

CENTREVILLE ACADEMY

STUDENT HANDBOOK

2018-2019



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Mission: In participation with parents, Centreville Academy will provide a stimulating environment where all students have the opportunity to maximize their individual potential to grow spiritually, physically, and socially to the glory of God.

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1. 2018-2019 CONTRACT

I am the parent or legal guardian of a child (student), named below. I am enrolling my child in Centreville Academy, a Mississippi Corporation, for the above school year. I understand that the term "Centreville Academy", as used in this Contract, includes its employees, agents and Board.

Recitals:

A. The governing body of Centreville Academy is its Board of Directors (hereinafter referred to as "Board"). The Board is elected by its membership, and each Board member serves for a three (3) year term. The Board is charged with and authorized under the by-laws to establish rules, policies and procedures relating to the operation of Centreville Academy.

B. Centreville Academy maintains a relationship with the Mississippi Association of Independent Schools (MAIS). Certain rules, policies and procedures set out by the MAIS are adhered to by Centreville Academy.

C. Centreville Academy may change, annul or modify any rule, policy or procedure at any time. Such rules, policies and procedures may be published or posted from time to time and may be incorporated in the student handbook.

D. Centreville Academy's tuition and related fees for enrollment are established prior to the beginning of each school year. Centreville Academy relies on the prompt payment of tuition along with other fees, dues and donations for the continued and successful operating of the school.

E. Centreville Academy agrees to provide the best possible education, considering budget restraints and other circumstances. Centreville Academy reserves the right to deny enrollment to any applicant who will not agree to or comply with this Contract, or with the rules, policies and procedures as may be established by its Board.

F. Centreville Academy does not discriminate based on race, color, national or ethnic origin in any manner or at any time, and complies with all state and federal laws. Students and applicants are afforded the rights, privileges, programs, and activities generally accorded to or made available to all students applying for admission or students who are enrolled. There is no discrimination in the administration of rules, policies and procedures, in scholarship or loan programs, or in athletics or any other school program.

G. Centreville Academy offers certain programs for special needs children. It is the policy of Centreville Academy to notify the parent or guardian if a child qualifies for the programs offered.

H. By signing this contract, I agree to have my name, address, and phone number published in a school directory. If you do not wish to have your information published, please let the office know, in writing, at time of registration.

IT IS RESOLVED, THEREFORE:

1. I agree to abide by, and to have my child abide by, the rules, policies and procedures established by Centreville Academy. Corporal punishment is a part of the disciplinary practice at Centreville Academy.
2. I agree to pay tuition and other fees as established by the Board. I also agree to pay any late fees that may be assessed for failure to pay in a timely manner. I agree that if I fail to pay said amounts in a timely manner, Centreville Academy may terminate this Contract. Any account 90 days delinquent will be turned over to collections.
3. I agree to pay all costs of collections, courts costs, attorney fees, costs of appeal, and other costs relating to the collection of amounts owed under this Contract. I agree to pay interest at eighteen percent (18%) interest per annum on all unpaid amounts. This provision shall survive the termination of this Contract. I understand that I am responsible to pay the entire month, regardless of the day of the month that the Contract is terminated.
4. I grant permission for my child to participate in school activities, including sports and school-sponsored trips away from school property, which involve the risks inherent in travel and activities. I hereby release Centreville Academy from all liability for personal injury or damage to property that may occur to me or to my child while attending school, attending or participating in school-sponsored activities, or related travel.
5. I grant permission for Centreville Academy to drug test my child at any time, with or without notice, during the school year. I understand that if my child refuses to be tested or to comply with testing procedures, that this Contract may be terminated.
6. I agree to show my support for Centreville Academy by participating in school functions, whenever possible, and by promoting the school publically in a positive manner, never using social media as a means to air a grievance or concern.
7. I understand that if this Contract is terminated for any reason, including for failure to pay tuition and fees in a timely manner, my child will not be permitted to attend classes, or to participate in any school sponsored activities. I agree that if I leave or abandon my child on school property after the termination of this Contract, Centreville Academy may contact local law enforcement and/or the Department of State Social Services or Child Welfare Services to take custody of my child. I agree that Centreville Academy has no responsibility for the care of my child upon the termination of this Contract.
8. Centreville Academy will not issue any refunds, for any prepaid tuition or other related fees, should this contract be terminated.
9. I agree to notify Centreville Academy of any physical or medical condition relating to my child. I agree that Centreville Academy, its agents or employees, may take my child to the nearest medical facility, if my child needs medical attention, while attending school or while attending a school sponsored program. I agree to pay for any medical services provided to my child.
10. This agreement is governed under the laws of the State of Mississippi with venue and jurisdiction in Amite County, Mississippi.
11. I have carefully read this document. I understand and agree to the terms set forth herein.

Name of Student(s): _____

I/WE HAVE READ AND UNDERSTAND THIS CONTRACT AND THE CENTREVILLE ACADEMY PARENT/STUDENT HANDBOOK.

2. CENTREVILLE ACADEMY PHILOSOPHY

2.1 Statement of Faith

Adopted by CA board: 1.11.17

We Believe...

“In Christ all the fullness of Deity dwells in bodily form, and in Christ you have been made complete, and He is the head over all rule and authority.” Colossians 2:9-10

That the Bible is the only infallible, authoritative Word of God and “All Scripture is inspired by God and profitable for teaching, for reproof, for correction, for training in righteousness that the man of God may be adequate, equipped for every good work.” II Timothy 3:16-17

There is one God, eternally existent in three persons- the Father, the Son, and the Holy Spirit.

We believe that Jesus is the Son of God, uniting in the single person of the Son two distinct and complete natures: divine and human. He lived as the perfect man to fulfill God’s plan for all humanity. The sacrificial death of Christ paid the full penalty of man’s sin and provided salvation for all believers. Christ’s bodily resurrection from the grave, showing His triumph over sin and death, offers the promise of resurrection and eternal life to all who have faith in Him.

We believe that salvation is by grace through faith. Justification before God, which gives us freedom from punishment and gives life with God, is available only as a gift from God through faith in Jesus Christ. At the time of conversion, the Holy Spirit baptizes every believer into the body of Christ and enables him to:

- Grow in maturity and conformity to the image of Christ
- Grow in love for God and for fellow man
- Bear witness to the saving power of Christ in the world

In a future resurrection, the saved unto the resurrection of life and the lost unto the resurrection of damnation.

2.2 Mission and Purpose Statement

Mission: In participation with parents, Centreville Academy will provide a stimulating environment where all students have the opportunity to maximize their individual potential to grow spiritually, mentally, physically, and socially to the glory of God.

Purpose: CA will **strategically** pursue this Mission in a quality environment that stresses a culture of excellence in:

- Academics
- Athletics
- Arts
- Personal and corporate Spiritual growth
- Community and global awareness

2.3 Cooperative Spirit Policy

Centreville Academy believes that a positive and constructive working relationship between the school and the students, parents, and guardians is essential to the accomplishment of the school's educational mission. Centreville Academy accordingly reserves the right to terminate or not renew a student's enrollment contract if the school reasonably concludes that the actions including those through social media of a student, parent or guardian make such a positive and constructive relationship impossible or otherwise seriously interfere with Centreville Academy's accomplishment of its mission.

3. ENROLLMENT

3.1 Admissions and Registration to Centreville Academy

- All parents wishing to register their children are required to complete a registration/contract form, sign and pay a registration fee.
- There should be no alterations or additions made on the registration/contract form or any other signed document.
- Any altered registration/contract forms will be rejected.
- Failure by the parents to provide accurate information may result in the student being rejected.
- Admission to Centreville Academy will be at the discretion of the Headmaster once all records have been reviewed.

3.2 Transfer Students

According to MAIS, all students transferring from a non-accredited school or who were home-schooled must meet the following guidelines:

- Students must provide proof that credits received as part of a home-school program are from a program accredited by the Southern Association of Colleges and Schools.
- Students must meet assessment guidelines for each subject to be determined by Centreville Academy.
- Students must earn their last eight academic credits at the school from which they plan to graduate.
- Students transferring from other schools should furnish the office with the name and addresses of the school last attended and complete a registration form. A copy of the student's transcript from the last school attended would be helpful at the time of registration. Admission will be *temporary* until records are received from the school last attended.
- Students transferring from another school must have a good disciplinary record from the previous school. Centreville Academy does not accept students who have been expelled from other schools. Admission will be *temporary* until *disciplinary* records from previous schools are received.
- Students who reside in the school area will not be accepted as transfer students after nine weeks of a semester but must wait to enter until the next semester provided Centreville Academy can schedule the courses that they are currently enrolled in or comparable courses and has the classroom capacity. Exceptions may be made due to extenuating circumstances upon the approval of the Headmaster.
- Transfer students should supply the school with a temporary summary of high school credits earned and a record of current grades or a report card. The principal and counselor will evaluate these transcripts and recommend placement.

3.3 School Enrollment Verification

No school enrollment form will be given out to any student if there is no Contract/Registration Form on file for the current year, nor if tuition account is 45 days or more past due. This form verifies student enrollment with active address and must be filled out and notarized before students can obtain a Driver's Permit or Driver's License.

3.4 Medical Information

All pre-K and kindergarten students and new students must have a Mississippi Immunization Certificate of compliance with written individual immunization dates. This must be at the school before the 1st day of classes.

- All pre-K, kindergarten, and new students must have a copy of his/her birth certificate before enrolling.
- Parents will provide pertinent medical information on the back of school registration forms and continue to update when necessary.
- Any student in need of medical attention while on or about the property of Centreville Academy or on any school-related function shall be taken to the nearest medical facility.
- Parents or guardians have prime responsibility for their child's health and should provide the school with up to date information about their child's medical conditions, treatment and/or any special care needed. If their child has a more complex medical condition, they should work with the school's administration to develop an individual healthcare plan, which will include an agreement on the role of the school in managing any medical needs and potential emergencies. It is the parent/guardian's responsibility to make sure that their child is well enough to attend school.
- There is no legal duty which requires school staff to administer medication; this is a voluntary role. While teachers have a general professional duty to safeguard the health and safety of their pupils and to act in 'loco parentis', that is, to act as any reasonable parent would, this does not imply a duty or obligation to administer medication. Staff will have access to information on pupils' medical conditions and actions to take in an emergency. Staff managing the administration of medicines and those who administer medicines will receive appropriate training and support from health professionals.
- The policy of this school is not to administer medication or medical care unless the pupil has a medical condition, which if not managed, could prove detrimental to their health or limit access to education.
- Prescribed medicines should only be brought to school when essential; that is, where it would be detrimental to a child's health if the medicine were not administered during the school day. Medicines prescribed 'three times a day' should be administered "before school, after school and at night". This school recognizes in extreme cases (as stipulated by a doctor in writing), and agreed by the Headmaster, that staff may administer medication with a supporting letter from the doctor. Without a letter from a doctor, staff will not administer three times a day prescribed medicines. However, parents and guardians are allowed into school to administer medication if they so desire. Prescription medications should never be left in the possession of any student.
- Exceptions to this are pupils on health care plans who have individual medical needs requiring emergency medication to treat specific conditions.
- This school will only accept medicines that have been prescribed by a doctor, dentist, nurse practitioner and are presented in the original container dispensed by a pharmacist and include the pupil's name along with the prescriber's instructions for administration and dosage.

