

CENTRAL CHRISTIAN ACADEMY

"Commit to the Lord whatever you do and your plans will succeed." Proverbs 16:3



STUDENT/PARENT HANDBOOK 2024-2025

P.O. Box 187

1035 Second Street

Grand Cane, Louisiana 71032

Phone 318-858-3319

www.centralchristianpioneers.com

2024-2025 ACADEMIC CALENDAR CENTRAL CHRISTIAN ACADEMY

August 1 - Professional Development
 August 5 - Staff Work Day
 August 6 - First Day for Students
 August 8 - Parent/Alumni softball game
 August 27 - Progress Reports

AUGUST 2024						
S	M	T	W	Th	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 6 - First Day for Students
 Report cards
 January 21 - Donuts with Grown Ups
 January 27 - Progress Report
 January 30 - Annual Board Meeting

September 2 - Labor Day Holiday
 September 12 - Grandparent's Day program
 September 19 - Report Cards, yearbook/senior cap & gown pics

SEPTEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

FEBRUARY 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

February 13 - Valentine's parties for K3-7th
 February 19 - Report Cards
 February 20- 24 - Winter Break

October 7- 10 - Fall Break
 October 14 - Progress Reports
 October 17 - Meet the Pioneers Night
 October 31 - Class Halloween parties for K3-7th

OCTOBER 2024						
S	M	T	W	Th	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

MARCH 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

March 17 - Progress Reports
 March 22 - Prom
 March 27 - Field Day
 March 31- April 3 - Spring Break

November 6 - Report Cards
 November 9 - Bazaar
 November 11 - Veterans Day program
 November 11-14 HOCO week
 November 21 - Thanksgiving lunch
 November 25- 28 - Thanksgiving Break

NOVEMBER 2024						
S	M	T	W	Th	F	S
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

APRIL 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

April 10 - Report Cards, Athletic Banquet
 April 17 - Easter parties for K3-7th
 April 21 - Easter Holiday
 April 26 - Auction

December 2 - Progress Reports
 December 7 - Grand Cane Christmas parade
 December 12 - Christmas program
 December 18 - 19 - Mid Term Exams
 December 19 - Last Day for Students

DECEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MAY 2025						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May 1 - Progress Reports
 May 7 - Seniors Last Day
 May 13 - Graduation
 May 15 - K5 Graduation
 May 20-21 - Final Exams
 May 21 - Last Day for Students
 May 22 - Staff Work Day
 May 29 - Report Cards Mailed Out

1st Six Weeks: August 6 - September 16
 (23 days)

4th Six Weeks: January 6 - February 13
 (24 days)

2nd Six Weeks: September 17 - October 31 (23 days)

5th Six Weeks: February 17 - April 7
 (23 days)

3rd Six Weeks: November 4 - December 17 (22 days)

6th Six Weeks: April 8 - May 19
 (23 days)

**Above event dates are subject to change*

Central Christian Academy
PO BOX 187
Grand Cane, LA 71032

2024-2025 Tuition Fee Schedule

NEW Students are required to submit a \$350.00 Registration Fee along with the Enrollment Contract. Returning Students are required to submit the appropriate Renewal Fee (see below) along with the Enrollment

Renewal Fee Schedule Per Student:

- ** \$200.00 Renewal Fee for Contracts submitted **ON or BEFORE June 30, 2024**
- ** \$350.00 Renewal Fee for Contracts submitted **AFTER July 1, 2024**

Plan A --- One Payment Plan

PAYMENT DATE	GRADE	CHILD 1	CHILD 2	CHILD 3	MAX FAMILY
June 30, 2024	K3-6TH	\$ 4,167.00	\$ 3,178.00	\$ 2,260.00	\$ 10,169.00
	7TH-12TH	\$ 4,378.00	\$ 3,531.00	\$ 2,260.00	\$ 10,169.00

Plan B --- Ten Payment Plan

Automatic Draft- see bank account info form

PAYMENT DATE	GRADE	CHILD 1	CHILD 2	CHILD 3	MAX FAMILY
August 1, 2024	K3-6TH	\$ 416.70	\$ 317.80	\$ 226.00	\$ 1,016.90
September 1, 2024	7TH-12TH	\$ 437.80	\$ 353.10	\$ 226.00	\$ 1,016.90
October 1, 2024					
November 1, 2024					
December 1, 2024					
January 1, 2025					
February 1, 2025					
March 1, 2025					
April 1, 2025					
May 1, 2025					

Other Fees

Administrative Fee (office, custodial, classroom supplies, etc)	K3-12th	\$400.00	
Debit/Credit Card Transaction Fee	As set by ezschoollapps.com		
Late Fee	\$50.00 per month (applies 5 calendar days after due date)		
NSF (Non-Sufficient Funds) Fee	\$50.00 per transaction		

Fees can be paid online using the financial agreement jotform or in the office. Monthly tuition will be automatically drafted from a specified bank account.



CENTRAL CHRISTIAN ACADEMY

Principal

Cally Brumley

Secretary

April Salley

Board of Directors

JUSTIN SEEKFORD-PRESIDENT

EMILY LEAHY– SECRETARY/TREASURER

CATHY LATHAM

JORDON JONES

CENTRAL CHRISTIAN ACADEMY COMPLIES WITH ALL APPLICABLE LAWS REGARDING AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY IN ALL ITS ACTIVITIES AND PROGRAMS AND DOES NOT DISCRIMINATE AGAINST ANYONE PROTECTED BY LAW BECAUSE OF AGE, CREED, COLOR, NATIONAL ORIGIN, RACE, RELIGION, SEX, HANDICAP, VETERAN, OR OTHER STATUS.

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FOREWORD

The purposes of this handbook are:

1. To provide students and parents with a better understanding of the organization and administration of the school program.
2. To encourage and establish correct school habits and a favorable attitude towards the school and its activities.
3. To serve as a guide to the students in making their education experiences as profitable as possible.

The Central Christian Academy Student/Parent Handbook is a guide to life at Central Christian Academy. It provides useful information regarding programs, policies and procedures. The School reserves the right to amend these programs, policies and procedures as necessary throughout the school year.

This handbook provides the framework for learning and living together in the community known as Central Christian Academy. There necessarily remains for Principal, faculty, and staff latitude to use their discretion as new, unique, and unanticipated situations arise. The Board of Directors of the Central Christian Academy has the obligation and commensurate authority to amend the handbook during the academic year, if circumstances so dictate. If such amendments are made, parents and students will receive prompt notification.

Parents and students are expected to have read and studied the handbook. **In order to verify that parents and students have done these important tasks, Central Christian Academy has provided a tear-out signature sheet as the last page of this handbook. It is due, signed by at least one parent and each student, on the first week of class. It is to be turned into the classroom or homeroom teacher.**

One copy of this handbook is furnished to each student at the beginning of each school year. It is important for both students and parents to become thoroughly familiar with the information provided.

This handbook should be kept throughout the year as a handy reference for answering questions concerning Central Christian Academy.

When hundreds of people live and work together in one building, rules and procedures are necessary to avoid complete confusion. All questions that may arise cannot be answered in this handbook; therefore, students and parents are urged to keep in touch with teachers, counselors and school officials concerning all parts of the school program. Your school offers you many opportunities for growth in knowledge, in skill, in appreciation and in human understanding. Make the most of the opportunities day by day and you will be rewarded by the deep satisfaction that comes from personal growth.

With the hope that this handbook will promote loyalty, honesty, sportsmanship, school pride and genuine spirit of understanding, it is sincerely dedicated to the youth of this school community.

This handbook is also available for download on the main page of Central Christian Academy's website at:

<http://www.centralchristianpioneers.org>

WELCOME FROM THE PRINCIPAL

Dear Students and Parents,

Welcome to Central Christian Academy. The faculty and staff join me in saying we are happy to have you as part of our Pioneer family. We are excited about the opportunities God has given us at CCA and look forward to a great school year. We hope that this handbook will provide you with essential information for guidance and understanding of our school.

I believe that education is a close collaboration among the school, parents and students. We all have duties as part of this collaboration and we are excited to work with you to ensure the success of our students.

We look forward to celebrating, learning and growing together this academic year. Thank you for choosing Central Christian Academy.

Sincerely,

Cally Brumley

Principal

THE HISTORY OF CENTRAL CHRISTIAN ACADEMY

In 1967, a number of concerned people in Desoto Parish were interested in operating a private school that sought to offer educational opportunities with standards of excellence where prayers could be offered and the Bible read with an open expression of faith in God—lasting values upon which America’s foundation is laid.

In the summer of 1967, the Central School Corporation Board of Directors was organized, and a corporate charter to operate a private school, kindergarten through high school, was submitted to the Secretary of State in Baton Rouge. Through much hard work and the dedication of fourteen families, the charter was granted. In August of 1967, Central School opened with twenty-six students. The Corporation leased the old Grand Cane High School, including all of its facilities, from the Grand Cane Development Association.

Central received accreditation the first year and has been an accredited school ever since. It is currently accredited through the Louisiana Department of Education and the Midsouth Association of Independent Schools.

In the summer of 1969, more people saw the need to have a school for their children where Christian values and American principles would be upheld. God continued to bless, and Central grew.

The mascot for Central School is the Pioneer. The Encarta Dictionary: English (North America) defines pioneer as “a person or group that is the first to do something or that leads in developing something new.” It is evident that there has been a true pioneer spirit present in Central School since its very beginning. In fact, we could not have kept our doors open throughout the years, if it had not been for the dedication, hard work, generous donations, and love for children from parents and friends—true pioneers. The heritage of pioneers is that of a winner—in the classroom, in sports, at home, at work, and, most of all, in character.

We know where our help comes from—our Heavenly Father. Central has been blessed by God. We are grateful for our history and heritage, and we know that God is positioning us for greater work ahead. In 2023, the school added a DBA as Central Christian Academy to better align with our mission. May God continue to bless Central Christian Academy, and may CCA continue to serve God and its country.

ACCREDITATION

Central Christian Academy holds accreditation by the Midsouth Association of Independent Schools, AdvancEd, and the Louisiana Department of Education.

MISSION STATEMENT

“Central Christian Academy provides a safe, supportive, and challenging learning environment, with high expectations for academic success and encouragement for a steadfast pursuit of Christ.”

EDUCATIONAL PHILOSOPHY

The Board, administration, teachers and parents of Central Christian Academy believe that a school should provide a basic academic curriculum for both college bound students and those who plan to enter the workforce.

We believe that a school should endeavor to develop creativity, independence, integrity, honesty and respect for authority, property and the rights of others.

Student activities form an integral part of the school program. Involvement in these activities provide an opportunity for the application of democratic principles essential to becoming an effective American citizen.

We believe that the school shares with the home, church and community the responsibility of the total education of the student.

