

CENTRAL ACADEMY

Macon, MS



STUDENT HANDBOOK

Valid August 1, 2015

CENTRAL ACADEMY
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ACT School Code:	251-724
School Colors:	Blue and Gold
School Mascot:	Viking

ADMINISTRATORS

Administrators are selected by the Board of Directors of the Noxubee Educational Foundation Inc.

BOARD OF DIRECTORS

Central Academy is owned and operated by the parent organization, Noxubee Educational Foundation, Inc., a non-profit organization. The school is controlled by a Board of Directors consisting of members who are elected by a majority of those present and voting at the annual membership meeting. Each director shall hold office for a three year term.

Any person who wishes to confirm their eligibility as a board member or who wishes to be nominated, must appear at the school office and submit their name for the ballot. Nominations will be received from August 1st until September 1st of each year. Officers of the board are elected in September of each school year. A current listing of officers and board members, you may visit the school office or the school's website at www.caviking.org.

FOREWORD

This handbook has been prepared for the benefit of the students, parents, teachers, and staff of Central Academy. It is designed to serve as a reference of the basic policies governing the operation of Central Academy to help students establish positive academic habits as well as favorable attitudes toward the school and all of its activities. This handbook does not and cannot address every situation, question, or problem that may arise. Any situation, question, or problem that arises and is not covered in this handbook will be left to the discretion of the administration.

The Board of Directors reserves the right to modify any of the above policies and procedures deemed necessary based on a majority vote of the Board. If such a change occurs, parents will be notified of the effective date of such a change.

This handbook supersedes all previous versions and remains in effect until altered by the School Board.

Table of Contents

Introduction

Welcome	6
Mission Statement	6
Accreditation	6
History	6
School Calendar	6
Alma Mater	7
Good Students, Good Citizens	7
The Student's Creed	7
The American's Creed	7
Pledge of Allegiance	8
The Flag	8

Attendance Regulations

Attendance	8
Tardies	9
Leaving School	9
Make-up Work	9
Absence Limits	9
Perfect Attendance	10
School Attendance & Extra-Curricular Activities	10

Academic Information

Recording Grades	10
Transcripts	10
Grading Scale	10
Grading Percentages	11
Exam Exemptions	11
Conduct Grades	11
Progress Reports & Report Cards	12
Academic Conferences	12
Requirements for the Headmaster's List & Honor Roll	12
Honor Graduates	12
Senior Graduation Awards	12
Promotion of Elementary Students	12
Promotion of Seventh & Eight Grade Students	13
Classification Requirements	13
Course Load	13
Correspondence Courses	13
Extended School	13
Credit Recovery Correspondence Courses	13
Course List for Grades 9-12	14
Graduation Requirements	14

Student Conduct

Discipline	15
Detention	15
Corporal Punishment	15
In-School Suspension (ISS)	16
Out of School Suspension (OSS)	16
Expulsion	16
Accelerated Discipline	16
Dress Code	18
Drug Testing Policy	20
Sexual Harassment	20
Student Harassment	20
Other Policies	
Asbestos Compliance	21
Assembly	21
Closed Lunch Period	21
Computer and Internet Usage	21
Deliveries	21
Email Addresses	21
Hall Passes	22
Homecoming	22
Junior – Senior Banquet	22
Library & Study Hall	22
On Campus Parking & Search	22
Placement Testing	23
Pregnancy	23
Rules for Use of the Gymnasium	23
Safety Drills – Fire & Tornado	23
School Closing	24
Senior Privilege	24
Student Medical Intervention	24
Telephone	24
Textbooks	24
Visitors	24
Working Students	25
Extra-Curricular Activities	
Fellowship of Christian Athletes	25
National Honor Society	25
Newspaper Staff	25
Sports Awards	25
Sports Eligibility	25
Cheerleading – High School	25
Cheerleading – Junior High	26
Student Government Association	26
SGA – Who’s Who Elections	26
Activities/Performances to be Pre-Approved by Headmaster	27

Introduction

Welcome

The faculty and administration of Central Academy (CA) welcomes you and your family. We are confident that this will be a successful school year, but we need your help. Our success will depend on each of us doing our part. The faculty and staff pledges to provide you with the best educational experience money can buy. Parents and students need to pledge to be willing to adhere to school policies and to support the academic and extra-curricular activities of the school. Let's all set our goals high, communicate well with each other, and together be productive members of our school community. We at Central Academy are committed to an exemplary education emphasizing a Christian worldview in all of our school's academics, athletics, and extracurricular activities.

Mission Statement

The mission of Central Academy is to unlock and expand God's great gift – the mind, and to equip students with the faculties to further their objectives and ambitions.

Accreditation

Central Academy is accredited by the Mississippi Association of Independent Schools (MAIS) and the Southern Association of Colleges and Schools (SACS).