3.5 Student Insurance

- All students at Centreville Academy are required to pay an insurance fee each year included in classroom fees. This plan is issued to your school by Student Assurance Services, Inc. and is designed to provide accident benefits when a student may be required to pay out-of-pocket expenses incurred for treatment as a result of an accident at school or on a school-sponsored activity.
- The benefits for this plan will be paid for those eligible expenses unpaid by any other insurance or service contract or benefit plan. Claim forms are available from the school office.
- NOTICE: In case of injury, it is the responsibility of the parent to contact the school and request that an insurance form be completed. File with your primary insurance carrier first. It is then necessary for the

parent to see that the school form is filled in by attending physician and mailed to the insurance company within the 90-day time limit.

3.6 Drug Prevention Policy

Centreville Academy strongly condemns the inappropriate use of drugs in society, especially in the school setting. For this reason, random drug screening will be administered to students, faculty, and staff at the discretion of the Headmaster. Testing will take place at Centreville Academy and by an independent testing laboratory.

Students

All new students in grades 7-12 will be screened for drugs during the first testing. If any student tests positive for an inappropriate drug, the student together with his/her parent(s) or guardian(s) have the choice of immediate expulsion from Centreville Academy or submit in writing to a two-phase probationary period.

Probation Phase 1 will consist of monthly drug screenings for a period of six school months. The date for each screening will be chosen by Centreville Academy. The cost of this testing will be the responsibility of the parents. For each of the six months, the parents will be notified about their child's testing at a random time each month. The testing will be administered on the Centreville Academy campus. Successful completion of Phase 1 will allow the student to proceed to Phase 2 of probation.

Phase 2 of probation will consist of the offending student submitting to drug screening each time a random drug screen is performed at Centreville Academy. Phase 2 will last for the student's entire enrollment period at Centreville Academy. The cost of Phase 2 will be responsibility of the parent.

Any failure or positive drug testing by an offending student in probationary period, Phase 1 or Phase 2, will result in permanent expulsion from Centreville Academy. Failure to comply with Phase 1 or Phase 2 requirements will result in a permanent expulsion.

Faculty and Staff

All new candidates for employment will be required to submit to a drug screening and background check before being hired. All employees, including new hires, are subject to random drug testing at the discretion of the Headmaster.

Specific Testing Procedures

1. Each 7th-12th grade student and all faculty and staff members will be assigned a number by School Administration for identification purposes.
2. At the discretion of the Headmaster, numbers from 15% of the enrolled students in grades 7 through 12 and also 15% of the faculty and staff will be drawn.
3. Those whose numbers have been drawn will be required to submit to drug testing.
4. A student's refusal to adhere to these procedures will be considered a positive test.

4. REGULATIONS & POLICIES

All rules and regulations stated in the Admissions Policy will be adhered to. In addition, students must observe the regulations and policies contained in this Student Handbook. These rules are in effect for one purpose – to provide a school environment in which each student can take full advantage of all opportunities to achieve a quality education and take part in meaningful activities. Students are to conduct themselves in a proper manner at all times, both in the classroom and on the campus, and at all school sponsored activities on the campus and away from the campus. The lack of discipline on the part of any student will not be tolerated. Failure to comply

with all regulations will result in disciplinary action being taken against the student. Minor acts of misconduct will result in detention and/or restrictions placed on the student. These regulations are subject to revision and correction and additions may be made during the school year.

4.1 Cell Phone and Electronic Device Policy

Centreville Academy is not responsible for lost or stolen cell phones

- Cell phones cannot be used during school hours without permission from a teacher or administrator. Phones must be turned OFF and kept out of sight and in a safe place. Electronic devices such as, but not limited to: iPods, iPads, Kindles, mp3 players, cd players, digital cameras, etc. are not permitted during school hours unless permission has been secured from the teacher for instructional purposes only. Devices must be kept out of sight and in a safe place.
- If a student is found with a cell phone/electronic device turned on during school hours, he/she is subject to the following penalties:
 - 1st Offense: Phone/Electronic Device will be confiscated and kept in the school office for 24 hours; the student will be fined \$50; and a request to return cell phone/electronic device form must be signed by a parent/guardian and returned to school the following day.
 - 2nd Offense: Phone/Electronic Device will be confiscated and kept in the school office for 24 hours; the student will be fined \$50; and a parent or guardian must present the request to return the cell phone/electronic device in person at the school office. The student will also receive discipline from an administrator for habitual violation of school rules.
 - 3rd Offense: Phone/Electronic Device will be confiscated; the student will be fined \$50; and the home/electronic device will be kept in the school office for the remainder of the school year. The student will also receive a three-day suspension from school.

4.2 Lockers

- Students in grades 7-12 will be assigned lockers when they register. Students should go to their locker before first period and before lunch.
- Lockers should be kept in an orderly manner at all times. (i.e. no stickers on the fronts or sides of lockers, no books on top of lockers).
- Students may use a lock, provided a duplicate key or combination is given to the office. The school does not assume responsibility for any articles lost.
- Books are not to be put on top of the lockers, on the shelves in the hallway or left in the classroom. Books found will be turned in to the office, and the student will be charged \$10.00 per item to retrieve the books or workbooks.
- No student may open another person's locker without permission.
- No student may change lockers without permission.
- No student may use unoccupied lockers. These are reserved for incoming students.

4.3 Corridors

- Students are not to loiter in the corridors or patio. This includes between classes, P.E., break, and lunch.
- During lunch periods and break, all students must report to the lunchroom.
- Students are not to come into the school building, except under the supervision of a teacher.
- Students are not to be in the corridors during a class period.
- Students in grades 7-12 are not to be in the elementary building at any time during the school day without permission.

4.4 Lunchroom Rules

Centreville Academy provides hot meals each day at a minimal cost, or lunches may be brought from home and eaten in the lunchroom. All students will also be provided with a hot breakfast or snacks during the morning.

- At lunch, students in grades K3 – 6 may purchase milk or fruit juice only, no soft drinks. Grades 4-12 may purchase a 12oz. Powerade; grades 7-12 may purchase soft drinks.
- Drinks may not be taken from the lunchroom. Athletes may be allowed to consume water as deemed appropriate by the Headmaster to hydrate before an activity.
- Students are not permitted to buy drinks except during break and lunch.
- Proper etiquette is expected of all students when they are eating at lunch and break.
- All students will eat in the cafeteria unless given permission by an administrator to eat elsewhere.
- No food from off-campus shall be brought/delivered to students without prior consent from administration.
- No birthday parties are allowed at school for any student; however, parents can send cupcakes in the morning for grades K3-6 teacher's to distribute at snack.

4.5 Classroom Courtesies

- Students should be seated promptly and quietly prior to the tardy bell.
- Speaking out or expressing disapproval when another has the floor is both rude and unfair and the student will be disciplined.
- Students must bring proper equipment to class: books, notebooks, homework, paper, pencils or pens, and other items required by the teacher.
- The teacher, not the bell, will dismiss class. Students leaving before they are dismissed will be disciplined. Students should knock before entering a class, and wait to be recognized by the teacher before entering.
- Students must participate in classroom activities as directed by the teacher.
- Students are not to be in the classrooms during break or lunch without permission.

4.6 After-Care

After-care is available to all students from 3:00-5:30 Monday through Friday. Students are given study time, play time, and snack time; however, each student must bring their own snack. Rates are as follows: 1 child - \$10.00 per day, 2 children - \$15.00 per day, and 3 children - \$20.00 per day. Please notify the office by noon if your child will be staying in aftercare.

Students who are not picked up after school by 3:15 will be taken to After-care, and their account will be charged accordingly.

4.7 Care of School Property

Students are to care for all textbooks issued to them as well as other school equipment. The student or his/her family must pay for loss or damage to any school property.

If any pupil shall willfully destroy, cut, deface, damage, or injure any school building, equipment or other school property, he shall be liable to suspension or expulsion and his parents or person or persons in loco parentis shall be liable for all damages. The first offense – suspension for three days and pay for damages; second offense – expulsion and pay for damages.

Additionally, if a senior or seniors damage CA property or remove any property from the CA campus, the senior or seniors will not be allowed to participate in the graduation ceremony.

4.8 Gum & Candy

Gum chewing and candy are not allowed in school buildings, on school property, or on the school buses. Any student caught with anything in his or her mouth (with the exception of a cough drop) will be disciplined each time he is caught. Discipline will be progressive in nature.

4.9 Public Displays of Affection (PDA)

Displays of affection should be reserved for areas other than the school or school grounds. PDA's will result in disciplinary action.

4.10 Married and/or Pregnant Students

- Students entering marriage should notify the principal at once. Married students will be allowed to continue in school.
- Married students, students who have been known to be pregnant, and any students that have dropped out of school and re-entered will not be eligible for honors or to participate in special activities. This includes Who's Who, Senior Honors, Homecoming court, Beta Club, Jr. Beta Club, Student Council, Class officers, Cheerleaders, Tiger Darlings, Tigerettes, and mascot. They may, however, participate in sports.
- No student who is known to be pregnant shall be permitted to attend Centreville Academy.

4.11 School Visitors

In order to provide a safe environment for students, as well as staff, all visitors, including former graduates, must report to the office and sign in when you first arrive on campus and sign out before you leave.

Permission for friends or relatives to visit Centreville Academy must be obtained a day in advance from administration. The visitor will be assigned to the library for the day but may attend break and lunch with the student.

Only prospective students whose parent has made prior arrangement with administration and teachers may visit in some classes.

4.12 Vehicles

- No one is to ride three-wheelers, four-wheelers, motorbikes, or horses on the CA campus.
- Students will not be allowed to return to their vehicles after entering the building for the day. All supplies and books should be brought into the building when the student arrives.
- All motorized vehicles operated on the CA campus must be operated by licensed drivers with liability insurance coverage. Any student violating this policy will be barred from driving on campus.
- Vehicles on campus may be searched when there is reasonable cause to believe that the rules, regulations, or policies of Centreville Academy are being violated.
- Teachers are to park beside the high school and elementary buildings.
- Students are to park west of the road running besides the high school building behind the yellow barriers.