We believe that the teacher is the ultimate component in providing the varied learning opportunities in a controlled atmosphere of free expression and student participation. All faculty members and administrators are expected to be professional at all times. The teachers not only must facilitate learning – to stimulate it, guide it and ensure that it happens – but must develop inquiry and value clarification among their students.

The school, through the guidance and testing program, should make the students more aware of themselves and their potential. They should be led to accept responsibility for their own decisions, to choose the direction their education and life will take and to develop the self-discipline needed to reach their individual goals.

The school population consists of students of various lifestyles, cultural backgrounds, economic opportunities and degrees of maturity; therefore, the school should include experiences to meet the needs of all its students regardless of their post-high school plans.

The school has a definite obligation to develop talents and capabilities to give each student a sense of fulfillment and self-confidence based on accomplishments, and a sense of belonging through participation in various extracurricular activities. Accepting the responsibility, the school establishes a total education program by providing, supporting, and urging student participation in a variety of organizations. Though the entire community shares the responsibility for educating its youth, the school must accept the role of leadership in this task. With the dedication of the faculty, the leadership of the administration, the support of the school board, and the continued goodwill of the community, Central Christian Academy will meet the needs of its students.

OBJECTIVES

- *The student will be able to interpret information, understand facts, principles and concepts, develop communication skills that will enable him to survive in further education and in his chosen occupation.*
- *To encourage a personal relationship with Jesus Christ, honoring Him as Lord and Savior and seeking to know and do the will of God.*
- *The student will be able to function as an informed consumer to meet his need for financial Security.*
- *The student will develop initiative and self-reliance with pride in his workmanship.*
- *The student will be tolerant of others views and will recognize the importance of others rights. The student will hold respect for authority and the property of others.*
- *The student will have an understanding of our American system based on democratic principles and will be able to function in his local government and in national and international affairs.*
- *The teacher will utilize local resources to demonstrate and reinforce application of classroom principles.*
- *The student will make a decision as to further education or entry into the world of work, based on his interests and ability.*

WHAT CENTRAL EXPECTS FROM PARENTS

- *Parents will support and encourage their children, providing structure and routines to help them develop self-discipline and good study habits.*
- *Join the school's main REMIND group as this is our school's main source of communication.*
- *Parents, Volunteers or any Non Central employee will check in at the office prior to entering campus. Monday-Thursday, during the hours of 7:30AM-4:00PM.*
- *Parents will endorse the mission of the school. They will read and comply with the Parent/Student Handbook. They will attend conferences and support and take part in the activities of Central Christian Academy.*
- ***Parents will fulfill all financial, fundraising and volunteer commitments as deemed necessary by the Board of Directors (all other clubs such as 4H, Booster Club , PTO etc. are optional and do not contribute to the operational budget of the school). See Policy and Procedures for additional information.***
- *Parents will be supportive and respectful of the school's policies and its academic and disciplinary decisions. Parents will listen to, supervise, and hold their children accountable with consequences for inappropriate behavior.*
- *Parents will let students be responsible for their own work, recognizing that mistakes and disappointments are sometimes necessary in learning accountability and resiliency.*
- *Parents will model civility and integrity for their children. Parents will demonstrate respect for teachers in front of students. Parents will treat teachers as allies and professionals who understand childhood development.*
- *Parents will register dissatisfactions in a responsible and fair way and seek collaborative solutions to problems by using the proper channels (1st individual teacher, 2nd Principal, 3rd Board of Directors.)*
- *Parents will be respectful of teachers' time and responsibilities, in and out of the classroom. Parents will remember that instant communication isn't always the best communication and resolving issues can take time.*

Just as Central Christian Academy expects faculty and staff to conduct themselves professionally and to model developmentally appropriate nurturing behavior, we expect parents to respect the policies and procedures of the school and to interact with all members of the community in a supportive and appropriate manner. Please remember that you represent the school just as much as teachers or students. Whether interacting with a teacher, chaperoning a field trip, or cheering on a team at a game, parents should strive to be polite and respectful. Remember that teachers are not allowed to discuss other parents' children and that discussions of individual students should happen in private, not in the halls or classroom. It is best to call or email a teacher first about a concern rather than to show up unannounced, and parents should remember that teachers may need time to gather information or prepare a response to parental communications.

It is natural that there may be a time when parents are dissatisfied with some aspect of the school. In such situations, however, parents are requested to address those concerns through the appropriate channels rather than with other people in social situations or through social media. In signing the re enrollment/enrollment contract, parents agree to accept the rules and regulations of the school and to support and abide by school policies. Failure to do so could be grounds for termination of the contract or non-renewal for the following year.

**Social Media - The use of Social Media to post negative comments about CCA, teachers, staff, administration, and students is strictly prohibited. As a parent, you are liable for negative comments made by you or your child. This action could result in immediate dismissal.*

CCA REGULAR BELL SCHEDULE

School Hours

Monday – Thursday

7:45 am – 4:00 pm

**** DROP OFF begins @ 7:30AM. Students cannot be dropped off prior to 7:30 ****

****Pick up is @ 4PM****

Period	Time
<i>Arrival</i>	<i>7:45 (must check in office after 7:45)</i>
<i>1st Period</i>	<i>7:50 – 9:05</i>
<i>2nd Period</i>	<i>9:10 – 10:10</i>
<i>3rd Period</i>	<i>10:15 – 11:15</i>
<i>4th Period</i>	<i>11:20 – 12:20</i>
Lunch	12:20 – 12:50 (grades 8-12)
<i>5th Period</i>	<i>12:50 – 1:50</i>
<i>6th Period</i>	<i>1:55 – 2:55</i>
<i>7th Period</i>	<i>3:00 – 4:00</i>

**Revised schedule will be followed on Chapel days.*

RE-ENROLLMENT FOR CURRENT STUDENTS

- All families must be in good financial standing from the previous calendar year. This includes but is not limited to Tuition, Book Fees, Bus Fees, unreturned books, unreturned uniforms, or any unpaid parental dues or responsibilities.
- Each family must pay a **\$200** renewal fee *per student* prior to **June 30, 2024**. **This fee will increase to \$350 per student for contracts submitted on or after July 1, 2024.**
- The entire re-enrollment packet must be completed online via instructions provided by school. **(Student Enrollment form, Handbook agreement, Financial Agreement, etc.**

Any incompleteness of these items will prevent your child from being re-enrolled and attending Central Christian Academy for the 2024-2025 school year, and revoke your Central School Corporation/CCA membership.

NEW STUDENT ADMISSIONS

Admission Requirements

The admission process is as follows:

1. Complete and submit the online application using the following link: <https://csc.edgear.net/register/> You will upload documents through the link provided.
2. Call the school (318-858-3319) to schedule an interview with the Principal and schedule a time to complete the required entrance exam. At the time of the interview please bring the following: a copy of the candidates academic and behavioral records from previous school.
3. Meet all criteria for evaluation for admission: academic performance and behavioral performance.
4. Students enrolling in Central Christian Academy who are in grades K5 through the eighth grade are subject to take an entrance exam at the discretion of the principal. The student will be placed in the grade as determined by the test.
5. Pay the \$350.00 registration fee per student and complete the online Financial Agreement Contract.

Candidates must meet the following age requirements:

Preschool 3 applicants must be THREE by September 30 of the year of admission

Preschool 4 applicants must be FOUR by September 30 of the year of admission

Kindergarten applicants must be FIVE years of age respectively on the year of admission

1st grade applicants must be SIX years of age respectively on the year of admission

Before any student is permitted to attend classes, copies of a birth certificate, social security card, previous school records, medical information and immunization records must be on file. The student's emergency contact information, permission to photography and Handbook agreement form must be complete.

**** All new students accepted to Central Christian Academy are on probation for the first year and may be dismissed at any time.**

PRIVATE SCHOOL vs. PUBLIC SCHOOL

The rights which students enjoy in public school are not the same as when a student attends a private school. Private schools are covered by something called contract law. Basically, this means that private K-12 institutions have far more leeway to conduct unfettered investigations, withhold findings if they choose, and unceremoniously ask a student or faculty member to leave. How can you find out what your rights are at Central Christian Academy? Start with the Parent Student/Handbook. The handbook spells out rules which govern your relationship with the school. You have signed or will sign a document that says you have read the Parent/Student Handbook, which is a legal contract, stating that you understand the rules which govern your relationship with Central Christian Academy/Central School Corporation. Failure to follow these rules may result in you being suspended or dismissed from school.

504 ACCOMMODATIONS

Section 504 is a federal civil rights law under the Rehabilitation Act of 1973. It provides protection against discrimination for individuals with disabilities. The law and regulations prohibit discrimination on the basis of disability of all school programs and activities both in public and private schools **receiving** direct or indirect federal funding. Central Christian Academy does **NOT** receive any federal funding, directly or indirectly. Therefore, Central Christian Academy is **NOT** required to provide accommodations to any students. With that being said, our professional staff is willing to help any student who wishes to be helped.

ATTENDANCE

Required Attendance

A state approved school has strict requirements for attending school. These requirements are set forth by the Louisiana Department of Education and the compulsory school attendance law. A student may have passing grades for the semester or year yet may still fail a grade level or subject due to poor attendance.

Elementary/Middle School students (K4 - 8th grade): must be in attendance a minimum of 129 days for the school year, which means they can only have **12 unexcused** absences for the **year**.

High School Students (9th-12th grade): must be in attendance a minimum of 62 days per semester in order to be eligible to receive passing grades, which means they can only have **6 unexcused absences** for the semester.

Consequences for Absences

Students in K3-8th grade will **NOT** be promoted if they have **12 or more unexcused** absences for the **year**.

Students in 9th - 12th grade will **NOT** earn credit for the semester in any course in which they have **6 or more unexcused** absences for the **semester**. See High School Credit and See Referral....

Excused Absences

The following are considered excused absences as per the Compulsory Attendance Law:

1. Personal illness (verified & documented by a physician),
2. Serious immediate family illness (verified and documented by a physician),
3. Death in the immediate family, (need copy of obituary from paper or funeral program),
4. Certain recognized religious holidays,
5. Mandated court appearances or other legal requirements
6. Attending school approved activities,
7. Extenuating circumstances approved by the administration.

Approved documentation must be provided **within two (2)** school days of an absence before an absence can be excused by Administration. Students who receive an excused absence **must** make up all work missed **within two (2)**

school days of the student's return to class. For extensive absences, the classroom teacher will determine an appropriate deadline for make-up work. It is the **responsibility of the student** to inquire about make-up work and to complete it in a timely manner. As much as possible, medical **appointments** should be scheduled on **Fridays**. The consequences for excessive absences are the possibility of not earning enough days present for promotion or credit and the possible failure of the grade or course, due to reduced learning time.