History

The Noxubee Educational Foundation held its organizational meeting in May, 1964. A charter was issued September 17, 1964. On June 8, 1968, the Board of Directors decided to construct a school building. Mr. Arthur Varner was awarded the contract. Mr. John Barrett was hired as Headmaster effective August 1, 1968, and the school became a reality.

The foundation for the school was poured on July 3, 1968, and the school opened its doors on September 6, 1968. The first building consisted of nine classrooms, a music room, a library, a study hall, and boys' and girls' bathrooms. The building was built at a cost of \$3.00 per square foot mainly due to Mr. Arthur Varner's supervision of the construction and donation of labor. Three additions have been made to the original structure: extra classrooms, a cafeteria, and a gymnasium.

The name, *Central Academy*, was chosen by the students. The students also selected the school colors of blue and gold and the school mascot, the Viking.

Central Academy's purpose is to offer to each student a quality education. The curriculum is designed to encourage the development of each child's ability. Our goal is to continually strive to provide the best academic program possible for our students. In doing so, we hope to mold outstanding leaders for this country in the years to come. Central Academy is located on sixteen acres in Macon, Mississippi.

Central Academy does not discriminate on the basis of race, religion, ethnic origin, disability, or gender in the administration of its educational policies, admissions policies, and other school-administered programs.

School Calendar

The school calendar is available in the school office or by visiting the school's website at www.caviking.org.

Alma Mater

Hail to thee, Academy
In the heart of Noxubee
Born of dreams and visions true
Dedication, too.
As the Vikings -- men of old
We go forth in ventures bold
Learning, working, playing by
The principles set high.
Central, Central, we love you
For your victories, standards, too.
May you ever noble be
Alma Mater, Hail to thee!

1970

Words: Mrs. Ann Ford Barrett and Mrs. Florence Futvoye Ford

Music: Mrs. Ann Boswell Adams

Good Students, Good Citizens

Central Academy believes that good students make good citizens. Therefore, we make use of every opportunity to instill values in the student body. Some of these values are listed below.

The Student's Creed

We, as students of Central Academy, believe in devoting ourselves to the improvement of each of our lives as individuals. By doing this, we hope to improve ourselves spiritually, intellectually, physically, and socially. We hope we can create, as students, a better Christian attitude, spirit of good sportsmanship and outstanding leadership qualities.

We believe in our teachers and our fellow students, and we respect and honor their rights and privileges.

We believe that spirit of fair play should be manifested whether in the classroom, on the athletic field, or in any of our school's activities.

We believe in Central Academy.

The American's Creed

I believe in the United States of America as a government of the people, by the people, for the people; whose just powers are derived from the consent of the governed; a democracy in a republic; a sovereign Nation of many sovereign States; a perfect Union, one and inseparable; established upon the principles of freedom, equality, justice, and humanity for which American patriots sacrificed their lives and fortunes.

I, therefore, believe it is my duty to my country to love it; to support its Constitution; to obey its laws; to respect its flag; and to defend it against all enemies.

(Compiled by William Tyler Page. Adopted by the U.S. Congress, 1924.)

Pledge of Allegiance

I pledge allegiance to the Flag of the United States of America and to the republic for which it stands. One nation under God, indivisible, with liberty and justice for all.

The Flag

The Student Government Association (SGA) is responsible for holding a short flag ceremony at each assembly of the student body. The SGA is also responsible for seeing that the flag is raised before school and lowered afterwards.

Attendance Regulations

Attendance

Official attendance records will be recorded in the main school office. Punctual and regular attendance promotes a good learning environment. Please be aware that the tardy bell rings at 8:05 A.M.

Students should be in their seats in their assigned homeroom by 8:00 a.m. A student will be required to present a tardy slip if they arrive after 8:05 a.m. Parents should notify the school by 8:15 A.M. if a student will be absent. Students are to remain in class until 3:00. Any student checking out early must also have a signed note from a parent indicating the reason for the early checkout or direct permission from the parent/guardian to the school office.

The accumulation of 5 unexcused tardies for the school day will result in an unexcused absence. In addition, this student will no longer be eligible for perfect attendance. If a student arrives to school after 10:30 a.m., they will be considered absent for that school day.

The parents should send a note that includes the reason for the absence and the parent signature. Stating, "The student was absent," is not sufficient. The note must include the signature of the parent. If the absence is excused, the student will be issued an admission slip. Parents may exercise parental discretion in taking their child out of school, but it is the duty of the school to determine whether absences are excused or unexcused. If a student fails to bring a note, within 2 days of returning, the absence will be considered unexcused. The student will present this note to the office in order to obtain an admission slip to report to class. The student will not be allowed to return to class without an admission slip. If the student absence is excused, missed work will be allowed to be made up.