- Students are not to sit in parked cars before or after school. Once a student parks a car on campus, he/she cannot return to the car until the school day ends or the student has officially been checked out by the office.
- Double-parking is prohibited.
- Students reported for reckless or fast driving on campus will be disciplined by the administration, as will those with loud vehicles or music.
- Traffic at CA before and after school is One Way. This is in effect from 7:30 – 8:00 a.m. and 2:30 – 3:00 p.m. At those times enter from the football field area and exit street near the hospital.
- A student who does not obey the vehicle rules will be warned on the first offense; a parent will be notified on the second offense; and driving privileges on campus will be taken away after the second offense.
- Everyone must obey the traffic guards.
- No one is allowed to park inside fence at football field unless approved by headmaster.
- Students will be allowed to relocate their vehicles to the baseball field or the fieldhouse at the beginning of 7th period only. At no other times will a vehicle be allowed to relocate without permission from an administrator.
- No wheels of any sort are allowed on the track. Parents and patrons who walk on the track are asked to please use the outer lanes.

4.13 Library/Media Center

High School Library

- The high school library contains selected books suitable for reading and reference work, daily newspapers and current magazines with information from practically every field of knowledge and interest.
- Reference books must be used in the library and cannot be checked out except by special permission from the librarian. Magazines and books placed on the reserve list may be checked out overnight. Old issues of magazines may be checked out for reference work after consulting the librarian.
- Individual students coming to the library from class must have a pass and check in with the librarian or teacher in charge. The classroom teacher must accompany any group including ten or more students from one class.
- Books leaving the library **must be checked out**. Books may be checked out for a three-week period and renewed if necessary. The homeroom teacher will notify students with overdue books. Students who have lost library books will not receive report cards until book is either found or paid for.
- Students must pay for books, which are lost or damaged. If found, money will be reimbursed less 10 % for bookkeeping work.
- Students are not to use the library as a place to socialize. It should be used to study or do research for class work.
- Computers in the library are for class research purposes only.

Gifts to the *Memorial Fund* may be designated for the library. Appropriate books will be purchased and a bookplate listing the donor and the person being honored will be placed in the front of the book.

The school appreciates gifts of books and magazines made to the library but reserves the right to screen the books and shelve those suitable for use in the school program.

Elementary Library

The elementary library contains selected books and magazines suitable for reading. When special projects are assigned, the individual teachers may take classes to the library as a group.

Gifts may be made to the *Memorial Fund* and designated for the elementary library. The school appreciates gifts of books and magazines but reserves the right to screen them and shelve those suitable for use in the school program.

Students must pay for books, which are lost or damaged. If found, money will be reimbursed less 10 % for bookkeeping work.

4.14 Technology Acceptable Use Policy

In accordance with the criteria for accreditation, students at Centreville Academy will have access to the Internet when research or information is required for a course grade. Centreville Academy's Internet policy is in compliance with federal regulations and is maintained in the office and available for review. Parents who do not want their child to have access to the Internet must inform the school in writing. All students and their parents must sign an acceptable computer use policy before they will be allowed to use any computer.

Internet Acceptable Use Policy

1. Centreville Academy will make a reasonable effort to ensure everyone's safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
2. Users of the school network or other technologies are expected to alert administration immediately of any concerns for safety or security.
3. Centreville Academy may provide Internet access, desktop computers, mobile computers or devices, video conferencing capabilities, online collaboration capabilities, chat rooms, message boards, email, and more.
4. As new technologies emerge, Centreville Academy will attempt to provide access to them.
5. All technologies provided by the school are intended for education purposes.
6. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

Web Access

1. Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web.
2. If a site is blocked and a user believes it shouldn't be, the user should inform a teacher.

Social/Web / Collaborative Content

1. Recognizing the benefits collaboration brings to education, Centreville Academy may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.
2. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline.
3. Posts, chats, sharing, and messaging may be monitored.
4. Users should not use full names when online. Use either your first name or last initial or first initial and last name.
5. Regardless of the privacy settings, assume that all information shared online is public information and always remember that you are a representative of Centreville Academy.

6. Online conversations are never private so personally identifying information like first and last name, birth date, cell phone number, and address and information about personal schedules should never be shared.
7. Social media should never be used to publicly air a grievance or concern regarding Centreville Academy.

Mobile Devices Policy

1. Centreville Academy may provide users with mobile computers or other devices to promote learning outside of the classroom.
2. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.
3. Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to the teacher immediately. Users may be financially accountable for any damage resulting from negligence or misuse.
4. Use of school-issued mobile devices off the school network may be monitored.

Personally-Owned Devices Policy

1. Students must secure written permission from the teacher prior to bringing a personally-owned device so that it can be checked for the appropriate settings and an antivirus program prior to joining the school network.
2. Students should keep approved personally-owned devices turned off and put away during school hours and used only as instructed by a teacher or staff for educational purposes.
3. Because of security concerns, when personally-owned mobile devices are used on campus, they should have the proper antivirus programs prior to joining the school network.

Security

1. Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.
2. If you believe a computer or mobile device you are using might be infected with a virus, please inform your teacher immediately. Do not attempt to remove the virus yourself or download any programs to help remove the virus.
3. Users should not log on or attempt to log on as school staff, including teachers, librarians, and administrators.
4. Users should always logout of online accounts when stepping away from the computer to ensure the safety of personal information and to protect against others using your account falsely to post any information.
5. Users are responsible for account information and passwords and should take every precaution to keep these private. You should not give your password to anyone else nor post it in written form where it can be viewed by others.

Netiquette

1. Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.
2. Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages.

3. Users should recognize that although there is valuable content online, there is also unverified, incorrect, or inappropriate content.
4. Users should use trusted sources when conducting research via the Internet.
5. Users should also remember not to post anything online that they wouldn't want parents, coworkers, or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

Plagiarism

1. Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet.
2. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online.
3. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety

1. Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission.
2. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others.
3. Users should never agree to meet someone they meet online in real life without parental permission.
4. If you see a message, comment, image, or anything else online that makes you concerned for your personal safety or you feel is inappropriate, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

Cyber Bullying

1. Cyber bullying will not be tolerated. Instances of cyber bullying will be reported to law enforcement.
2. Name-calling, taunting/ridiculing, mocking, making offensive comments, and teasing are all examples of bullying.
3. Cyber bullying can occur through offensive text messages, sending degrading images, posting rumors or lies, or assuming a person's electronic identity with the intent of causing harm.
4. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges.
5. In some cases, cyber bullying can be a crime. Remember that activities are monitored and retained. It is staff's responsibility to handle cyberbullying following school policy.

5. CONDUCT AND DISCIPLINE

The conduct and discipline policies described in this handbook were developed to create and preserve the conditions essential to the orderly process of the school and to prepare the student for effective participation in adult life. Students are expected to behave in an appropriate manner at all times. Disruptive behavior or disrespect for faculty, school personnel, and other students at school or at school related activities will not be tolerated.

Disciplinary cases will be dealt with in a positive manner, appropriate for the circumstances. A conduct referral form will be used for referring students to the office for disciplinary reasons. The appropriate administrator

completes the form and the necessary corrective measures are taken. Parent notification will be made if necessary.

5.1 Disciplinary Methods

- *Teacher Initiated* - Each teacher will administer immediate disciplinary measures to bring about desired changes in a student's conduct, work habits, and general attitude. Parent conferences will be scheduled if a student's disruptive behavior becomes repetitive.
- *Principal Referrals* - Students are sent to the office for conferences and remedial action when the teacher's action is ineffective or if instances are severe.
- *Corporal Punishment* - A reasonable paddling may be administered.
- *Detention*- Failure to report to detention will result in suspension. No final grades will be issued until all detention time has been served. The Administrator will outline specific terms for detention.
- *Suspension* - Occasionally students have to be suspended for infraction of rules that are designed to insure the smooth operation of Centreville Academy. If a student is suspended, the following penalties will be imposed:
 - The student will receive a zero (0) for each test or other graded assignment missed during each suspension period.
 - Upon a student's 2nd suspension, the student may be recommended for an expulsion hearing.
 - *****Upon return after a suspension a parent must return with the student. The student will not be allowed on campus or participate in any school functions during suspension.***
- *Expulsion* - Any offense committed by a student considered to be a major offense (Level 4/5) by the Principal, may result in immediate recommendation for an expulsion.
*****Expulsion is permanent. Once expelled, or asked to leave, a student may not return to Centreville Academy nor participate in any school functions. *****

5.2 Explanation of Infraction Levels and Disciplinary Procedures

All students will be disciplined according to the severity of the infraction. The punishments outlined below may be imposed when any of the offenses listed are committed or any other behavior deemed inappropriate by the principal. This handbook does not and cannot address every situation, question, or problem that may arise. All situations will be left to the discretion of the administration.

Level 1 Infraction: Misbehaviors that are low in intensity, passive, and/or non-threatening in nature shall be classified as Level 1 infractions. Teachers shall manage Level 1 infractions by using a range of corrective strategies. Students shall not receive exclusionary discipline for Level 1 infractions.

Examples of Level 1 Infractions

- Dress code violation
- Violation of classroom rules
- Out of class without permission slip

Level 2 Infractions: Misbehaviors that are moderate in intensity and non-threatening in nature shall be classified as Level 2 infractions. Teachers shall refer the student to the proper administrator who will manage Level 2 infractions by using a range of corrective strategies such as corporal punishment, break detention, morning detention, after school detention, and/or work detail. Students shall not receive exclusionary discipline for Level 2 infractions.

Examples of Level 2 Infractions

- Cheating (plus a grade of zero on the test)
- Repeated class disruption
- Abusing school property
- Habitual tardiness
- Use of profanity
- Disrespect for authority
- PDA
- Campus disturbance
- Threatening or verbally abusing another student
- Repeated violation of dress code
- Possession or use of dip or chewing tobacco on school grounds or school related activities
- Possession vaping paraphernalia on school grounds or school related activities
- Any behavior not corrected by a Level 1 discipline method

Level 3 Infractions: Misbehaviors that are more serious in intensity but non-threatening in nature shall be classified as Level 3 infractions. The school discipline administrative team shall manage Level 3 infractions by using a range of intensive corrective strategies such as in-school or out-of-school suspension. Suspension may be for one to three days as determined by the administration.