*** PARENT NOTES ARE NOT AN EXCUSED ABSENCE AND WILL BE TREATED/COUNTED AS AN UNEXCUSED ABSENCE ***

Unexcused Absences

Unexcused absences are those absences which are not excused according to the preceding paragraph. Unexcused absences include, but are not limited to, family vacations and outings, cosmetic appointments, or skipping school. In addition, students who are suspended or who are suspended in lieu of expulsion earn unexcused absences for each day of the suspension. The consequences for unexcused absences are the possibility of not earning enough days present for promotion or credit and the possible failure of the grade or course, due to reduced learning time. A signed parent note will allow the student to make up work; however, it will not be considered documentation for an excused absence. Any athlete missing the day of or the day following an extracurricular event could be subject to suspension for the following game.

Our absences policy and minute requirements are set by the Louisiana Department of Education, therefore unexcused absences may not be made up, or altered.

Tardy Policy

A student is tardy any time after 7:45 a.m. Students reporting after 7:45 will be required to check in with the office and will receive an admit to class slip in order to be admitted into class. K3-4th students must have a parent present when checking in with the office. All unexcused tardies will be recorded. After the third tardy, administration will be notified, and parents will be notified. Tardies start over at the end of the first semester. Check-ins are cumulative for the year.

A pattern of tardies may affect a student's grade as instructional time is being lost. Students are missing valuable learning opportunities when they arrive late to school. In some cases this work may not be made up.

Suspensions

A suspension is counted as an unexcused absence. The student is required to make up the missed work and they will receive half credit for the completed work.

STUDENT LIFE AND DISCIPLINE

Purpose

The foundation of student life at Central Christian Academy is the development of self-confidence, responsibility, self-discipline and a pursuit of Christ. Students should know they are valued and are both physically and emotionally safe at school. They should have a sense of responsibility for themselves and respect for other members of the school community. The rules and consequences outlined below are intended to help our students grow into responsible and caring citizens who will contribute positively to their communities.

Honesty Policy

Central Christian Academy expects all students to conduct themselves with honesty and integrity. We know that learning to be honest is not always easy and that students will sometimes make poor choices. We want them to learn from their choices in order to grow into adults of good character. When students violate our rules and norms that have to do with honesty and integrity, in addition to whatever appropriate consequence is assigned, teachers and administrators will discuss the importance of making honesty central to one's character.

School Discipline

The teacher is primarily responsible for discipline within his or her classroom . Each teacher will establish rules which are appropriate to the students and subject being taught in his or her room.

General policies are set by the Administration in consultation with the whole faculty.

- (1) The safety and well-being of students, faculty and others.
- (2) The order and integrity of the learning environment.
- (3) The development of responsibility, honesty, and respect for others.
- (4) Respect for the physical facilities of the school.
- (5) Behavior that is for the good of the school community.

School rules apply throughout the school day, anytime a student is on campus, and anytime a student represents Central Christian Academy or participates in an event as a member of CCA's student body.

Consequences and Punishments

Central Christian Academy is an educational institution, and as such the consequences and punishments for misbehavior are intended to be primarily educational rather than punitive. In cases involving suspension, if the Principal thinks it appropriate, the Board of Directors may be involved.

At the discretion of the Principal and willful knowledge of the Board of Directors, the Principal may exercise such disciplinary measures as appropriate, including discharge of a student when in the best interest of the school.

In Lower Elementary School, consequences for misbehavior may involve removal from an activity; loss of recess, PE, or enrichment time; Parent Contact or other consequences appropriate to the offense which can help the child learn to behave more appropriately.

In Middle and High School, the following punishments are assigned: verbal reprimand, loss of privileges, parent contact, suspension, or expulsion. The more serious the offense, the more serious the consequence. If less serious infractions are repeated numerous times, the consequences will become more serious. Suspension is assigned by the administrator.

In all cases, the administration reserves the right to make the final decision for any disciplinary actions. Corporal Punishment is not practiced at Central Christian Academy.

Elementary Conduct Policy

Daily or weekly conduct charts will be assigned by the teacher in elementary classes. The purpose of the elementary discipline system is to help the students learn to treat each other and their teachers with respect and dignity, to help the students learn responsibility and independence, and to help the students recognize their own worth as children created in the image of God. It is the teacher's responsibility to provide students with the expectations regarding classroom rules and procedures, as well as the consequences for breaking these rules and expectations. This should be done beginning on the first day of school. Each classroom teacher has established rules for his/her classroom. These rules and procedures are discussed, practiced and learned during the first few weeks of school.

In the event of serious infractions, additional punishments, a conference with the principal, or suspension may be assigned. Parents will be contacted via note home, email, or a call in the case of more serious infractions. Serious infractions include, but are not limited to the following:

- Intentionally hurting another child, either physically or emotionally (see Harassment Policy). This includes cyber-bullying and hurtful or false statements in texts, social media, or other digital communication.
- Disrespect of teacher or another adult
- Acts of dishonesty, including lying, stealing, or cheating.
- Consistent failure to follow school rules and procedures

In some cases, the principal and school board may elect not to allow a student to return in the next year or even expel the child from school in the current year if disruptive and inappropriate behaviors continue.

REFERRAL & ADMINISTRATIVE CONSEQUENCES

Grades 1-12

Referral

The following infractions will generally result in a student's receiving an administrative **referral**:

- Behaving inappropriately during chapel, assemblies, or field trips.
- Behaving inappropriately in class, homeroom, the halls, at lunch, or at carpool.
- Using unacceptable language.
- Bringing music or printed material with inappropriate language or images to school.
- Neglecting the lunch area responsibilities.
- Uniform Violations.
- Using any prohibited electronic item (including a cell phone, smart watch, etc.) during school hours(see electronic device policy).
- Repeatedly arriving late for class without an admit slip.
- Other infractions contained in the teachers' class rules.
- Public Display of Affection.
- Food, drink or gum in the classroom without permission.

- *The possession and/or consumption of energy drinks on campus.*

Administrative Consequences

Upon the first referral of a student to the principal for their first infraction of behaviors listed in the Referral Section of the Student/Parent Handbook on page 16, the principal will counsel the student about their misbehavior and will notify the parents/guardians of the referral. If a student is referred to the principal a second time for their misbehavior, the parents will be notified of the misbehavior and both the student and parents/guardians will be informed that if the student receives a referral for the third time, they will be suspended for one day. If a student is suspended, he or she will not be allowed to be on campus during normal school hours or at any extracurricular activities. When a student is referred for a fourth time they will receive a two day suspension. If a student is referred to the office a fifth time, he or she will be suspended for a three day suspension and a petition will be made to the Board of Directors for timely consideration for the immediate dismissal of the student from Central Christian Academy.

School Suspension

School Suspension may be given to students for the offenses listed below based upon the circumstances and the discretion of the Principal. A suspension is counted as an unexcused absence. The student is required to make up the missed work and they will receive half credit for the completed work.

- *Disrespect to a teacher or adult in charge.*
- *Forging a parent's signature.*
- *Using profanity or other euphemisms intended to shock or offend.*
- *Cheating*
- *Accumulating three (3) referrals for misbehavior*
- *Verbal or physical intimidation of another student including social cruelty and harassment. This includes internet and cell phone usage at school and any physical evidence of abusive internet or cell phone bullying to other students from home.*
See Harassment Policy. (Note that if this is perceived to be an ongoing action it may be treated as a major offense.)
- *Fighting or provoking a fight. (First or spontaneous incident.)*
- *Lying to a teacher or faculty member*
- *"Skipping" class or visiting another class during instructional time without legitimate reason and permission from teacher*
- *Second offense for possession of prohibited electronic items (see below).*
- *Using a cell phone or failing to turn in a cell phone in to the homeroom teacher during the school day*
- *Intentionally visiting internet sites which are known to be inappropriate or otherwise violating the Acceptable Use Policy Technology Agreement (see below)*

Automatic Suspension

The following offenses could result in an **Automatic Suspension**, based upon the circumstances and the discretion of the Principal. A suspension is counted as an unexcused absence. The student is required to make up the missed work and they will receive half credit for the completed work.

- *Abusing school property: marking on desks/walls or defacing bathrooms, etc.*
- *Stealing, defined as taking anyone else's property or materials without their permission.*
- *Verbal or physical intimidation of another student including social cruelty and harassment. This includes internet and cell phone usage at school and any physical evidence of abusive internet or cell phone bullying to other students from home.*

See Harassment Policy. (Note that if this is perceived to be an ongoing action it may be treated as a major offense.)

- *Leaving school grounds during school hours without permission.*
- *Gambling*
- *Tampering with control boxes, computers, fire alarm or maintenance equipment.*
- *Repetition of any suspension-level offense may result in expulsion.*
- *Ongoing bullying or harassment, including sexual harassment, such that another student does not feel safe at school. This includes Internet and cell phone usage at school and any evidence of abusive internet or cell phone bullying to other students away from school. (See Harassment Policy.)*
- *Fighting or provoking a fight (repeated or premeditated incident). The Principal will review the circumstances to determine whether detention or suspension is appropriate.*
- *Attending school or a school function under the influence of alcohol or drugs.*
- *Suspension usually involves a meeting/conference or phone conference for both student and parents. The days of suspension will be scheduled to take place as soon as possible and will be communicated to the parent via phone call. Students may require a follow-up parental conference with the principal before returning to school.*

Expulsion

Based upon circumstances and the discretion of the principal, the following offenses have been determined by the Board of Directors to carry the punishment of automatic suspension with possible **expulsion**:

- *Possession of any weapon (other than a gun) or anything that is used as a weapon.*
- *Possession or use of tobacco in any form or any type of electronic tobacco, vape, alcohol or any controlled substance on school property or at a school-sponsored event.*

The following offenses have been determined by the Board of Directors to carry the punishment of immediate suspension and **automatic expulsion**:

- *Carrying or possessing a gun at school, on the school grounds, or at a school related event.*

- *Distributing, selling, giving, or loaning any illegal drug or controlled substance on school property or at a school sponsored event.*
- *See **Search Policy**, pages 33-34*

In addition to the specifically enumerated actions indicated above, the school reserves the right to suspend or expel students for actions which are determined to reflect either or both of the following:

- *General incompatibility, that is repeated and ongoing violation of basic school rules and procedures to the extent that such behaviors negatively impact the learning environment of other students or that does not align with our school's mission.*
- *Harming the good name of the school through actions which bring negative attention to the school through public or private behavior such as illegal or immoral activities.*

The Central Christian Academy Board of Directors reserves the right to dismiss from Central Christian Academy any parent or a student who harasses, threatens, or makes false accusations of any Central Christian Academy employee or member of the Central Christian Academy Board of Directors. Any parent or student who disrupts the educational process of Central School via electronic devices such as a text-messaging, email, telephone calls or social media that includes Facebook, Instagram, Kik, Pinterest, Snapchat, Tinder, Tumblr, Twitter, TIKTOK, Vine, or YouTube, may be dismissed from Central School. Parents or students will NOT use any written and/or verbal communication that could be interpreted as a threat, harassment or disrupting the education process of Central School or creating a negative image of Central Christian Academy.

