccessible for other schools or job recommendations unless you clear your record completely, including financial obligations.

## **VEHICLES AND PARKING**

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Each vehicle driven to school must be registered in the office with the proper registration form to be signed by student driver and parent. Cars and drivers must meet State of Alabama requirements in regard to licensing if they are to operate a vehicle on Clay County Christian Academy campus. When the student arrives on the school grounds, he/she is to collect the materials needed for the day from the car/truck and leave the parking area until the close of the school day. **Students may not go back to the student parking lot during the day without permission from an administrator.** Student drivers are cautioned not to bring firearms, weapons, drugs, alcohol, or tobacco onto school grounds in the vehicle as it is subject to be searched the same as the lockers and the person of the student, and will constitute possession of substance. Cell phones and electronic devices should be left in the vehicle.

Students must operate their vehicles in accordance with state and local laws and obey common rules of courtesy and consideration of others.

**The administration has the right to revoke student parking privileges if it is deemed that the student is operating a vehicle in an unsafe manner or that the continued operation of the vehicle would be a safety hazard to others.**

# CCCA Mission Statement

**CCCA SHALL BE THE LIGHTHOUSE FOR STUDENTS DESIRING TO ACHIEVE ACADEMIC EXCELLENCE AND A SPIRITUAL RELATIONSHIP WITH JESUS CHRIST AS THEIR PERSONAL SAVIOR.**

## *Strategies for accomplishing CCCA Mission statement*

1. We shall assist each child in developing a personal relationship with Jesus Christ. We shall afford all students a Christian environment complete with the teachings of the Holy Bible.
2. We shall provide an academic program that will afford all students an opportunity to be competitive in the educational world as well as the world of work.
3. We shall provide an academic program that will afford all students.
4. We shall minister to all students regardless of race, creed, color, origin, religion or denominational affiliation.
5. We shall love and teach children in a way pleasing to God.
6. We shall strive to be an extension of the Christian family, to assist and support the parent and/or guardian in their quest for the best Christian education possible .
7. We shall work diligently to Worship God, Witness to the lost; Educate students and families, Minister to the needs of all and make Application of the Gospel Message of Jesus Christ.

## *The basis for our Statement of Faith is as follows:*

1. We believe the Holy Bible to be the inspired work and only infallible, authoritative, inerrant Word of God. (II Tim. 3:16; II Pet. 1:21)
2. We believe in the deity of our Lord Jesus Christ, in His virgin birth and His sinless life, in His miracles, in His atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father and in His personal return in power and glory. (Is. 7:14; Matt 2:23; John 11:25; John 14:1-3; Acts 1:11, 11:25; Heb. 4:14, 7:25-28, 9:12)
3. We believe that man is born in sin, but that God has provided redemption through His Son, Jesus. (Isaiah 53:6; Rom. 5:12; I Pet. 1:18-21)
4. We believe in the spiritual unity of believers in the Lord Jesus Christ. (Rom. 8:9; I Cor. 12:12-13; Gal. 3:26-28)
5. We believe in the creation of man by the direct act of God. (Gen. 1:26-28; Gen 2:7; Gen 5:1-2)
6. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom.1:26-29; I Cor. 5:1, 6:9; I Thess. 4:1-8; Heb. 13:4)
7. We believe that the only acceptable and legitimate marriage is the joining of one man and one woman. (Gen. 2:24; Rom. 7:2; I Cor. 7:10; Eph 5:22-23).

## Clay County Christian Academy Diploma Requirements

<u>English (4 credits)</u>	<u>Math (4 credits)</u>	<u>Science (4 credits)</u>	<u>History (4 credits)</u>	<u>Bible (4 credits)</u>
English 9 English 10 English 11 English 12	Algebra I Geometry Algebra II Business Math or Pre-Calculus	Biology w/lab Physical Science w/lab Anatomy w/lab Chemistry w/lab	World History US History I US History II American Government/Economics	Bible 9 <sup>th</sup> Bible 10 <sup>th</sup> Bible 11 <sup>th</sup> Bible 12 <sup>th</sup>

<u>Required Electives:</u>	<u>Additional Electives: 2.5 credits</u>
<p><u>Career Tech/Fine Arts/World Languages—</u> <b>3 credits</b></p> <p>Art--.5 credit Computer Essentials—1.0 credit Spanish 1—1.0 credit Forensics or Criminal Investigations—1.0 credit</p> <p><u>Health &amp; PE: 1.5 credits</u> <u>Career Prep: 1.0 credit</u></p> <p>Health--.5 credit Life PE—1.0 credit Career Prep—1.0 credit</p>	<p><i>(These electives vary from .5-1.0 credits &amp; vary from being offered year to year)</i></p> <p>Woodworking Sociology Psychology Journalism World Religions Family &amp; Consumer Science Recreational Sports Weightlifting Drama/Theater</p>

**General Academic Diploma: 24 credits**

**Honors Diploma: 26 credits and a 3.00 Weighted GPA**

**High Honors Diploma: 26 credits and a 3.50 GPA and/or Dual Enrollment Classes**

### **COLLEGE INFORMATION/SCHOLARSHIPS**

- ❖ Information regarding colleges and universities (entrance requirements, programs, costs, scholarships, etc.) is available from our counselor. In addition, outstanding sources of information can be found in our library.
- ❖ From time-to-time students require recommendations from teachers, counselors, and administrators. In such cases, students should make such requests 5 full school days prior to mailing deadlines AND supply a copy of scholarship requirements as well as a student resume' to the individuals being asked to make written recommendations.
- ❖ Administration will help students put together their academic portfolio.
- ❖ Athletic Director will help athletes with their sports recruiting portfolio.

**ACKNOWLEDGEMENT PAGE**

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**CLAY COUNTY CHRISTIAN ACADEMY  
VERIFICATION OF PARENTAL KNOWEDGE**

Please sign and return this page to the school office to be filed as part of the student’s cumulative folder .

STUDENT NAME: (Print)\_\_\_\_\_

STUDENT NAME: (Sign)\_\_\_\_\_

DATE\_\_\_\_\_

STUDENT PARENT OR GUARDIAN: (Print)\_\_\_\_\_

(Sign)\_\_\_\_\_DATE\_\_\_\_\_

**My signature above indicates that I have read the contents of the CCCA Handbook for the 2024-2025 school year. My signature further indicates that I will abide by the conditions and policies set forth in the handbook. Disclaimers written by the parent on this form or failure to sign and return this form does not release the student or parent from the responsibility of abiding by the policies and procedures contained in the handbook. Any questions about the content of the Parent/Student Handbook should be directed to the Principal/Assistant Principal.**