Examples of Level 3 Infractions

- Profanity in communications with authority
- Failure to attend an assigned detention
- Habitual violation of school rules
- Vandalism (to include restitution)
- Skipping school or leaving campus without permission (plus a zero for the classes missed)
- Smoking/vaping on school grounds or school related activities
- Possession of pornographic materials
- Stealing (to include restitution less than \$100)
- Fighting or provoking a fight
- Threatening use of a weapon or use of the word “kill” (or any threatening language) verbally or written (including text, social media, email, etc.)
- Possession of prescription drugs and/or intent to distribute
- Possession of or use of alcoholic beverages on campus or school related activities
- Any behavior not corrected by Level 2 discipline method

Level 4 Infractions: Misbehaviors that significantly interfere with others’ safety and learning and/or are threatening or harmful in nature shall be classified as Level 4 infractions. The school may assign an out-of-school suspension (three to five days) or recommend an expulsion for Level 4 infractions. The school discipline administrative team shall utilize other corrective strategies as appropriate, except in emergency situations involving serious and immediate threats to safety. The school discipline administrative team shall ensure that a behavior plan is developed for students after a Level 4 infraction, if appropriate.

Examples of Level 4 Infractions:

- Threatening faculty or staff
- Possession of a firearm or other weapon*

- Any action, which poses a danger to other students, faculty, or staff.
- Possession and/or intent to distribute drugs on the school campus or on a school-related trip**
- Destruction or major damage to school or campus
- Molesting students, sexual harassment, or indecent behavior
- After two suspensions
- Stealing (greater than \$100)
- Student convicted of a felony
- Any behavior not corrected by Level 3 discipline method

*No weapons of any kind are allowed in the facilities of Centreville Academy or any other private or public educational facility. It is a felony for any student to possess, openly or concealed, on their person or in their vehicle, any type of firearm or explosive on school property. (State of Mississippi Law Section 97-37-17)

**Any student suspected of using drugs or dealing drugs on school property will have their person and property searched. The property includes, but is not limited to, lockers, book or athletic bags, wallets, purses and vehicles.

6. SCHOOL ATTENDANCE

6.1 Absences from School

Regular attendance by a student is necessary in order for the student to do his/her best work and be prepared for post-secondary schooling or work. In accordance with MAIS regulations, students in grades K-12 cannot be absent from school or class for more than 10 days per semester or 20 days for the entire school year to be eligible to receive credit for the year's work. In order for a student to be present, they must be in attendance for 70% of the instructional time. For grades K-6, this converts to 4 hours of the instructional day; for grades 7-12, this is equivalent to at least 35 minutes of a 50 minute instructional period. If a student misses more than 15 minutes of a 50 minute class (tardy or checkout), it is recorded as an absence.

Whenever it is necessary for a student to be absent from school, parents are required to notify the school office (601-645-5912) by 8:30 am on the day of the absence. If possible, make arrangements through the office prior to the absence. If the office does not receive proper notification from a guardian, then the student's absence will be labeled unexcused. All work missed during an unexcused absence will not be made-up and will result in a 0.

For a student's absence to be labeled as a medically excused absence, the student must bring the doctor's excuse upon returning to school. No doctor's excuse will be accepted more than 24 hours from the student's return to school.

To be eligible for extracurricular activities, i.e. practice or game, student is to be at school for the first 4 periods of the day. Exceptions must be approved by the administration prior to the activity.

Any student having more than 20 total absences-excused, medical, or unexcused-for the entirety of the school year will be automatically retained in the current grade level regardless of academic performance. An administrator may make exceptions for extenuating circumstances at their discretion. In which cases, the student may be required to make up each additional absences through Summer School at a cost of \$25 per day, or they will not be promoted to the next grade level.

6.2 Make-up Work/Tests

Students who are absent-excused or medical-have one class day for every day they missed to make up class work. The teachers will work with students so that make-up work can be completed in a timely manner. All assignments not completed on time will receive a “1” in the gradebook. This practice will serve as a notification and reminder to parents, students, and teachers of the work yet to be completed.

- If the student does not make up the work in the allowed time, the teacher can give a grade of zero for the incomplete work from days missed.
- For an extended illness, special arrangements will be made with the teacher with the approval of the administration.
- Students checking in or out or attending a school related function are required to take any pre-scheduled tests before leaving school or when student returns to school. A scheduled test on the day of return will be taken with the rest of the class.
- Exceptions can be made by administration under special circumstances.

6.3 Tardiness

Classroom tardiness is not acceptable. The homeroom bell rings each morning at 7:56 and the tardy bell rings at 8:00. Students are not allowed into first period after the tardy bell rings without an “admit” from the Attendance Office. Students must bring a note from their parent or have their parent call the office.

During the day, a tardy bell rings 4 minutes after each class begins. Students entering class after that time will be considered tardy. Students that are tardy to 2nd – 7th period will NOT go to the Attendance Office. The teacher will turn in the tardy on a Referral Form to the office at the end of the day. Teachers need to post attendance each period of the day.

The Attendance Office will track the number of tardies that are accrued by each student. Every 3 tardies will convert to an absence that will count against the 20 total absences. Discipline may also be administered beginning with break work detail and progressing to morning detention and then Saturday behavior school with each additional tardy. Habitual offenders may be suspended from class and/or school. Suspended students may be penalized with an in-school suspension penalty of “0” for class work and “0” on tests missed.

All students will have their tardy count started over at the end of each 9 week term. If a student does not enter the classroom within 15 minutes after the period starts, he/she is considered truant and will be disciplined and counted absent for that period. *Any student who is caught cutting class will be subject to severe disciplinary action.*

6.4 Participation in School Activities

Any student who is absent the first 4 hours during the school day cannot take part in any school activity for that day, including athletic events, unless special permission is given by the Principal or his designee. Special arrangements should be made prior to the absence.

- Non-school-sponsored field trips – such as 4-H activities, educational trips– can be considered school functions and will not count toward the 20-day absence policy if the student receives prior approval from the Headmaster.

6.5 Permission to Leave School

- Since Centreville Academy operates on a closed campus plan, students must receive permission from the administration to leave the campus.
- Students will not be granted permission to go home for lunch.
- Permission will not be granted to pick up school supplies at the store or run personal errands.

- Any student who has been absent must obtain an admission slip from the office before he/she can be admitted to class.
- Students will not be allowed to check out to attend a school-sponsored event on campus without parental supervision.

6.6 Dismissal/Check-out Policy for Grades 7-12

Students must be in class a total of 35 minutes. Dismissals/Check-outs prior to completing 35 minutes of class will be counted as an absence. Only a parent may check out their child with a written requests or phone call. These requests, when possible, should be presented at the beginning of the day stating the exact time and reason.

It is the student's responsibility to get assignments from their portal for classes he/she will miss; however, tests are to be taken before leaving school. **TESTS NOT TAKEN AT THE APPROPRIATE TIME MAY BE SUBJECT TO A REDUCED MAXIMUM SCORE AS DETERMINED BY ADMINISTRATION.**

Check-outs will not be allowed after 2:00 for elementary or high school students. Permission from an administrator must be obtained in the event of an emergency.

6.7 Perfect Attendance Certificates

To be eligible for this certificate, a student must be present every second of every school hour of the school session.

6.8 Truancy (Skipping school or class)

- A student will automatically receive an absence for each class missed.
 - For the first truancy, the parents will be notified and the student will be disciplined.
 - For the second truancy, a 3-day suspension.
 - For the third truancy, a recommendation for expulsion from school.
- A student must be accompanied by his parents when readmitted after suspension.

7. TUITION & FEES

Effective December 1, 2016:

In order to conserve the limited resources and to put an end to unnecessary collection activities, the Board has UNANIMOUSLY implemented the following policies and procedures:

- There is a \$25.00 NSF check charge. After three bad checks, payment will be accepted only in cash.
- A late payment of \$50 will be assessed if you fail to pay tuition within fifteen (15) days of the due date.
- An additional \$50 fee will be assessed if you fail to pay tuition within thirty (30) days of the due date.
- Beginning May 1st of each year, accounts that are 90 days past due will be turned over to a collection agency.
- If all accounts are not paid in full by July 1st for the previous school year, the student(s) will lose his/her place in the class and will be placed on the waiting list.
- Centreville Academy may choose to terminate this Contract if tuition is not paid within thirty (30) days of the due date. When the Contract is terminated, your child will not be permitted to attend classes or to participate in ANY school activity, or to be on school property during school hours.
- Any student who is 45 days late on tuition or other fees will not be able to participate in any extracurricular activities including, but not limited to, athletics, dances, and field trips.

- If the Contract is terminated and you send your child to school, the administration will contact local law enforcement and/or the Department of State Social Services or Child Welfare Services to take custody of your child. Centreville Academy assumes no responsibility for children who are dropped off or abandoned at school.
- If your Contract with Centreville Academy is terminated, you may apply for the readmission of your child. There is a non-refundable application fee of \$200. The Board must approve your application. The Board will not review your application unless all amounts that you owe have been paid in full. The Board reserves the right to accept or deny admission based upon your past payment history. As a condition of acceptance, the Board may require that you pay, in advance, all or part of the tuition for the remaining months of the school year.
- If your Contract is terminated, preference will be given to any student on the waiting list prior to the consideration of your application. In other words, a student who is waiting for an opening may take the place of your child. As a condition of enrollment, parents or guardians agree to pay all costs of collections, courts costs, attorney fees, costs of appeal, and other costs relating to the collection of amounts owed Centreville Academy. You will also be assessed interest at eighteen percent interest (18%) per annum on all unpaid amounts. The school may place your account with a collection agency or an attorney. You are responsible to pay for the entire month, regardless of the day of the month that the Contract is terminated.
- The Board has implemented these policies and procedures. The Board reserves the right to modify or amend any of these policies and procedures, and may suspend all or part of these policies and procedures as the circumstances warrant relating to each application or enrolled student.
- No student will be allowed to take first semester exams until tuition is paid up to date. No student will be allowed to take final exams or receive report cards until all tuition for 12 months and fees (including bus for 10 months, balance of activity hours, building fee, lost library books, lunch accounts) are paid. Honor roll recognition (ribbons and newspaper) will also be held until all fees are paid.
- All seniors' accounts must be paid in full by May 1st in order to participate in graduation ceremonies.
- As stated by the Board, separated and divorced parents should get together with payments to avoid confusion in the office.
- Acceptance of these policies and procedures is a condition of enrollment and a condition for the continued enrollment of any child at Centreville Academy. In other words, these policies and procedures that have been passed by the Board are applicable to every student currently attending Centreville Academy.