Expulsion is recommended by the Principal, and has to be approved by the Central Christian Academy Board of Directors. The student and parents reserve the right to have an official hearing with the Board of Directors to plead their child's case and must be requested by the parents within three (3) days of the expulsion date. Expulsion is the loss of the privilege of attending Central Christian Academy, and the parental membership of the CCA/Central School Corporation. Students who are asked to leave for disciplinary reasons will not be readmitted. Parents will be sent a formal letter stating the cause and effective date of the expulsion, and a copy of that letter will be placed in the permanent file, but the transcript or permanent academic record of the student will only indicate that the student has withdrawn.

CHEATING

In accordance with our Honesty Policy, the following behaviors will be considered cheating:

- *Copying work from another student or knowingly allowing another student to copy one's work.*
- *Plagiarizing (in whole or part) work on a report, project, or other assignment. Plagiarism means using either the words or the ideas of another individual or source and claiming them as your own. Students are expected to indicate the source of information in reports and projects.*
- *Using "crib notes," worksheets, answers from another student's paper, or other dishonest means to obtain answers during a test.*
- *Asking for specific information contained on a test from a student who has already taken the test. Giving specific information contained on a test to a student who has not yet taken the test.*
- *Changing answers on graded material when returned for class review.*

Consequences for such behavior:

1. *The student will be referred to the Principal who will arrange a meeting with the parents and student.*

2. The punishment may include a zero for the work in question, ineligibility for inclusion in the honor roll, loss of membership in the Honor Society, removal from the Student Council, and suspension.

Consequences for a second offense:

1. The student and parents will meet with the Principal.
2. The punishment may include suspension or expulsion or any other punishment deemed appropriate by the Principal.

CELL PHONE/ELECTRONIC DEVICE POLICY

The following items are prohibited at school during the school day and should be left at home or in vehicles: cell phones, iPods, mp3 players, CD players, and any video game device. All these devices will be confiscated if they are in use during the school day without permission and will be returned only to a parent; use during carpooling will be allowed unless they disrupt the carpool because students are inattentive to the supervising teachers.

Personal Technology and electronic readers (laptops, iPads, Nooks, Kindles, etc.) may only be used with teacher permission and only for reading or teacher-specified academic purposes. Repeated inappropriate or disallowed use will result in the student not being allowed to have such items at school at all until such time as the Principal allows it again. At no time should any electronic device be used to record class time or instruction without the explicit approval of the teacher. Failure to abide by this rule will lead to disciplinary action.

Cell Phones/Electronic Device

Students may not have cell phones, earbuds, air pods, bluetooth headphones or smart watches with them during the school day (7:30AM-4:00PM) for ANY reason. Students will turn in cell phones as they enter the building, or they may be left at home or in cars. Phones must be completely off when students turn them in. Students must turn in their cell phone to the office when checking in late and must pick up the phone if leaving early. Students will pick up phones from the office at the end of the day. Phones will be secured during the day and overnight if not picked up.

First Offense- Students will receive a warning and the parent/guardian will be contacted.

Second Offense- device will be confiscated, the parent/guardian will be contacted to come pick up the students' device and pay a \$25 fine.

Third Offense- device will be confiscated, the parent/guardian will be contacted to pick up the device in the office and pay a \$50 fine.

After the third offense, the phone will be confiscated, the student will receive a one day suspension, and the parent /guardian will be contacted to pick up the phone and pay a \$100 fine.

Internet-enabled watches

Watches or items which have internet and camera capabilities must be left at home or in cars. If students are caught with a smart watch, this will result in the same disciplinary actions as cell phones (see above).

HARASSMENT POLICY

Central Christian Academy is firmly committed to maintaining a school and work environment free from all forms of harassment, whether based on race, color, religion, sex, disability, national origin, age, or sexual orientation.

Harassment of any CCA student or employee, whether it is committed by a student, employee or visitor, is unacceptable behavior, violates both CCA Policy and state and federal discrimination laws, and will not be tolerated.

This policy includes, but is not limited to, sexual harassment and specifically includes digital/cyber activity.

For purposes of this policy, harassment can be defined as:

An incident or a course of action of bothersome, annoying, or offensive comments or conduct involving unwelcome remarks, jokes or slurs, or other verbal or physical conduct, which is known or should reasonably be known to be unwelcome (in the case of sexual harassment, it may include unwelcome sexual advances or requests for sexual favors.); or a sexual advance or solicitation made by a person who uses his/her position of authority to threaten any student or employee; or a reprisal or threat of reprisal for having invoked this policy, for having participated in an investigation under this policy, or for the rejection of a sexual solicitation or advance.

Harassment may include, but is not limited to:

- Conduct which has the purpose or effect of interfering with a student's activities or performance or creating an intimidating, hostile or offensive environment at school.*
- Unwelcome remarks, innuendoes or taunts about a person's race, color, religion, sex, disability, national origin, or sexual orientation (including marital status, personal relationships, or sexual experience).*
- The telling of racial, ethnic, religious, disability, age or sexually oriented jokes.*
- The use of discriminatory or sexually charged language, racial slurs, or demeaning or derogatory comments based on an individual's race, color, religion, sex, disability, national origin, age, or sexual orientation.*
- The display of discriminatory, offensive, or otherwise inappropriate material in the workplace, including racial, ethnic, religious, disability, age, or sexually oriented cartoons, pictures, software or electronic material.*
- Unwelcome sexual advances, propositions or physical contact, such as touching, patting, pinching, or punching.*

Every student and employee plays a part in ensuring that the school and the workplace is free from harassment. If you feel that you are being harassed, sexually or otherwise, you should:

- Ask the harasser to stop.*
- If an employee, report the situation to your Principal or Administrative Office.*
- If a student, report the situation to a teacher with whom you feel comfortable approaching.*
- If necessary, report the situation to any employee of the school's administration. All complaints or reports will be handled in a timely and confidential manner. Only those people necessary for the investigation and resolution of the complaint will be involved or given information about the matter.*

Anyone who is contacted by the school administration regarding a harassment complaint is expected to provide truthful statements regarding the alleged harassment. In addition, there will be no tolerance for those who retaliate

Conduct Grades:

Character is at the heart of the Central School Mission Statement. We strive to assist our students in becoming people of good character.

Recording of Grades:

Grades should be recorded as percentages on all work, gradebook and on JCampus. Letter grades and percentage grades are to be recorded on assignments and report cards (e.g., A/97).

Extracurricular Activities

Activities outside of the academic curriculum are considered extracurricular. This includes, but is not limited to athletics and club activities. Students **must maintain** a 2.0 grade point average (GPA) or greater **per Six weeks** grading period to be eligible for **any** extracurricular activities such as clubs or athletics.

Academic Probation will be enacted when:

- A student fails to maintain a 2.0 GPA per Six weeks grading period

The **probation** period will be only for one (1) Six weeks grading period. If a student fails to remove themselves from probation in that period of time, that student will become **ineligible** for any extracurricular activities. (This includes participating in athletics and attending any meetings on Club Day.) The student will be removed from probation or become **eligible** when a 2.0 GPA or greater is achieved **without any failing grades** per Six weeks grading period.

PUPIL PROGRESSION

K4 - 8th Grade Promotion

The following two factors determine promotion for K4 through the 8th grade:

1) Attendance

2) Course Work, which is the demonstrated mastery of skills necessary for promotion.

K4 students will be given an assessment to determine if the child is ready to promote to K5.

K5 students must pass ALL subjects in order to be promoted to the 1st grade. (K5 students must pass an exit exam in order to be considered for a promotion to the 1st grade.)

1st, 2nd, and 3rd: In order for a student to be considered for promotion, the student must have a 78% or higher final grade average in Reading and Mathematics. The final average is determined by adding the grades for the first and the second semester together and, then, dividing by two.

4th: Reading, Mathematics and Language must be passed. The student must have a 78% or higher final grade average in either Mathematics or Reading to be considered for promotion. The final average is determined by adding the grades for the first and the second semester together and, then, dividing by two.

5th, 6th, 7th, and 8th: Reading, Mathematics, Language, Science and Social Studies must be passed. The student must have a 78% or higher final grade average in either Mathematics or Reading to be considered for promotion. The final average is determined by adding the grades for the first and the second semester together and, then, dividing by two.

9th-12th Grade Promotion

1) Attendance

2) Course Work: The demonstrated mastery of course skills is necessary for promotion.

Grade Level Coursework 9th-12th grade

Dual Enrollment:

Dual Enrollment is available for Juniors and Seniors who meet the college criteria. Parents are fully responsible for any fees incurred for Dual Enrollment classes. Carnegie units will transfer to area colleges and are determined by the course on an individual basis.

High School Classifications and Requirements:

High School Students are classified according to the following criteria:

9th Grade	0-5.5 credits
10th Grade	6-11.5 credits
11th Grade	12-17.5 credits
12th Grade	18 credits and above

HONORS

Board of Directors List: Students in grade 1-12 who have earned a 4.0 Grade Point Average (GPA) are eligible for the Central Christian Academy (**Board of Directors List**).

Principal's List: Students in grades 1-12 who have earned a 3.5 or higher GPA are eligible for **Principal's List**.

Honor Roll: Students in grades 1-12 who have earned a 3.0 to a 3.4 Grade Point Average (GPA) are eligible for the Central School **Honor Roll**.

Graduation Honors: Central Christian Academy recognizes two primary graduation honors: **valedictorian** and **salutatorian**. A student must be enrolled at Central Christian Academy as a student for the entire Junior and Senior year to be considered for valedictorian or salutatorian.

In order to qualify for consideration for either of the two graduation honors, a senior who is eligible to graduate at the time of commencement exercises must have a minimum of 3.4 average, as determined by the State of Louisiana. For the purpose of graduation honors, only P.E. grades specifically required for graduation will be included in the average. Only the senior who is eligible for graduation, meets these standards, and has the highest GPA (at or above 3.4) will be considered for **Valedictorian**.

Likewise, only the senior who is eligible for graduation, meets these standards, and has the second best GPA (at or above 3.4) will be considered for **Salutatorian**. If there is only one eligible, graduating senior with a GPA of 3.4 or better, that student will serve as valedictorian and no student will serve as salutatorian. If no senior eligible for graduation has a GPA of 3.4 or better, then no student will serve as valedictorian or salutatorian for that year.

LOUISIANA DEPARTMENT OF EDUCATION HIGH SCHOOL CURRICULUM/REQUIREMENTS

English Requirements

4 ENGLISH = 4 Units

1 Unit English I

1 Unit English II

1 Unit from the following: English III, AP English Language Arts and Composition, or IB English III (Language A or Literature and Performance)

1 Unit from the following: English IV, AP English Literature and Composition, or IB English IV (Language A or Literature and Performance)

Math Requirements

MATH = 4 Units

1 Unit Algebra I

1 Unit Geometry

1 Unit Algebra II

(Integrated Mathematics I, Integrated Mathematics II, and Integrated Mathematics III may be substituted for the Algebra I, Geometry, and Algebra II sequence) 1 Unit from the following: Algebra III; Advanced Math - Functions and Statistics, Advanced Math - Pre-Calculus, Pre-Calculus, or IB Math Methods I (Mathematical Studies SL); Calculus, AP Calculus AB, or IB Math Methods II (Mathematics SL); AP Calculus BC; Probability and Statistics or AP Statistics; IB Further Mathematics HL; IB Mathematics HL

Science Requirements

SCIENCE = 4 Units

1 Unit Biology I

1 Unit Chemistry I

2 Units from the following: Earth Science; Environmental Science; Physical Science; Agriscience I and Agriscience II (one unit combined); Chemistry II, AP Chemistry, or IB Chemistry II; AP Environmental Science or IB Environmental Systems; Physics I, AP Physics B, or IB Physics I; AP Physics C: Electricity and Magnetism, AP Physics C: Mechanics, or IB Physics II; AP Physics I and AP Physics II; Biology II, AP Biology, or IB Biology II

Social Studies Requirements

SOCIAL STUDIES = 4 Units Courses

1 Unit from the following: U.S. History, AP U.S. History, or IB History

½ Unit from the following: Government, AP U.S. Government and Politics: Comparative, or AP U.S. Government and Politics: United States

½ Unit from the following: Economics, AP Macroeconomics, or AP Microeconomics. (One unit of Civics may be substituted for the two ½ units above)

2 Units from the following: Western Civilization, European History, or AP European History; World Geography, AP Human Geography, or IB Geography; World History, AP World History, or IB World History; History of Religion; IB Economics, Psychology, African American History

Foreign Language Requirements

Foreign Language* = 2 Units Courses

*Foreign Language, both units in the same language, which may include the following: Foreign Language, both units in the same language, which may include the following:

AP Chinese Language and Culture, AP French Language and Culture, AP German Language and Culture, AP Italian Language and Culture,

AP Japanese Language and Culture, AP Latin, AP Spanish Language and Culture, IB French IV, IB French V, IB Spanish IV, and IB Spanish V, Arabic, Portuguese, Korean, Russian, Hebrew, Greek, American Sign Language, Indigenous, Computer Science, Computer Coding

Arts Requirements

ART = 1 Unit Courses

1 Unit from the following: Performance course in Music, Dance or Theatre; Fine Arts Survey; Art I, II, III and IV; Talented Art I, II, III and IV; Talented Music I, II, III and IV; Talented Theater Arts I, II, III and IV; Speech III and Speech IV (one unit combined); AP Art History; AP Studio Art: 2-D Design; AP Studio Art: 3-D Design; AP Studio Art: Drawing; AP Music theory; IB Film Study I; IB Film Study II; IB Music I; IB Music II; IB Art Design III; IB Art Design IV; or IB Theatre I

** Students MUST be on the College Diploma Pathway to qualify for Valedictorian and Salutatorian.

VALEDICTORIAN/SALUTATORIAN MUST BE ENROLLED AT CENTRAL SCHOOL DURING THEIR ENTIRE JUNIOR, AND SENIOR YEARS. GRADES ARE CALCULATED ON BASIS OF FOUR-YEAR ACADEMIC COURSES.

Students who do not meet academic requirements for graduation will not be allowed to participate in Baccalaureate or Graduation exercises

What is TOPS?

The Taylor Opportunity Program for Students (TOPS) is Louisiana’s merit based scholarship that rewards students, regardless of family income, for their academic achievements in high school. The TOPS program rewards high school graduates who complete a designated college prep core curriculum with at least a 2.50 GPA and earn at least a 20 on the ACT by paying tuition to an in-state public postsecondary institution. A portion of tuition at in-state LAICU private universities can also be covered. Students with higher core GPA and ACT scores earn additional funding provided through annual stipends.

TOPS Core Curriculum:

For 2018 graduates and thereafter:

<http://www.osfa.la.gov/MainSitePDFs/TOPSCoreCurriculum2018.pdf>

<http://www.osfa.louisiana.gov/landing/TOPSIindex.htm>

To apply for TOPS a student must complete the Free Application for Federal Student Aid (FAFSA) after January 1 of their senior year. The form should be completed online at <http://www.fafsa.ed.gov/>.

In addition to completing the FAFSA, students should have ACT scores sent to TOPS by placing the code #1595 in the box of their ACT registration form each time they register for the test.

Diploma Pathway

By the end of 10th grade, all students will decide whether to pursue a TOPS University or TOPS Tech Jump Start pathway for a diploma. A decision **must** be made before the end of the 10th grade year.

A Quick Look at Pathways to a Louisiana Diploma

TOPS University	TOPS Tech Jump Start
<ul style="list-style-type: none"> • Upon graduation, students will receive a high school diploma • Students may be eligible to enroll in a Louisiana four-year public college or university • Students may be eligible for a TOPS scholarship if they meet the requirements for GPA, ACT, and other requirements • Students pursuing the University pathway can take Jump Start electives <p>*All students are on the TOPS University pathway unless consent is given to change to Jump Start.</p>	<ul style="list-style-type: none"> • Upon graduation, students will receive a high school diploma • Students may be eligible to enroll in a Louisiana community or technical college and may be eligible to enter a 4 year college or university after earning community college credit or an associate's degree. • Students may be eligible for a TOPS TECH scholarship if they meet the requirements for GPA, ACT, and other requirements. • Students are required to earn industry-valued credentials to graduate. Jump Start courses are career building and offer workplace experiences.

K4-12th GRADE CURRICULUM
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*9th-12th sample shown below. Courses are scheduled based on graduation requirements needed for each 9th-12th student

Grades 1st-3

Language

Math

Reading /ELA

Spelling/penmanship

Science

Soc. Studies

Art/PE/Music

Grades 4-7

English

Math

Reading /ELA

Spelling

Science

Soc. Studies

PE

Grade 8

English

Pre-Algebra

Louisiana History

Science - Earth

Yearbook

PE

Athletics/PE

Grade 9

English I

Algebra I

World History

Physical Science

Yearbook

World Geography

Athletics/PE

Grade 10

English II

Geometry

World History

Biology I

Spanish I

History of Religion

Athletics/PE

Speech (10B)

Grade 11

Algebra II

American History

Environmental Science

Fine Arts

Health & Bus. Comp App

English III

Athletics/PE

Grade 12

Advanced Math

English IV

Biology II

Fine Arts

Health

Athletics/Health/PE

POLICY, PROCEDURES AND GENERAL INFORMATION

Adding or Dropping a Course: High school courses, 8th through 12th grade, may NOT be dropped or changed after the first progress report of the first Six weeks of a year-long course or a one-term course.

Board Meetings: Board meetings of Central Christian Academy shall be held each year in the auditorium, starting in the month of September. However, Elections are only held once a year.

Only an active member will have voting rights. An active member is defined as the parents/guardians of a currently enrolled student who have been voted into membership by the corporation. At the time the parents/guardians no longer have an actively enrolled student, their active membership converts to an honorary membership in the corporation.

Athletics: A diversified program of athletics has been in effect at Central Christian Academy for a number of years, and it is designed to appeal to the interest of as many students as possible. All students are encouraged to find a place somewhere in the athletic program of the school and should consider themselves a definite and necessary part of the activities of the school. The athletic program for the boys includes basketball, baseball, football, track, and fishing. The athletic program for girls includes basketball, fastpitch softball, track, fishing team, and cheer.

Students must be enrolled at Central Christian Academy before participating in any school activity. This includes athletic and cheerleader activities.

Announcements: All announcements must be approved by the Principal or his/her designee. Students are expected to pay attention to and adhere to all announcements.

Assemblies: All formal assemblies MUST be approved by the Principal. Faculty and students are to arrive at the assembly in a timely manner. Teachers are to sit with (or within duty-distance of) students. Students are expected to be on their best behavior during assemblies, including Chapel. Administrative Consequences will be more stringent for improper behavior during assemblies.

Athletic Eligibility: In order to remain eligible at Central Christian Academy, a student must have a 2.0 GPA, without failing grades (see page 23), the semester prior. A student not having a 2.0 GPA at Progress Reports will be placed on academic probation. A student not maintaining a 2.0 when Report Cards are posted will be ineligible until the next Progress Report is posted. If an ineligible player regains a 2.0 GPA during the next grading period, eligibility will be restored. Athletic eligibility requirements will be based on each separate six weeks grading period. Fall eligibility requirements will be determined by the previous yearly grades.

Books: Students will be issued books by the classroom teacher. When books are issued, a form will be filled out identifying the book and its condition. If the book is lost, stolen, or damaged beyond normal wear and tear, the student's parents/guardians will assume responsibility for replacing the book at current market cost. Book replacement fees MUST be paid before report cards and other documents can be issued and before enrollment for the next academic year.

Bus: Riding the Central Christian Academy bus is a privilege. All school rules apply on the bus. Students who break school rules or specific bus rules will incur Administrative Consequences and may, in addition, be banned from riding the bus.

Cafeteria: The school will provide hot lunches in the cafeteria during lunch hours ONLY. In order to ensure an efficient meal count and meal prep process, meals must be ordered on EZSchoolApps by the week and orders must be in the system by 12:00 PM Thursday for the following week. Food MUST be prepaid, NO CHARGES. Payments MUST be made on our online payment system at <https://www.ezschoollapps.com/ParentLogin.aspx>.

Students must consume and dispose of all food and beverages before leaving the cafeteria, keeping in mind that soft drinks are a privilege. Students may NOT bring snack items, drinks, or food from the cafeteria into classrooms.

Supplemental guidelines:

- *Teachers are NOT permitted to bring off-campus lunches back for students.
- *Teachers are NOT to send students to the cafeteria during class time.
- *Teachers are NOT to share food with students.

*Students may NOT leave campus to pick up lunches for themselves or for someone else.

*Parents may bring students their lunches, only after checking in at the office.

Change of Address/Name/Telephone/Custody: It is the parents'/guardians' responsibility to notify the school of any change of address or telephone number and any change in the information on the Emergency Form. This is extremely important in case of emergency and for normal school mailings.