7.1 Mid-Year Enrollment

- A family that enrolls during the first semester of the school year must pay the CA Foundation Fee, June, July and current month's tuition before the child/children can attend classes.
- A family that enrolls during the second semester of the school year must pay the CA Foundation Fee, July and current month's tuition before the child/children can attend classes.

7.2 Re-enrollment Fee

If a student withdraws and returns in the same school year, a \$50 re-enrollment fee will be charged.

7.3 Withdrawal from School

- Students wishing to withdraw from school shall report to the individual teachers, check in textbooks, and receive their progress reports.
- All library books, school/team uniforms, and equipment must be returned at this time, also.

- Tuition for the entire month in which a student withdraws is due regardless of the date of withdrawal.
- A withdrawal form must be completed before transcripts will be forwarded.

7.4 CA Refund Policy

Parents agree that the full amount of the tuition **WILL NOT** be refunded upon the withdrawal, transfer, or dismissal of the Student during the academic year. Since there are multiple options for paying tuition payments, the following chart will be used to calculate refunds in the event a student withdraws from school prior to or during the school year due to an unexpected life changing event. Any tuition amount paid over the percentages of the annual tuition listed in the chart below will be refunded. For example, John Smith has annual tuition of \$4,500. His family makes a payment of \$2,250 in June. He withdraws from school on August 15 due to his father receiving a job in another state causing them to move. In this case 10% of the annual tuition would be \$450 and the family would get a refund of \$1,800.

Date of Withdrawal Payment Percentage of Annual Tuition

June 1 – August 31	10%
September 1 – 30	20%
October 1 – 31	30%
November 1 – 30	40%
December 1 – 31	50%
January 1 – 31	60%
February 1 – 28	70%
March 1 – 31	80%
April 1 – 30	90%

7.5 Transportation Refund Policy

Transportation refunds will be made in the same manner as tuition refunds. However, please note that the required payment percentages are different since the school arranges buses and hires drivers based on the students who register to ride the bus. Partial refunds based on an established pro-rated schedule may be offered to students who withdraw from school.

Date of Withdrawal Payment % of Annual Fee

June 1 — August 31:	30%
September 1 -30:	40%
October 1-31:	50%
November 1 -30:	60%
December 1-31:	70%
January 1-31:	80%
February 1 —28:	90%

7.6 Classroom Fee

Each student will be assessed an annual classroom fee of \$225 to cover the following expenses:

Textbooks & Workbooks

Weekly readers & Scholastic magazines

Library

Standardized testing

Student Insurance

Art (K-6 only)
Field day t-shirt (K-6 only)
Dictionaries
Science Lab
Diplomas & graduation (K, 6 & 12)
Technology Usage

*If textbooks or workbooks are lost, students will have to pay for the textbooks/workbooks. If textbooks or workbooks are turned in to the office, students will be charged \$10.00 for textbooks and workbooks. This includes books and workbooks left in classrooms.

7.7 Activity-Participation Fee

To encourage parent participation in our school, the Board of Directors has implemented an activity-participation fee. The activity fee is \$200.00. However, in our desire to create participation in school events, the parent, grandparent or older sibling(of the student) who is a former graduate of CA can volunteer to put in 10 hours of donated time at our school at sanctioned events and not pay a penny. Your fee will be pro-rated. For example, if you only work 8 hours you will be assessed \$40.00, or if you work 5 hours you will be assessed \$100.00. Failure to do the work or pay the activity fee will result in report cards and/or diplomas being withheld from the students until such fee and/or work has been fulfilled.

7.8 Building Fee

An annual building fee of \$150 is assessed to each family for the upkeep and improvements made to the school facilities.

8. PROGRAM OF STUDIES

8.1 Graduation Requirements

- A. Twenty-three and a half (23 ½) units are required for graduation.** (To be earned in no less than 4 years)
- B. Specific units required include:**
1. Four units in English
 2. Four and a half units in Social Studies (Including MS Studies, World Geography, World History, American History, American Gov./Economics)
 3. Four units in Science
 4. Four units in Mathematics
 5. ½ unit in Physical Education
 6. ½ unit in Computer
 7. 1 unit of Fine Arts
 8. 1 unit of foreign language
 9. 4 Electives
- C. Requirements for College-bound students:**
- CA graduation requirements meet the criteria for admission to public universities in the state of Mississippi.
 - CA graduation requirements plus two years of the same foreign language meet the criteria for admission to public universities in the state of Louisiana

D. Program of Study – Grades 7-12

	Seventh Grade	Eighth Grade	Ninth Grade	Tenth Grade	Eleventh Grade	Twelfth Grade
ENGLISH	7 th English Grammar, Lit, Reading	8 th English Grammar, Lit, Reading	English I Grammar, Reading, Lit	English II World Lit, Grammar, Writing	English III American Lit, Writing, Grammar	English IV British Lit, Writing DE-College English
MATHEMATICS	Math	Pre-Algebra	Algebra 1	Geometry	Algebra 2	Advanced Math Pre-Calculus DE-College Algebra
SCIENCE	General Science Integrated Life & Physical	General Science II Integrated Life & Physical	Biology I	Biology II	Chemistry	Physical Science Physics
HISTORY	World History Crusades, Middle Ages	MS History/US History I Exploration to Reconstruction	MS Studies/ World Geography	World History	US History II Reconstruction to Present	American Government/Economics
ELECTIVES	*Math Lab *English Lab PE	*Math Lab *English Lab PE	*Spanish I *Computer PE	Spanish 2 ACT Prep PE	*Fine Arts Bible PE	Publishing Dual Enrollment MSAIS.net PE

* Required for Graduation

8.2 T.O.P.S. Scholarships for Louisiana Students

Louisiana students are now eligible for the TOPS program. Currently, students must achieve a 23 composite on the ACT to receive TOPS. Students seeking to apply for TOPS must:

- have the ACT score sent to TOPS--this is done by filling in the TOPS number when they complete the ACT application form,
- provide TOPS with a final transcript—these transcripts will be available with senior sponsors following graduation, and
- Contact TOPS for residency and income tax forms.

8.3 CA Grading Scale & GPA

A = 90-100% = 4.0 GPA

B = 80-89% = 3.0 GPA

C = 70-79% = 2.0 GPA

D = 65-69% = 1.0 GPA

F = 0-64% = 0.0 GPA

All course grades shall be averaged in the calculation of a student's GPA except PE, Driver's Ed, and Journalism.

8.4 Mississippi Association of Independent Schools Standards

The policy will be applicable to students graduating from Centreville Academy.

HIGH SCHOOL COURSE REQUIREMENTS
(College Preparatory Curriculum)

<u>Subject</u>	<u>Carnegie Units</u>	<u>Contents & Requirements</u>
English	4	Compensatory Reading and Compensatory Writing may not be included.
Mathematics	4	Includes Algebra I, Geometry, Algebra II, and one Carnegie Unit of comparable rigor and content (e.g., Advanced Algebra, Trigonometry, Pre-Calculus, Calculus, AP Calculus AB, AP Calculus BC, Discrete
Sciences	4	Includes Biology I, Chemistry I, and any two Carnegie Units Carnegie Units of comparable rigor and content. (e.g., Biology II, AP Biology, Chemistry II, AP Chemistry, Physics I, Physics II, AP Physics B, AP Physics C, Physical Science, Genetics, Microbiology, or Human Anatomy and Physiology.)
Social Studies	4	Includes World History, U.S. History, Introduction to World Geography, U.S. Government, Economics, and Mississippi Studies. (Credit earned for a State/Local Government course in any other state May stand in lieu of Mississippi Studies.
Fine Arts	1	Includes any one Carnegie Unit of visual and performing arts courses (s) meeting the requirements for high school graduation.
Advanced Electives	2	Includes any two Carnegie Units of Foreign Language (I and II) or Foreign Language I and Advanced World Geography, or Foreign Language I and a 5 th year Unit in English, mathematics or lab-based Science of comparable rigor and content to those required above.
Computer Applications	½	Course should emphasize the computer as a productivity tool. Instruction should include the use of application packages, such as word processing and spreadsheets. The course should also include basic computer terminology and hardware operation.

8.5 Promotion Policies for Grades 1-8

Grades 1-2:

- Must pass reading
- Must pass one of these two major subjects: English, Math
- Must NOT fail more than TWO subjects

Grades 3-8:

- Must pass two of the three major subjects: Reading, English, Math
- Must NOT fail more than TWO subjects

Administrative placement will be considered using the following guidelines:

- A student will be retained no more than a total of 2 times during the first six grades.
- A student will be retained no more than a total of 3 times during the first eight grades.
- A conference will be held upon request with parents, teachers, and the Administrator to determine a questionable placement.

8.6 Classification of Students

Senior: A student has completed fifteen units of work.

Junior: A student has completed ten units of work.

Sophomore: A student has completed five units of work.

Freshman: A student has satisfactorily completed the eighth grade.

Eighth Grade: A student has satisfactorily completed the seventh grade.

Seventh Grade: A student has satisfactorily completed the sixth grade.

8.7 Grading System - Jr. High and High School

- During each nine weeks grading period a minimum of six grades will be taken and recorded. Daily grades and/or homework grades may count up to 25% of a student's 9-weeks average.
- Teachers round-up averages of .5 and higher during nine weeks averaging only. The nine weeks grade in both percent and letter grade is posted on the report card.
- The midterm and final exams count 20% of the 1st and 2nd semester averages.
- Midterm and Final exams will be comprehensive.
- During pre-scheduled tests, semester exams, students will not be allowed to make up tests unless extenuating circumstances have received prior approval of administration.
- Passing grades and promotion:
 - In order to pass a full year's work in a subject, a student must have a yearly average of 65 or above in that subject.
 - A student will be retained for failure of two major courses.
- If a student is caught *cheating*, he/she is given a zero for the work which includes but is not limited to homework, class work, and tests. Also, the parents will be notified.

8.8 Academic Probation/Suspension

Grades of students (9-12) will be monitored and evaluated every 4 ½ weeks. Students who have an average of 65 or lower overall will be placed on Academic Probation. This will include a mandatory Study Hall on Tuesday and Wednesday during PE (or @7:15 for 9th graders) for the next 4 ½ weeks. Averages that are still below 65 will result in the student being placed on Academic Suspension for the next 4 ½ weeks. During this time the student will be assigned a mandatory Study Hall during PE/practice time and not allowed to participate in any extra-curricular activities (sports, field trips, dances, etc.)