Checking In and Checking Out: Students who arrive after the homeroom bell (**7:45 AM**) must check in, **IN THE OFFICE**.

ALL GRADES K3 - 12. Students should not be admitted to class without an admit or a call to the teacher in the classroom from the office.

- Students who must leave campus before 4:00 PM. MUST have written or verbal parental consent **before** they are allowed to leave school campus. Students must be picked up and signed out **IN THE FRONT OFFICE**.
- If a student checks out and the reason for checking out does not meet the Excused Absence Policy, the student will be unexcused for any classes and work missed. These students may NOT return to school for the rest of the day or for extracurricular activities and athletics.
- Students who drive and who live in close proximity to the school will NOT be allowed to return home to retrieve forgotten materials or to do chores.

Cheerleaders: Requirements for cheerleaders and cheer sponsors are set forth by the Athletic Director. Academic eligibility requirements are the same as for athletes (AS SET BY MAIS).

Code of Conduct for Athletic and Other School Events: All instances of parents and students acting out in public, while representing Central Christian Academy at sports events or other school functions, will not be tolerated. Such behavior will be reviewed against Central Christian Academy's Code of Conduct, and appropriate action will be enforced, including up to expulsion from Central Christian Academy. It is imperative that all members of the Central Christian Academy community uphold the values of respect, sportsmanship, and integrity in all their actions.

1. **Respectful Behavior** - Parents and students are expected to maintain a respectful behavior demeanor at all times during all school events, including sports events.
2. **Positive Support**- Parents and students should cheer for their team and applaud good plays, while avoiding aggressive or negative comments towards players, coaches, referees, or other parents.
3. **Refrain from berating**- Parents should refrain from berating referees, players (both on their team and the opposing team), coaches, or other parents, regardless of the outcome of the game.
4. **Setting a good example:** Parents play a crucial role in setting an example of sportsmanship for their children and other spectators. Encourage positive behavior that promotes a healthy and enjoyable sports environment.
5. **Emphasize Sportsmanship**- remember that the primary purpose of youth sports is to promote teamwork, skill development, and sportsmanship, rather than focusing solely on winning or losing.
6. **Impact on Children**- Negative emotions, gestures, and verbalizations not only discourage good sportsmanship in their own child, but also affect the behavior of other children who hear and witness them.
7. **Character example**- Parents should strive to maintain their own character during sports events, as doing so will teach their children the importance of not giving in to negative energy or losing control when faced with challenges. By exhibiting resilience and sportsmanship, parents can instill valuable life lessons in their children about maintaining integrity and self-control, even in difficult situations.

Communicating in Cases of Divorce, Separation or Unmarried Parents: Believing that a child's educational experience is enhanced through active parental participation and partnership, Central Christian Academy seeks to facilitate communication with all parents, step-parents and custodial parties in cases of divorce, separation or unmarried parents. Absent a court order to the contrary, and regardless of who signs the enrollment contract or pays the tuition, it is the policy of the school to provide all parents and custodial parties (custodial, non-custodial, and step-parents) equal access to all official records and reports regarding child(ren) to whom they are a parent, step-parent or custodial party. All parents, step-parents and custodial parties are entitled to

receive normal school mailings (e.g., grades and comments, all-school emails). And each parent, step-parent or custodial party is granted access to the child (ren), to teachers, and to administrators. Such access is provided without notification of other parties. It is the parents', step-parents' or custodial party's responsibility to provide records of court decisions, and up-to-date contact information. Given the unique legal situation of each family, the school may make exceptions to this policy (e.g., to comply with a court order).

Conflict: For matters large and small, the proper channel to raise an issue or register a complaint is to go to the most direct level first i.e., to the teacher, coach, or staff member most closely related to the issue and capable of addressing it. If not satisfied at that juncture, a parent should seek out the next level, the principal. If all else fails, one should then go to the Board of Directors. We also invite parents to contact any staff member for quick responses to questions or needs. We suggest avoiding the assumption that what you hear from your child, or in the parking lot, is a completely accurate rendition of any event.

Daily Announcements: Announcements will be made each morning. Students, teachers, or organizations desiring to have announcements made should write them in the form desired and turn them in to the Principal's office. Announcements should be as brief as possible and turned in to the office by 7:45 am. The Principal will approve announcements concerning non-school activities. The Principal must approve all announcements before they are made to the student body.

Emergency Information: Emergency drills will be held regularly at announced and unannounced times. Staff shall refer to the school's current Emergency Procedures Manual for specific instructions for various emergency situations. Students are to follow all directions from staff regarding emergency procedures.

Emergency procedures include, but are not limited to:

- Fire Drills – Evacuation of the building (at least 300 feet).
- Tornado Drills – Take shelter and cover inside the hallway of the designated building
- Lockdown Drills – Take shelter and lock all doors, windows, and curtains/blinds.
- Shelter in Place – Take shelter and follow directions of the staff member in charge

Facilities: Students, faculty and staff must obtain permission from the Principal to use any facilities at Central Christian Academy. Other requests for use of the facilities must be approved by the Board of Directors.

Field Trips: Each grade is allowed a total of 2 field trips within a school year. These events are to be coordinated by the teacher, and must be approved by the Principal.

Financial responsibilities of parents: Parents agree to make timely tuition payments. Tuition payment for school is due on the 1st of each month. Monthly payers should have an automatic draft form on file with the school office. All fees and tuition must be paid by the last day of school, or your child's records/report cards will be held by administration. Central Christian Academy can not carry balances over 60 days. If your account is 60 days delinquent, Central Christian Academy reserves the right to send a Do Not Return letter to the parent/guardian, and the student(s) may not be allowed to return until accounts are current. If it occurs more than twice in a school year, you will be reported to the CCA Board of Directors for further action which could result in immediate dismissal from Central Christian Academy. If it becomes necessary for your account to be sent to an outside collection agency or small claims court, please note you will be responsible for all applicable fees, charges and attorney costs.

It is also important that parents commit to the annual giving, volunteer hours, fundraisers, and capital campaigns. We also accept in-kind gifts of time, service, materials, equipment, or whatever else they may be able to offer. Contributions to the annual school fund and fundraisers are mandatory, they are crucial for an independent school. It costs the school thousands of dollars more than we charge in tuition to maintain a facility, general expenses, and payroll and to educate each child. Therefore we are absolutely dependent upon the generosity of parents and patrons to make up that difference. Please be respectful and responsive when you are called upon. The **average** CENTRAL SCHOOL PARENT GIFT IS **\$500 PER FAMILY** and includes but not limited to annual Bazaar and auction responsibilities (required) as set forth by the Central School Board of Directors. Additionally, the fundraisers are major events for our school. We need parent volunteers to help us plan and orchestrate these events and all parents to participate. You will find that these evenings are entertaining and spirited. If we all work together with honesty, respect and sincerity it will benefit

the student and all parties involved. **Children prosper when the people who care for them are united.** We look forward to working with you. See financial agreement jotform for more information.

Fundraising: Any fundraising done in the name of Central Christian Academy or any Central School affiliate (example: prom, yearbook, sporting event, sports program, cheerleading, FCA, Student Council etc.) must be submitted in writing prior to launch date and approved by administrator. Each organization is limited to 2(two) direct fundraisers per academic year, unless otherwise approved by the principal.

Governance Structure: It is the responsibility of parents to understand the structure of Central Christian Academy and its Board of Directors. As an independent school, CCA is governed by a self-perpetuating board of directors, whose job it is to secure the future of the school. It does so by setting basic policies, hiring, supporting, and evaluating the head of school (principal), undertaking strategic planning, evaluating the performance of the school, and leading in financial support of the school. The board entrusts all the daily operations of the school to the principal, who supervises and evaluates all programs and personnel.

Illness: Students who are ill should NOT be sent to school. Students need to be fever-free (Normal body temperature is below 98.6 F) for twenty-four hours, without fever-reducing medication, before returning to school. Students must be free of diarrhea and/or vomiting for 24 hours before returning to school. Students who are absent because of illness or because of an unexcused absence may NOT attend OR participate in extracurricular activities, including sporting events, without permission from the Principal. Principal will NOT give permission if the absence is unexcused or if the symptoms of the illness persist. Refer to Attendance Policy.

Students who become ill during the school day will be sent home as soon as possible. Parents should have authorizations for adults other than themselves to pick up students in the event a parent is not available. Students who become ill and who normally drive themselves will be allowed, if safely able, to drive home with telephonic permission from the parent and with the Principal's permission. Students who are too ill to drive MUST be picked up by a parent or authorized adult designee. If a student normally rides with another student, the student who is ill MUST be picked up by a parent or an authorized adult designee. The driver may NOT transport the student. This is due to increased liability to the driver, the transported student, and the school. Also, the student driver will NOT be permitted to miss school to transport the student. If the student driver of a vehicle in which another student rides becomes ill, the driver may drive home as stated above, but the transported student MUST remain on campus and be picked up by a parent or an adult designee. (Student riders will NOT be dismissed because driver is ill. Riders MUST remain at school.)

Immunizations: Parents are responsible for ensuring their student is up to date with immunizations, and or has a current waiver on file.

Letterman Jackets: Letterman jackets are provided by the Booster Club and are awarded to deserving athletes. This includes one jacket, letter, and number per student. 7th and 8th graders can letter but will not receive a jacket until after their freshman year. The Athletic Director is responsible for determining eligible students. Requirements for determining who is eligible to receive a jacket will be developed by the coaching staff. Final decision is at the discretion of the Varsity Coaches and Athletic Director.

Lice: Head lice are an unpleasant but not uncommon experience for young children. In order to prevent or eradicate them, communication between home and school is essential. Parents are requested to inform the school immediately if they detect lice on their children. We will follow guidelines set forth by the Centers of Disease Control and Prevention (CDC). According to the CDC, children diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun.

Lockers: Locker space and the lockers themselves belong to Central Christian Academy. Students are not REQUIRED to keep a combination lock on their assigned locker, however, it is their option. The locker and the locker space do NOT constitute a private area for the student. The Central Christian Academy (Principal or her designee) reserves the right to inspect lockers and their contents at ANY time for ANY reason, and to, if necessary, impound the locker's contents and use findings in disciplinary procedures. (See Drugs, Tobacco, Weapon and Inappropriate Objects in the Glossary under Discipline) Students may go to lockers before school, during formal breaks, and at the end of school. Students should NOT go to lockers between classes without breaks or during class. Students should report missing items from lockers to the office.

Medical Conditions: The school should be notified in writing of any pre-existing medical conditions. This includes, but is not limited to asthma, diabetes, seizures, and severe allergies. Please notify teachers, especially homeroom teachers, of reactions and side effects due to medical conditions.

Medication: **ABSOLUTELY NO** medication will be administered at or by the school personnel. Parents must bring their child each dose as needed throughout the day. This is for your child's safety. Children are not allowed to have medication in their possession on the school grounds, unless guidelines for exceptions are met. Teachers and principal have the right to take the medication from the child and contact the parents.

All parents are required to inform the school of any allergies on the Student Emergency Data form at the beginning of the year. If emergency medication needs to be kept at school, the school generally requires one for the homeroom teacher and one for the office. These must be accompanied by a Physician's instructions (Examples are: Epi-Pen, Inhaler, and Insulin).

Medical Excuses: For many, if not most, absences to be excused, a medical excuse is required. A medical excuse is also required for all illness or injuries that limit or prevent participation in the activities of physical education. Students who cannot participate in physical education due to illness or injury must remain in class until cleared to participate. If at any point administration feels that an excuse has been fabricated, they reserve the right to call and verify. If indeed it has been fabricated this qualifies as a major offense.

Parking and Dropping off Students: **STUDENT Drivers:** Students are not allowed to use the circular drive in front of the K4 building, except to drop off K-7 pupils. Student drivers are NOT to enter or exit the parking areas while driving at high speeds. Students who violate this procedure could lose the right to park at school and may (if damage, injury or death occurs) receive more severe consequences. High School PARKING is on the north side of the gym, with **seniors only parking in front of the gym. Parking spaces directly in front of the high school are designated for faculty, staff, and visitors.** Students may park past the oak tree in front of the concession stand.

Students who drive a vehicle and students who ride to/from school with student drivers are NOT PERMITTED to RETURN TO THE VEHICLE throughout the school day, including before/after lunch and physical education classes, to obtain items left in the vehicle (homework, lunch, PE clothing or any other "needed items"). Improper use of a vehicle while at school will result in Administrative Consequences. It could also result in the loss of driving privileges.

Parental Use of Social Media: Widespread use of social media is now the norm for parents. Parents are asked to remember, however, that the best way for the school to address a problem is for you to communicate directly with the appropriate teacher or administrator. Posting complaints or concerns on social media will not help address the problem. Negative comments about members of the school community, school policies or procedures are disruptive, altogether inappropriate and could result in serious administrative consequences. Teachers with social media accounts may choose whether or not they wish to be "friends" with parents, but it is not recommended.

The school maintains a Facebook page which frequently provides updates on school activities or depicts events on campus. We encourage parents to "like" our pages. It is the school's practice not to identify children with last names on social media.

Please keep in mind that many parents do not wish their children to be identified online. Parents are encouraged to identify children only by first names. Before "tagging" pictures, parents should make sure that such practice is welcome. Likewise, parents who prefer not to have their children tagged or otherwise identified should communicate that with their fellow parents.

PARENT/ADULT and STUDENT Drivers: Use EXTREME caution when approaching and leaving parking and drop-off areas. Extreme caution should also be taken when the bus is loading or unloading students. Particularly at the end of the school day, non-bus students are careless and run in front of the bus and cross the circular drive. They are often out of sight of drivers as they cross the road. Therefore, all drivers must be EXTREMELY cautious.

Physical Education: The Department of Education of the State of Louisiana requires 1.5 credits of Physical Education (P.E.) and 0.5 credit for Health for graduation. In addition, most students take P.E. for required electives. Central Christian Academy requires that each student enrolled in P.E. appropriately dress out (5th-12th) and fully participate every day as a minimum for earning the required credit in P.E. Failure to dress out appropriately each day and fully participate every day shall result in the numerical grade of zero (0) and the letter grade of F for those days. Accrued F's can result in zero credit for P.E., as well as failure to meet

graduation requirements. Students who, based on doctor's orders may not participate in P.E., may NOT participate in recess or any other physical activity, including, but not limited to cheerleading. Refer to High School Credit.

Progress Reports: Upon receiving and reviewing a progress report, the student and a parent or guardian are to sign the progress report and return it to the teacher within three (3) working days of its distribution. (Parents, consult the school calendar for the progress report schedule. Anticipate one. Call, if you do not receive one.

Publication distribution: Any publications from parents, faculty, staff, organizations or clubs that are distributed to our students must be presented in writing to the Principal.

Registering a Vehicle: ALL student-driven vehicles MUST be registered in the school office for a parking tag. To receive a parking tag for your vehicle, you must bring the office a valid copy of your driver's license and proof of insurance. Upon receiving a parking tag, the student may drive the registered vehicle to school and park it in the designated space for students. Driving a car to Central Christian Academy and parking a car at Central Christian Academy are student privileges. Improper use of a vehicle to and from school or while at school, including but not limited to proper parking, will result in Administrative Consequences and could result in the loss of that privilege.

Report Cards: Upon receiving and reviewing a report card, a parent or guardian is to sign and return the report card to the teacher within three (3) working days of its distribution. (Parents, consult the school calendar for the report card schedule. Anticipate one. Call, if you do not receive one.)

School Closure: Parents will be notified by the school's REMIND app and by the student's homeroom teacher if there is going to be a school closure. Closures will also be posted on our school's FB page.

**** (If Desoto Parish cancels school **due to a weather related issue**, Central Christian Academy will be closed as well)****

School Parties: Parties are held on Valentine's Day, Easter, Halloween, Christmas and the End of the Year for students in grades K3-7. The room mothers and the teachers will organize these events. At times special classroom events may be planned by the teachers to coordinate with the curriculum; the teacher may ask room mothers for assistance, but no parent should plan class activities without approval of the teacher. No swimming parties may be held during school time without the approval of the Principal.

School Property: The walls in the building, the furniture in the classrooms, library, gym, etc. – in fact, the building and whatever fixtures they contain—are provided at great expense and sacrifice by the students' parents and patrons of Central School. Every student should not only refrain from defacing or destroying school property, but should make every effort possible to encourage his/her friends and fellow students to care for school property. Help the custodial staff by placing all paper and wastes in containers provided for this purpose. Do not throw paper on the campus or on the floors. Any student or parent causing damage to school property either intentionally or through neglect on his/her part will be liable for such damages and face disciplinary measures. Damage to the school property can only result in less money being spent on other needs.

Any interior or exterior modification (such as painting, removing fixtures or furniture) made by a student, parent or patron must be approved by the PRINCIPAL. Any structure changes or changes /additions made that may affect the schools operating budget must be approved by the BOARD OF DIRECTORS. Vandalism will not be tolerated, and will be reported as criminal acts.

Searches:

- **Desks and lockers:** Desks and lockers are school property and remain under the control of the school. However, students are responsible for whatever is contained in desks and lockers issued to them by the school. School authorities may conduct unannounced, periodic general inspections at any time for any reason. This includes searches by DPSO and detection dogs.
- **Search of Vehicles:** The school retains authority to inspect students' automobiles used as transportation to school whether on or off school property (when attending any school related function, i.e. social, athletics, academics, etc.). When a school authority has reasonable suspicion to believe that illegal or unauthorized

materials are contained inside a student vehicle, the student may be required to open the automobile, including the trunk, for further inspection.

- **Search of Students:** A student's person and/or personal effects may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a pat-down search of a student's person is conducted, a school official of the same sex will conduct it in private with an adult witness of the same sex present.

NOTICE OF POLICY: Students and parents will be provided notice of the School Search Policy by having the policy placed in the parent/student handbook, which is distributed to all students. A copy of the policy will also be posted in the principal's office or other prominent place in the school. All individuals that come on campus are subject to being searched, audiotaped, and/or videotaped.

Social Media: The Central Christian Academy Board of Directors reserves the right to dismiss from Central Christian Academy any parent or a student who harasses, threatens, or makes false accusations of any Central Christian Academy employee or member of the Central Christian Academy Board of Directors. Any parent or student who disrupts the educational process of Central School via electronic devices such as a text-messaging, email, telephone calls or social media that includes Facebook, Instagram, Kik, Pinterest, Snapchat, Tinder, Tumblr, Twitter, TIKTOK, Vine, or YouTube, may be dismissed from Central School. Parents or students will NOT use any written and/or verbal communication that could be interpreted as a threat, harassment or disrupting the education process of Central School or creating a negative image of Central Christian Academy.

Teacher Conferences: It is important that parents and teachers communicate in person and face to face; however, such communications must take place during the teacher's planning period and, in private, with an appointment. Parents are NOT to engage teachers in conversations about academic or behavioral performance at the beginning of the school day, during class hours, or after school unless sanctioned by the Principal. At NO time are parents to engage in conversations about student(s) while in front of other student(s) or while on campus. ALL PARENTS MUST CHECK IN BEFORE ANY APPOINTMENT. Parents or Students are not permitted to record any conference without an Administrator present and the teacher's written consent.

Testifying in Divorce or Custody Proceedings: Because Central Christian Academy strives to remain neutral in any parental dispute, including litigation between parties to a divorce or custody disagreement, absent a subpoena properly issued by a court of law, no school employees may serve as witnesses in any civil or domestic proceeding involving a parent of a child enrolled at the school.

Transfer into Central School: Transfer students must apply to Central Christian Academy as new applicants. Transfer students must supply CCA with all pertinent information prior to approval of an application. Any transfer athletes must meet the requirements of MAIS prior to participating in any practices and/or sporting events at Central Christian Academy. 9-12 transfer students may lose some ½ credits if transferring during a semester. ALL TRANSFER STUDENTS WILL BE ON PROBATION FOR THE FIRST YEAR, INCLUDES BUT NOT LIMITED TO ACADEMIC, ATTENDANCE and/or DISCIPLINARY PROBATION.

Tuition Payments: Payments for tuition can be made one time in full by June 30, 2024 or in 10 payments by direct draft. Monthly payments are due by the first of each month. **A late fee of \$50 will be applied 5 calendar days after the due date (\$50/month).**

All fees and tuition must be paid by the last day of school, or your child's records/report cards will be held by administration. Central Christian Academy can not carry balances over 60 days. **If your account is 60 days delinquent, Central Christian Academy reserves the right to send a Do Not Return letter to the parent/guardian, and the student(s) may not be allowed to return until accounts are current. If it occurs more than twice in a school year, you will be reported to the CCA Board of Directors for further action which could result in immediate dismissal from Central Christian Academy. If it becomes necessary for your account to be sent to an outside collection agency or small claims court, please note you will be responsible for all applicable fees, charges and attorney costs.**

Vehicle Owner/Activity Release Form: These forms **MUST** be completed by both the driver of automobile transporting students in their private vehicle and the student who is riding with the driver provided the student is not related to the driver. Forms may be acquired in the school office.

Visitors: All visitors (**EVERYONE- even parents**) **MUST** report to the office first, **sign In** and get a visitors pass, and **sign out** to return the visitors pass. If you have not checked in the office, but enter a building on campus, this could result in the school going into “lockdown”. This policy will help ensure the safety of all concerned.