8.9 Jr. High/High School Assigned Test Days

MONDAY: Science & Electives

TUESDAY: English & History/Social Studies

WEDNESDAY: Math & Electives

THURSDAY: English & Science

FRIDAY: Math & History/Social Studies

Science - 7th & 8th Grade Science, Biology I & II, Chemistry, Physics, Physical Science

English - 7th & 8th Grade English, English I, II, III, IV

Math - 7th Grade Math, Pre-Algebra, Algebra I, II, & III, Geometry, Pre-Calculus

History/Social Studies - 7th & 8th Grade History, MS Studies, Geography, World History, U.S. History, American Government, Economics

Electives - 7th & 8th Grade English and Math Labs, Bible, Spanish I & II, Fine Arts, ACT Prep, Computer, Publishing

8.10 Honor Students

- Any graduating senior with a cumulative four-year average of 86 or above per subject per semester and who is a Beta Club member in good standing will be classified as graduating with “Beta Honors.”
- Any graduating senior with a cumulative four-year average of 95 or above who is a Beta Club member in good standing will be classified as graduating with “Special Beta Honors.”
- Any student completing 20 units of credit necessary for graduation in less than four school years will not be eligible for Valedictorian or Salutatorian honors.
- A student must be a *continuous* student at Centreville Academy in grades 9-12 to be eligible for the graduation honors---Valedictorian, Salutatorian, and invocation and benediction presenters.
- For the 2022 and future graduating classes, students must have taken Physics, Spanish II and the highest level math course such as Pre-Calculus or Calculus to be eligible for graduation honors, (i.e. Valedictorian, Salutatorian, and invocation, and benediction presenters).

8.11 Exemption from Final Exams

- Only seniors may be exempt from their second semester final examinations for subjects in which they have a second semester average of 90 or higher and
- 6 or less absences in a year course or 3 or less in a semester course.

8.12 Homework

Homework assignments prepare students for activities that are to take place in class the following day and reinforce concepts which have been studied in class that day or on previous days. Many homework assignments require reading or re-reading the material. In addition to efficient use of time at school, time should be used by students at home every day to complete assignments, to study or review for tests, to work on projects, or to read books assigned as parallel reading. Establishing good study habits is indispensable for academic success. Parents can help to encourage good study habits by requiring regular study hours in a quiet place free from the distractions of television or loud music. Additionally, homework grades are added to the student’s average. If the student does not complete homework assignments, his/her grades may be adversely affected.

8.13 Absentee Assignments

- When a student is absent from school, it is the parent’s responsibility first to check Plus Portals for assignments, if assignments or a computer is unavailable then ask for the missed assignments through the office. The student is responsible for any work missed during his or her absence.
- When students are absent from school for prolonged periods of time, teachers will arrange to send homework assignments and books to the student. Homework assignments are available upon request.

8.14 Incomplete Grades

Incomplete grades will be entered into the student’s portal as a “1”. This is to serve as notification/reminder to the student and parent that there are incomplete assignments. The student is then allowed 2 weeks to make up these assignments before the “1” becomes a “0”. Any and all extenuating circumstances must be approved by the Headmaster.

8.15 Examinations

Students are expected to take examinations on the date specified. It is the school’s policy not to administer examinations early or prior to the scheduled time. All students in grades 7-12 will take midterms. Only second

semester seniors are eligible for exemption. Financial obligations to the school must be current BEFORE students take semester examinations.

9. TESTING AND GUIDANCE SERVICES

A guidance counselor is available at Centreville Academy. Her basic task is to work with faculty, parents, and students in matters related to curriculum, scheduling, and college selections. The use of objective, standardized tests is an important aspect of the evaluation of each student at Centreville Academy. These tests provide information about our students which is useful in evaluating our program of instruction and in counseling with individual students and their parents. Some of these are administered and scored by the school; others are administered by the school but scored by national testing services. All become part of the student's permanent record and are available to the parent through the Guidance Office.

9.1 Outline of Testing

- Each spring students in Grades K-6 take a battery of achievement tests recommended by the Mississippi Association of Private Schools. Standardized tests measure student development of knowledge and skills. The scores from these assessments can help educators monitor students' academic growth over time.
- ACT (American College Test) is used primarily for placement purposes or admission to college. Scores in four subject areas are reported for predicting freshman academic averages of individuals. ALL students must take this test in the junior or senior year to receive a diploma. These scores must be received in the Guidance Office before graduation. Juniors are encouraged to take the ACT during their junior year to qualify for dual enrollment college courses as a senior.

9.2 College Selection

Selection of a college is probably one of the most important decisions that students and parents make together. Although graduation from high school may seem a long way off to juniors, it is time to give serious consideration to plans for the future. Seniors should have made a fairly definite decision by January of their senior year.

There are three major areas that colleges consider in determining admission:

1. High School Transcript
 - A. Number of courses taken each year
 - B. Difficulty of courses
 - C. Grades and over-all average
 - D. Class Rank
2. Standardized Tests
 - A. ACT results; Mississippi four-year colleges require an 18. Junior Colleges will accept most students. Mississippi students wishing to attend LSU must have a 21.
3. Activities
 - A. Sports
 - B. Student government/Leadership
 - C. Clubs
 - D. Community Service/Volunteering
 - E. Church Activities

9.3 Junior Year Checklist:

- Check college catalogues for programs of study.
- Try to arrange a family visit during the summer to several colleges of interest.
- Take the ACT early and often during the year.

9.4 Senior Year Checklist:

- Re-take ACT if scores need to be higher.
- Make application for admission by January; arrange a visit on campus during spring holidays or one other day (seniors allowed 2 excused absences for visits).
- Fill out and mail housing applications and health forms.
- Arrange to participate in auditions for drill teams, flag corps, or musical groups.
- Discuss athletic try-outs with high school coaches.
- Financial Aid:
 - Pell Grants – awards that do not have to be repaid
 - College Work/Study – on campus jobs
 - National Direct Student Loans
 - Guaranteed Student Loans
 - Mississippi residents – MTAG and MESH (grants)
 - A student must have been accepted by the college before he can be considered for financial aid.
- * Be sure to check on the deadline for applying for aid.
- Consult the counselor or the college catalog as to the form required:
 - **FAF** – Financial Aid Form
 - All college-bound students regardless of your financial situation should file **FAFSA** –Free Application for Federal Student Aid – as this is used to qualify students for various scholarships and other monies. Paper copies of the FAFSA are rare as on-line applications are preferred.
- Fill out one (or both) of the forms listed above and mail to the reporting agency, listing the colleges to receive the information. This should be done as soon after January 1 as possible.
- Fill out individual college financial aid form and mail to the Financial Aid Office at that college.
- Financial Aid Office at the college will contact you as to the type of aid you may receive.
- **KEEP UP YOUR GRADES!**
- Have transcripts sent after first semester and a complete transcript sent after graduation to the college/colleges to which you have applied.

9.5 Change Class Schedule

Students will be permitted to change class schedules in major subject areas only in extraordinary circumstances at the discretion of the counselor and the administrator. A student will have three days after school begins to drop or change a class.

9.6 Parent Conferences

Parents may call the school office and schedule conferences with individual teachers concerning progress reports, report cards, or other problems affecting student progress.

The counselor is available to discuss standardized test results or provide information to parents of both college-bound and non-college-bound students.

9.7 Progress Reports

Progress Reports are posted on the student's portal in the middle of each nine-week period. They reflect the student's current grade level in the courses listed. They are not part of the student's permanent records, but are merely provided to show where more study may be needed. Copies will be available in the office, if needed.

9.8 Report Cards

Report Cards are available on each student's portal and a copy is sent home with each student at the end of each nine week period. The report card indicates the letter and numeric grade attained by the student in each class. These report cards become part of the student's permanent grade records.

Report cards will be held until school fees are up to date. Honor rolls will be sent to area newspapers on the day the students receive the report cards. If fees are owed, the student's name will not appear on the honor roll in the newspaper. The schedule for report cards will be published in the school yearly calendar that is available on the school website, as well as in the CA news articles in local newspapers. Report cards are usually available within a week after the end of the nine weeks period.

The final report card will be held until any and all athletic, cheerleader, and dance uniforms are turned in, and all school fees and any other outstanding debts are paid.

9.9 Transcript Requests

Pupils wishing to have a copy of a transcript must make a request to the school counselor or office, giving the complete address to which the transcript is to be mailed. Transcripts are FREE to students when requested one year after graduation. After the 1st year, transcripts are \$5.00 for each copy. Payment must be made by money order or cash and must be received before the transcript can be sent.

10. DRESS CODE REGULATIONS AND PERSONAL APPEARANCE

The school as an institution of society has an obligation regarding dress and personal appearance when such causes distraction and confusion. Students are required to wear clean, neat, size appropriate uniforms starting on the first day of the school year and every day thereafter.

10.1 Dress Code Violations

If a faculty member feels that a student is in violation of the Dress Code, the student shall be sent to the Principal or his/her designee. If the determination is made that the student is in violation of the Dress Code, the following steps will be taken:

- The parents shall be notified of the violation and requested to bring proper clothing to the school. If parental contact cannot be made and the student cannot conform to the Dress Code, the student will be detained until such time that the student conforms to the Dress Code.
- Whenever a student has violated the Dress Code a second time, the student may be disciplined as a Level 2 infraction.

10.2 General Dress Code Information for All Students

Although it is not mandatory, we strongly recommend all of the products we have available through Tommy Hilfiger (www.globalschoolwear.com).

- Collared shirts – white, CA gold, or CA purple – logo optional
- T-shirts – white, CA gold, or CA purple – logo required (administration approved CA T-shirts can be worn only on Fridays)
- Khaki pants and shorts must be size appropriate uniform style: no frayed or split hems, no sewn on outside pockets or flaps; cargo style pants are prohibited. **The length of shorts must be no shorter than 4” from the bend in the back of the knee or 5” from the floor when kneeling.**
- All Sweatshirts and Jackets worn inside must be:
 - **Solid** colors: CA purple, CA gold, white, black, grey
 - May contain a school approved logo
 - Other designs, emblems, and logos must be smaller than 2” x 2”
 - Must be worn over uniform shirt
- Socks—If the socks show, only black, white, brown, or khaki and must be a matching pair.
- No camouflage is to be worn while in the Centreville Academy buildings. Camouflage shoes are not allowed.
- No caps or hats may be visible in the Centreville Academy buildings at any time. This includes Free Dress Days, NUT Days, and Spirit Days.
- Proper undergarments must not be visible and must be worn at all times.
- Shoes must be closed toed-black or brown shoes, tennis shoes, or saddle oxfords. Cleats, flip-flops, sandals, slippers or high-heels are not allowed. Boots may be worn with pants only. Pants must be worn on the outside of the boot.
- Shoes must be worn at all times.
- Boots may be worn, but must be clean. No spurs are allowed. Pants must be on the outside of the boots and may not be tucked in the boots.
- Rubber boots are prohibited.
- Unflattering or annoying accessories are not allowed.
- NUT Days and Free Dress Days are limited to jeans, uniform style shorts and t-shirts with acceptable slogans.
- Spirit Days will follow NUT Day guidelines. Additionally, students in grades K3-6 are allowed to wear their cheer uniforms and jerseys on pep rally days.
- Other special occasions requiring a modification of the dress code shall be approved by administration and the committee.