Volunteering: No school can succeed in fulfilling its mission unless parents are also committed to it. Show your support and encouragement by participation in school activities and attendance at school events, especially those in which your child has a role to play. However, our main responsibility is the safety and wellbeing of our students. Central Christian Academy must comply with all federal and state privacy and safe haven laws therefore, you must have an active background check and a Memorandum of Understanding on file with Central Christian Academy to be in direct supervision of our children.

Withdrawal from Central School: Parents of a student who is to be withdrawn from Central School **MUST** pick up and fill out a withdrawal form. Once the form is returned, all fees **MUST** be paid before the withdrawal will be finalized.

DRESS CODE

There is a close relationship between students’ dress and conduct. Any dress that attracts excessive attention, distracts or interrupts either the learning process or any school activity is prohibited. Female teachers are in charge of the girls’ dress code. Dress length for the girls is like hair length for the boys; if a female teacher says a dress is too short, then it’s too short. Same as hair length for the boys; if a teacher says hair is too long, then it’s too long. A good general rule for boys is if the child has to comb it to keep it out of his eyes, or can pull the front of his hair down to his eyes, then it’s too long.

Students must dress gender specific to their gender at birth.

Teachers will contact the parents of anyone not complying with the rules and will be asked to change. If non compliance of the dress code continues, students will be sent to the office with a referral for further administrative consequences. If a child has to leave school in order to comply with the rules, zeroes will be given for every class missed until they return. Parents will be allowed to bring a change of clothes to the student out of dress code. Both parents and students are aware of what is allowed and what is not allowed...should either have a question about whether something is allowed or not, you should call and ask the office before showing up to school out of dress code.

The following regulations apply to the dress of students:

BOYS: GRADES K3-12 (unless otherwise stated)

No camouflage pants.

Boys must be cleanly shaven at all times. No beards, mustaches, or goatees.

Tank tops, muscle shirts, and body shirts are not to be worn.

Boys cannot have body piercing

Boys cannot wear makeup, unless for an appropriate school event, approved by administration.

GIRLS: GRADES K3-12 (unless otherwise stated)

Shorts and Skirts must be no shorter than 4” above the knee (measured from a kneeling position).

Midriff tops, halter-tops, halter dresses, and extremely short or tight skirts are not allowed. Spaghetti straps are not to be worn.

Solid Leggings or Jeggings will be allowed under a jumper, skirt or dress, **but not as a primary bottom.**

All tops must have a respectable neckline.

All girls wearing skirts or jumpers must wear modesty shorts underneath.

Girls may have ear piercing(s) (no other body piercings allowed).

BOYS and GIRLS K3-12 (unless otherwise stated)

Pants: **KHAKI or JEAN** pants or shorts, skirts (girls) are allowed. No holes or “extreme” frays, and must be appropriate size and fit.

All pants/shorts must be worn with a belt. **K3-K5 Do not have to wear a belt, an elastic waist is preferred.**

NO GYM SHORTS, NO SWEATPANTS, NO WINDSUITS (Except athletic teams allowed to do so on game days, and the entire team must be in the same attire).

Tops: Any Central Christian Academy/CCS Spirit Shirt of choice, OR **ROYAL BLUE, YELLOW (GOLD) OR WHITE** polo for shirts.

Inappropriate messages/images on clothing are also against dress code, which also includes shirts that advertise alcoholic beverages.

Hairstyles: Boys: Hair should be neatly groomed at all times. As stated earlier, if a teacher says that the student’s hair is too long, then the student will need to get a haircut. **NO EXCESSIVE HAIR COLORING. NO DREADLOCKS, PONYTAILS, etc. Girls: NO EXCESSIVE HAIR COLORING**

Anyone not in compliance with the hairstyle rules will be notified in person, and their parents will be notified by phone. The school is not concerned with who always cuts their child’s hair or with having to wait to get a scheduled hair appointment.

Footwear: Students must wear shoes at all times. (Shoes must be closed toe, no flip-flops, no crocs, slippers or sliders).

Headwear: Caps and hats are not to be worn during school hours or school events.

Outerwear:

- If you would like to wear a Hoodie on campus and during school hours- It must not contain any offensive, profane, obscene logos, symbols or wording. Hoods should not be worn on heads inside buildings.
- **A uniform OR spirit shirt must be worn under any outerwear. Otherwise it will be a uniform violation.**
- Any outerwear (example.. wind jacket, heavy coat, vest) is permitted

Other: No visible tattoos during school hours or during any school sanctioned events.

PE Dress Code

Students (grades 7-12) must dress out in appropriate PE uniform attire. (shorts must be dress code length.) No leggings as primary bottoms.

All students (grades K3-12) bring an extra pair of tennis shoes to leave at school for PE.

Parents’ Responsibility

CENTRAL CHRISTIAN ACADEMY FEELS THAT IT IS THE RESPONSIBILITY OF THE PARENTS TO SEE THAT THEIR CHILD CONFORMS TO THE DRESS AND HAIR CODE THAT HAVE BEEN ESTABLISHED BY THE SCHOOL. IF THE PARENTS WILL NOT ACCEPT RESPONSIBILITY IN THIS AREA, CENTRAL SCHOOL WILL BE FORCED TO ASSUME THIS RESPONSIBILITY FOR THEM.

WHAT-TO-DO-IF

1. *You are detained by a teacher or the Principal and you are late to class or activity: Obtain from the person who detained you a written excuse stating the reason you are late.*
2. *You are tardy: Sign in in the office before you go to class.*
3. *You have been absent: Turn in your excuse for missing school the day you come back.*
4. *You wish to make a phone call: **USE THE TELEPHONE IN THE OFFICE**...if there is even a thought that your child used their cell phone during school hours to get their parent/guardian to call the school for any reason whatsoever, the phone will be taken and the penalty for not having their cell phone in their homeroom will be administered.*
5. *You are ill and need to go home: **USE THE TELEPHONE IN THE OFFICE TO CALL HOME.***
6. *When you want information concerning colleges: Consult the office.*
7. *You wish to participate in some sport or school activity: Contact the coach or sponsor.*
8. *You wish to leave school before the regular dismissal time: Bring a written note from a parent prior to the beginning of school to obtain office approval. This is the protocol for early dismissal. The office does NOT honor any other method.*
9. *You need help concerning your program of studies: See the Principal.*
10. *If in doubt with any policy: Check with the Principal.*

CLUBS & ORGANIZATIONS

Since classroom work deals with the mental or intellectual values associated with various subjects, and there is little opportunity for students to practice all of the fundamentals they are supposed to learn in various classes, the organization of clubs came about to afford a means of putting into practice the things that lie beyond the ordinary scope of curriculum.

The purpose of clubs and associated organizations at Central School are:

1. *To increase fellowship and cooperation among groups of similar interest.*
2. *To broaden the interest of students in different areas.*
3. *To motivate and enrich classroom work.*
4. *To develop worthwhile social ideals, attitudes, and habits.*
5. *To develop a sense of responsibility and leadership qualities.*

CCA Parent Teacher Organization (PTO) and the Pioneer Athletic Booster Club

PTO Objectives

To develop mutual friendship and a spirit of cooperation among parents, staff and administration.

To develop interest and understanding among parents, teachers and friends in the school's program and purposes.

To raise funds and to aid in development and expansion of school's facilities- academically and culturally.

To encourage and promote attendance and support of school activities.

To act as a liaison between parents, faculty and the School Board.

Meetings will be announced and held in the café.

Pioneer Athletic Booster Club Objectives:

To provide financial support based on the needs for school athletics.

To encourage and help to maintain existing athletic programs.

To aid in the development of new athletic programming when appropriate.

To strive to make the athletics at CCA a rewarding experience for athletes and an enjoyable experience for supporting students and fans.

To support Sportsmanship Code of Conduct and Central Christian Academy values.

Meetings will be announced and shall be held every other month on the first Tuesday at 6:30 p.m. or as otherwise designated.

Student Council:

The general theme of this group is the improvement of the pupils and the school. It is composed of a President, Vice President, Secretary, Treasurer, and two representatives from each grade of grades 9-12.

National Honor Society:

Eligibility Requirements:

Students in grades 10–12 who meet the requirements for membership outlined by their school's chapter are eligible to be invited for membership.

Each chapter is required to publish its qualifications for membership, which is based on the four pillars of NHS:

- **Scholarship:** *Per national guidelines, at a minimum, students must have a cumulative GPA of 85, B, 3.0 on a 4.0 scale, or equivalent standard of excellence. (Each school chapter is allowed to require a higher cumulative GPA.)*
- **Service:** *This involves voluntary contributions made by a student to the school or community, done without compensation.*
- **Leadership:** *Student leaders are those who are resourceful, good problem solvers, and idea contributors. Leadership experiences can be drawn from school or community activities while working with or for others.*

- **Character:** The student of good character is cooperative; demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others; and generally maintains a clean disciplinary record.

Students who meet the scholarship requirement will have an opportunity to complete a form detailing their accomplishments in and commitment to service, leadership, and character.

Understanding the Obligations of Membership

Students who accept membership and are inducted into the chapter should be aware of the time and commitment involved with this honor. For example, there will be chapter meetings. The chapter bylaws should articulate the yearly meeting schedule and member attendance obligations. Members also must participate in chapter and individual service projects to benefit the school and community. Contact the chapter adviser to obtain a full list of the obligations of membership for the school's chapter.

DeSoto Parish 4H:

Central Christian Academy joins with Desoto Parish 4H. Information for this club will be provided by Desoto 4H at their monthly meeting.

Homecoming Court

Homecoming court consists of one Maid from each grade (grades 9th -12th), one Queen and one Basketball Sweetheart.

- Each class maid is voted on by their classmates.
- Homecoming Court representatives must have attended Central Christian Academy the previous semester.
- The queen must be a senior and must have been in attendance at Central Christian Academy her Junior and Senior year.
- Basketball Sweetheart will be voted on by the Varsity Basketball Team.

All rules, clubs and organizations (including but not limited to CPC, NHS, Student Council, Homecoming Court and Athletic program) are subject to change as the principal deems necessary.

**Central Christian Academy
1035 Second Street
Post Office Box 187
Grand Cane, LA 71032**

Student Handbook Agreement Form

2024-2025

We, the student and parent/guardian, verify by signing on the appropriate spaces below that we have read, understand, and agree to follow and to be held accountable to the rules, policies, procedures, and other information provided in the Central Christian Academy Student/Parent Handbook for 2024-2025 school year.

**Please sign and return to your child’s teacher the first week of school. Teachers will turn collected forms into the office.*

X

X

STUDENTS PRINTED NAME & SIGNATURE

PARENT/GUARDIAN NAME & SIGNATURE