10.3 GIRLS

- Earrings are allowed, but any girls at Centreville Academy who has other body piercing may not wear rings or studs that are visible at school or any other school function whether home or away. Tattoos are not to be visible at anytime. Disciplinary action will include, but will not be limited to, suspension from the activity, team or school.
- Leggings-black or white only
- Plaid skirts and skorts (and jumpers for elementary) are available from Tommy Hilfiger (www.globalschoolwear.com). All plaid pieces must be accompanied by a collared shirt in grades 7-12. Modesty shorts are required.

10.4 BOYS

- Must be clean-shaven before school each day.

- Shirts must be tucked in at all times for male students in grades 4-12.
- Belts—only black or brown. All male students in grades 4-12 must wear a belt with pants or shorts.
- No earrings are allowed. Any boy at Centreville Academy who has body piercing of any kind must not wear earrings or studs that are visible while at school or at any school function whether at home or away. Tattoos are not to be visible at anytime. Disciplinary action will include, but will not be limited to, suspension from the activity, team or school.

10.5 Hair

Hair styles shall be clean, neatly groomed and shall not distract from the learning environment nor be a safety factor for any of the school’s curricular offerings.

- Students’ hair must not be dyed any color other than a natural shade. (Blonde, Brown, red or black) Any other color is not acceptable. This includes high-lights and extensions.
- Boys: Hair length in the front must not extend lower than the top of the eyebrow. The back must not extend lower than the top of the shirt collar. The sides must not extend lower than the earlobe. Sideburns must not be any lower than the earlobe.

11. STUDENT ACTIVITIES

- Any organization sponsoring a dance or any other activity must submit complete plans for such to the Administrator to be approved by the Board of Directors.
- All fund raising projects must be approved by the Headmaster and presented to the Board of Directors for their approval.
- All purchases made by any organization encumbering school funds must obtain prior permission from the Headmaster.
- Students are not to sell or take orders for anything while on the school campus without written permission from administration.

11.1 Transportation

- Students, who ride buses must remember that when they are on the bus, they are technically on the school campus and all rules and regulations of the school, plus those of the bus driver, must be observed.
- The driver cannot excuse a student to get off the bus before it arrives at school or before the bus reaches the regular stop after school.
- Students who fail to carry out reasonable requests of the bus driver will lose the right to ride the bus.
- No objects of any type are to be thrown off the bus at any time. If a student throws an object off the bus, the student will be disciplined by the administration with possible suspension or expulsion.

11.2 School-Sponsored Trips

- On special trips to school-sponsored activities, the driver and the sponsor shall work out the schedule for picking up and dispersing students.
- An adult must be in each car, except by permission from the principal.
- All school regulations apply on these trips.

- Permission slips signed by parents must be on file in the office before a student will be allowed to leave.
- School buses will not be allowed to transport students to parties.
- Preschoolers **are not allowed** to accompany parents on field trips.

11.3 Eligibility

To be eligible to participate in inter-school athletics and in Centreville Academy school activities, a student must have passed in four major subjects prior to the semester of his participation and meet all other regulations as outlined in the Mississippi Private School Activities Handbook and the Centreville Academy Handbook.

11.4 Beta Club

The Beta Club is a national honorary organization based on scholarship, leadership, character, and commendable attitude. Students in grades 9 – 12 who have two consecutive semester averages of 86 or above for each academic subject with no semester grade below 86 will be considered. National and local dues are assessed. All members will be subject to the rules and regulations of the national and local Beta Club.

11.5 Yearbook

The annual staff publishes a yearbook covering the full year's activities. Full price must be paid when the book is ordered in the fall. Delivery is made at the beginning of the following school year. The fee charged for the book covers approximately one-half the cost of publication. The balance of the money is raised through ad sales. The yearbook sponsor selects the staff.

11.6 Student Council

1. Officers and members of the Student Council shall be elected according to the Constitution of the Student Council.
2. Elections will be held during the spring and members shall take office following the election.
3. A student must have been enrolled in Centreville Academy for the two consecutive semesters immediately prior to elections in order to be nominated.
4. Student Council officers must maintain an overall C average for the semester before election and continue with the average for the duration for the year.

11.7 Cheerleaders

RULES AND REGULATION:

Cheerleader tryouts will be held during the spring of each year. Varsity and junior varsity tryouts will be held together.

REQUIREMENTS:

1. To try out, a student must be enrolled in Centreville Academy and meet all eligibility rules for inter-school competition as defined by the MAIS Academy Activities Commission Athletic and Activities handbook.
2. Candidates must have passed 4 major subjects in the semester prior to her selection.
3. Each candidate is required to pay a "try-out" fee.
4. Candidates must meet all regulations as outlined in the Mississippi High School Activities Association Handbook, as prescribed by the Department and the Centreville Academy handbook.
5. The school registration fee for the following year and any other outstanding fees must be paid prior to tryouts.
6. Candidate and a family member are required to attend the orientation meeting. At the discretion of the Cheerleader Sponsor, this requirement may be waived if the candidate and family member have attended a previous orientation meeting.

7. Many other rules apply to the squad. These rules will be distributed during orientation. During this meeting rules will be read, understood and signed by the student and parent.

11.8 Tiger Darlings & Tigerettes

RULES AND REGULATIONS:

Tiger Darlings tryouts will be held during the last 9 weeks' period of each year. To try out students must have passed in four major subjects in the semester prior to her selection.

REQUIREMENTS:

1. Any girl in grades 7-12 may be a member of the Tiger Darlings and grades 7-12 may be a member of the Tigerettes.
2. Candidates must have passed in four major subjects in the semester prior to her selection.
3. The school registration fee for the following year must be paid, along with any other outstanding debts, before a student can try out.

GENERAL RULES:

1. Practices for Tiger Darlings will be held on Monday and Thursday afternoons unless conflict arises with another team. The sponsor will make any changes necessary. There may be other after school practices when needed.
2. Ample time has been provided before afternoon practices to get a snack. No snacks will be allowed during practice. Practices will begin on time.
3. Many other rules apply to the squad. Sheets with all information will be handed out to students trying out before selection. These must be read, agreed with and signed by student and parent. Students selected are expected to abide by the rules. Anyone desiring a copy of these rules may check with the sponsor or office.
4. These activities are time-consuming and involve some expense. If selected, there are certain personal and financial responsibilities and obligations. Each girl will be expected to pay for all applicable summer camp expenses, travel expenses to and from games, and certain personal items, such as shoes. Each girl will also be expected to help raise any funds that are needed.
5. Occasionally unique situations occur during the school year. The Headmaster and sponsor will consider and make adjustments that are needed.
6. All past due bills must be paid in full before the Tiger Darling, or Tigerette is allowed to attend camp or practice with the squad.

11.9 Dances

1. Age limit: Students in grades 7 – 12 (grades 9 – 12 for prom); single persons through age 21 for high school dances and students grades 4 – 6 for elementary dances.
2. No married person will be allowed at the dances other than CA students and their spouses, except at the Homecoming Dance.
3. No one may leave the facility and return.
4. No one may remain outside the facility after the dance has begun.
5. All dances must be cleared with school officials.
6. Dances must be scheduled and entered on the school calendar a minimum of ten days in advance of the event.
7. Time for all after-game dances is 10:00 – 12:00, unless otherwise approved by the Headmaster.
8. All expenses are to be paid by the sponsoring group.
9. Class or organization sponsor or sponsor **must** be present at the dance and lock the facility after everyone has gone.
10. Sponsoring group is to prepare the facility for the dance and clean up afterward.

11. Three sets of parents (husband and wife) from the sponsoring group and two board members must serve as chaperones. Arrangements for additional chaperones will be made, as the sponsor deems necessary.
12. Number of dances is to be determined by the faculty and administration.
13. There will be **no summer dances** on school property.
14. The school dress code is in effect at dances.
15. Vulgar dancing is not permitted, and you will be asked to leave.
16. Drinking, drug use, and tobacco use at dances is strictly prohibited. School rules will be enforced for any violations.
17. **Prom:** Prom will adhere to the same rules as listed above.

11.10 Rules and Regulations for Student Elections

1. A student's name cannot be placed on a ballot unless the student is in good financial standing with the school.
2. Officers of any class or organization (other than the Student Council), Beauty and Who's Who nominees, Cheerleaders, and members of the Homecoming court must have been enrolled in Centreville Academy for **one semester** before election or selection unless specific enrollment requirements are stipulated for individual Who's Who honors.
3. Tabulation of votes in all elections shall be handled by faculty members and official results filed in the counselor's office.

11.11 Who's Who

1. Each qualifying student is eligible for any number of honors in addition to Mr. or Miss Centreville Academy or Most Beautiful.
2. A student's name can be entered on the ballot any number of times.
3. Nomination sheets will be issued and counted by the election committee.
4. Ballots and tabulation of votes will be the responsibility of three faculty members.
5. Winners will be chosen by plurality vote in each category; majority vote is not necessary.
6. The faculty will name nominees from the senior class for Mr. and Miss CA and Most Likely to Succeed. The faculty will name nominees from the junior and/or senior classes for Most Intelligent and Most Cooperative.
7. Beauties and Beaus:
8. Each class, grades 10 – 12, will select 4 beauty and 2 beau nominees.
9. The faculty has no input for beauty or beau nominees.
10. Students in grades 9 – 12 will make selection of Most Beautiful and 4 alternates.
11. Students in grades 9 – 12 will nominate and vote for High School Who's Who honors.
12. Class honors will be determined by election within the class.
13. In order to be considered for Mr. or Miss Centreville Academy, a student must be a senior who has been a continuous student at CA since the first day of the ninth grade.
14. A junior or senior who is considered for Most Intelligent must have been a continuous student at CA for three consecutive years immediately prior to the election.
15. To be considered for Most Likely to Succeed, a senior must have been a continuous student at CA since the first day of the tenth grade.

11.12 Senior Honors

1. Balfour Award—A student must have been a continuous student at CA since the first day of the ninth grade.

2. Hall of Fame—A student must have been a continuous student at CA since the first day of the tenth grade.
3. Service-Before-Self and Citizenship Awards—A senior must have been a student at CA the semester immediately prior to election.
4. Senior Honors are nominated and voted by the faculty.

11.13 Awards Day, Baccalaureate, and Graduation

- Seniors are required to attend awards day dressed appropriately.
- Seniors that do not attend Baccalaureate or Graduation practice may not be allowed to participate in the ceremony.

11.14 Homecoming

1. One maid and one escort will be elected by grades 7 – 11; two maids and two escorts will be elected by grade 12, one football maid and one escort will be elected by the football team from eligible seniors.
2. The senior maids will be nominees for Homecoming Queen. The one receiving a plurality of votes from grades 9 – 12 will be Homecoming Queen.

11.15 Class Officers

1. The sponsors of each class will handle election of class officers for the coming year, during the final nine weeks of school.
2. Students holding class offices must meet the eligibility requirements (good financial standing and enrollment in CA on semester prior to the election.)
3. Each class will elect the following officers: President, Vice-president, Secretary, Treasurer, and Reporter
4. The class President must have at least a “C” average, as each class president is automatically on the student council.

11.16 Athletic Activities

Centreville Academy offers a wide range of athletic activities to both boys and girls in grades 7-12. All athletic activities are operated under the Mississippi Association of Independent School Athletic Rules and Regulations as stated in their By-Laws. These are updated each year and specific statements for each activity can be found in these By-Laws.

11.17 Rules for Eligibility in Centreville Academy Athletic Activities

1. Must be a bona fide pupil of the school, must attend regularly, carry a minimum of four academic subjects, and a passing grade must be made in three subjects at each grading period.
2. Cannot be 19 years of age before August 1st of the school year.
3. Must provide a birth certificate to verify age.
4. Must pass a physical examination; doctor must certify that student is physically fit to take part in athletic activity.
5. Must have insurance coverage.
6. Transfer students must comply with Transfer Student Rules for eligibility as outlined in the MAIS By-Laws.
7. Any account that is 45 days past due will render the student ineligible to participate in any athletic capacity.

Coach's Control: In all athletic activities at Centreville Academy, the coach of the sport has control over the activities of the player in that sport, i.e. playing position, playing time, etc.

Travel for Athletic Teams: The school will arrange for team travel. All members of the team will travel to and from any athletic events off campus by means provided, unless the parents of the players request permission from the team coach to provide such transportation.

Parental concerns regarding their child's particular sport must be handled as follows:

1. Call coach's office or administration office to schedule appointment with coach.
2. If concern is not rectified, call for an appointment with the Athletic Director.

****Under no circumstances is a parent to address a concern with a coach at an athletic practice or without scheduling an appointment. Any public display of outrage by a parent or guardian towards a coach may result in the student's dismissal from that sport and the parent or guardian being banned from athletic contest. ****

The following sports are offered to students at Centreville Academy:

Football Boys - Grades 7-12

Cheerleading Girls – Grades 6-12

Basketball Boys and Girls - Grades 7-12

Track Boys and Girls - Grades 6-12

Baseball Boys - Grades 7-12

Softball Girls - Grades 6-12

Golf – Grades 7-12

Archery – Grades 4 – 12

Cross Country – 6 – 12

Tennis – 6 – 12

Grades 7-12 participate in organized sports through the MAIS Athletic Program. The class rating (A, AA, AAA, AAAA) is evaluated every two years and can be changed as enrollment fluctuates. The census is based on the first 20-day session report every other year. The officials for sporting events are members of the MAIS official's organization. Rules are defined in the official MAIS sports rulebook.

12. MISCELLANEOUS

12.1 Crisis Management Plan

PURPOSE OF A CRISIS PLAN

We live in a complex and dynamic society. Crises may arise anywhere and anytime. It is important that the school have a contingency crisis plan for various unexpected events. When the school is prepared to handle a crisis, students can continue to function and grow emotionally, intellectually, and physically.

Centreville Academy will plan to reduce the inherent risks during a school crisis by taking the following steps:

1. Have an enforcement policy and procedure to deal with drug possession, vandalism, school fighting (with or without weapons), controlling visitor access, and other potential warning signs during a violent crisis.
2. Train ALL personnel to recognize potential crisis signs—Administrators, teachers, clerical staff, custodians, and bus drivers.

3. Arrange for security assessment to be done by a law enforcement agency and plan to implement their recommendations.
4. Establish, test, and exercise the crisis plans. Train the entire school staff on the established guidelines.

Centreville Academy will plan to create a CLIMATE FOR CRISIS PREVENTION by training the faculty, administration, and staff to implement the following activities:

1. Tell the students the rules and expectations, the reward, and the consequences.
2. Post the rules and expectations.
3. Explain the rules and expectations consistently.
4. Apply the rules and expectations.
5. Provide adequate supervision of the students.
6. Establish a routine and make sure it is understood.
7. Greet students positively when they arrive at school.
8. Show that the staff really cares about the students.
9. Set high positive expectations for all students.
10. Offer words of encouragement during the day.
11. Encourage active participation in curricular and extra-curricular activities.
12. Encourage cooperative learning opportunities.
13. Give students responsibilities to make them feel needed.
14. Engage students in active learning.

12.2 Emergency Evacuations

- **School:** In the wake of the recent tragedies in our Country, Centreville Academy's crisis plans have been updated and expanded. We have now developed an evacuation plan in the event that the nuclear plant at St. Francisville is attacked. If there is an explosion, all students will be loaded on our buses or in authorized vehicles and taken to either Parklane Academy or Columbia Academy, depending on the strength and direction of the wind. No student will be able to take his or her car. To determine where to pick your child up should we have to evacuate, you may call Parklane Academy @ 601 684-8113 or Columbia Academy @ 601 736-6418.
- **Building:** The proper procedure to follow will be placed on the bulletin board in each homeroom. A practice drill will be held periodically.
- **Evacuation Procedures:** All emergency and evacuation procedures are listed in our Crisis Management Plan. These procedures will be reviewed with students at the start of each school year and rehearsed with students throughout the school year.

Unscheduled School Closing

- In the event of severely inclement weather or mechanical breakdown, the school may be closed for the day or dismissed early.
- The school will request announcement about these closings or early dismissals over the following radio and television stations:
 - Television
 - WAFB – Channel 2 in Baton Rouge
 - WBRZ – Channel 9 in Baton Rouge
 - Radio

- WAKH-106 in McComb, MS
- WYNK-101.5 in Baton Rouge, LA
- WFMF-102.5 in Baton Rouge, LA
- WPAE-89.7 in Centreville, MS
- Notification will also be made on the school website, www.centrevilleacademy.org and by our telephone notification system, AdminPlus Notify. Contact the office to sign up for this service.

Failure by the stations to make these announcements is not the responsibility of the school.

12.3 Report of Unlawful Activity or Violent Act

The Legislature of the State of Mississippi has enacted Section 37-11-29 of the Mississippi Code of 1972, which applies to both public and private educational institutions. A provision of this statute requires that Law Enforcement Departments and/or Court Systems make or cause to be made a report of the arrest or conviction of a student of any crime charged against the student, with a copy of said report to be provided to the educational institution in which such student is enrolled.

Centreville Academy has adopted a policy that upon receipt of report of criminal activity—or if the school is otherwise informed or made aware of criminal arrest or conviction of a student—Centreville Academy will take such action as it deems appropriate by imposing probation, suspension, or expulsion of the student arrested or convicted of criminal or violent acts, or a student involved in the criminal activity, with such discipline to be imposed in the discretion of the Board in accordance with the severity and nature of the crime or violent act committed.

12.4 Parent Teacher’s Club

The PTC is an organization open to all parents of CA students, interested patrons, and the faculty and administration. An Open House and business meeting are held in the fall. The group conducts a fall fund-raising activity with monies used for extra classroom needs, playground equipment, or extra library and educational needs. Meetings are held on a regular basis and notes are sent home to inform parents of the dates and times. Each spring a very important meeting is held to finalize plans for Field Day, which the PTC co-sponsors with the Booster Club. There are no dues; all that is asked is your whole-hearted cooperation.

12.5 Booster Club

The Booster Club is an organization open to all parents, grandparents, alumni, and school supporters. You do not have to have a student in school to be a Booster Club member. Membership is \$50.00 annually. Functions of the Booster Club include: promoting school spirit, recognition of CA students that participate in all athletic programs, raising money for athletic program needs above and beyond the normal uses and requirements of the athletic budget, and assisting with Field Day.

The Booster Club hosts two banquets annually at which time student athletic achievements are recognized. The *Kick Off Banquet* is held at the beginning of the school year and honors the athletes who participate in the Varsity Track & Baseball Programs in the spring. The Varsity athletic participants for the current school year are introduced, this includes; Football Team, Softball Team, Cheerleaders and Tiger Darlings. The *Spring Athletic Banquet* honors the athletes who participate in the Varsity Softball, Football, Cheer, Dance, & Basketball Programs. The Baseball and Track Teams are introduced.

12.6 Grievance Policy

Centreville Academy recognizes that harmonious relations with its employees, parents, and students can be maintained and improved through effective communications. The Board has adopted the following grievance

procedures as a means to examine and resolve possible problems, which relate to the administration of policies of the school.

Definition: A grievance is a claim by an employee or parent, stating that he/she has suffered harm or injury by the interpretation, application, or violation of a contract, a school policy, a law, or a constitutional right.

Procedure: Any grievance claims shall promptly be presented to the Administrator in writing. Such notices shall be presented no later than five (5) working days after the day on which the alleged grievance occurred. Included with the grievance shall be a detailed listing of all facts that support the position. Also, list the names of any witnesses. These witnesses will be questioned and may be asked to submit signed statements during the grievance process. The Administrator will then schedule a conference with the individual making the claim in an attempt to resolve the grievance. A written decision by the Administrator must be rendered within five (5) working days after receipt of the grievance. The grievance procedure is the only acceptable manner in which Centreville Academy acknowledges complaints. Any public display of outrage by a parent, student, or faculty member will not be tolerated and will be dealt with accordingly.

12.7 Board of Directors

The Centreville Academy Board of Directors adheres to the Corporate Charter, By-Laws, and amendments thereto as they determine, integrate, and coordinate policies that define the school's purpose and function. The role of Board of Directors is to develop policies, fund the total school program, and hire the school's Headmaster. The Board of Directors reserves the right to add to, delete from, or modify these policies, rules, and regulations at any time it is deemed in the best interest of Centreville Academy.