Absences that are excused include the following:

- Illness
- Death in the family
- Doctor / Dental appointments
- Requests pre-approved by the administration

If the absence is not excused, credit for missed work will not be given. Students will receive a grade of 0.

If the school experiences 20% absenteeism due to illness, parents will be notified and the school will be closed the next day.

Tardies

Students are to be seated at their desks when the tardy bell rings. Teachers will keep records that reflect tardies to their classes.

Secondary students, grades 7th– 12th, are allowed 2 unexcused tardies for first period each semester. For each tardy after the 2nd tardy, work detail of 1 hour will occur. If tardies continue, students may be suspended.

Elementary students, grades 1st - 6th, will be allowed 3 unexcused tardies during a 9 weeks grading period. For each tardy after the 3rd tardy, work detail of 30 minutes will occur.

Leaving School

If a student must check out during the school day for a medical appointment or some other necessary reason, the following guidelines must be observed:

The student should bring a signed note from his parents to the office by 8:00 A.M.

The note must state the reason for leaving school during the day.

The Headmaster will be notified of the request to leave school and will make the final approval.

The parent should check with the school office by 8:15 A.M. to verify approval of the request.

A student will not be permitted to leave school without a signed request from a parent being made to the office or direct permission from the parent/guardian to the school office.

One note for multiple checkouts will not be allowed unless it is to travel to off campus sports practices. (On days when there is no sports practice, the students are required to report to 7th period.)

No student will be allowed to leave school during the school day to run personal errands. Parents should be very selective in their requests for student absences. If necessary, a sibling can be checked out for carpool convenience.

Before leaving school, a student must sign out at the office. If a student returns to school after having checked out, he must sign back in at the school office.

Make-up Work

The student is responsible for obtaining assignments and make up work from an excused absence, whether the excused absence is for a full day or partial day. Whenever possible, the student should return to school with homework and class work complete.

A parent can request assignments by calling the school office before 9:00 A.M.

Students shall be given the number of days missed but no more than three (3) days to turn in any homework, quizzes or tests after an excused absence of any period of time. If it is an extended absence, the student should meet with his teachers to determine the due dates for make up work. Failure to complete make-up work will result in a grade of zero (0) for the work required.

If the absence is not excused, credit for missed work should not be given. Students are to receive a grade of 0 when it is an unexcused absence.

Absence Limits

Students in grades six through twelve who miss more than twenty days or subject periods without extenuating circumstances will not receive credit for the subject.

Students in grades six through twelve who miss more than ten days in a semester or subject period without extenuating circumstances will not receive credit for that subject.

Elementary students who miss more than twenty school days without extenuating circumstances will be retained.

Exceptions may be granted in the case of extenuating circumstances as determined by the administration and/or the Board of Directors.

Students who have 5 consecutive days of unexcused absences are considered truant and the school office will notify the state.

Perfect Attendance

A student achieves perfect attendance if the student has not been absent for any reason, excused or unexcused, for the full school calendar year. If a student is off campus, at a school sanctioned function, the student is not considered absent. Athletes are not considered absent when leaving school early to travel to a ballgame.

School Attendance and Extra-Curricular Activities

A student is not eligible to participate in extra-curricular activities unless in attendance for at least **three class periods** on the day of the event with one exception, attending an immediate family member's funeral.

Academic Information

Recording Grades

Daily, quiz and test grades will be recorded promptly upon grading. At any time, a teacher will be able to quickly calculate a student's overall grade. Middle and high school teachers will return graded daily work within 1 day, quizzes within 2 days, and tests within 3 days for the student to review. Daily grades may be given for completion or accuracy.

Transcripts

Central Academy will not release school transcripts without proper permission. All financial obligations to the school must be met before any transcript information will be released. The first copy of a transcript is free. Each additional transcript is five dollars.

Grading Scale

Due to the changing academic landscape and an attempt to better serve our students, the following grading scale will be used in all grades:

A	90 - 100
B	80 - 89
C	70 - 79
D	65 - 69
F	64 and below

No more than **2** major tests will be given to the same group of students on the same day. Students will be given 3-5 school days notice prior to a test being issued.

Grading Percentages

Weighting of Grades will be as follows:

Kindergarten teachers will hand out information in their orientation packet explaining the grading scales and grading percentages for each subject.

Elementary (Grades 1-6):

Daily Grades	15%
Quizzes	35%
Tests	50%

High School (Grades 7-12)

Daily Grades/Quizzes	20%	OR	Daily Grades	15%	OR	Daily Grades	25%
Tests	50%		Quizzes	15%		Quizzes	25%
9 Week Tests	30%		Tests	40%		Tests	50%
			9 Weeks Tests	30%		(If NO 9 Weeks Test)	

Semester exams for middle and high school count as 30% of each semester's grade. All efforts will be made to have a 9 Weeks Test and a comprehensive Semester Exam at the end of each semester if possible.

Exam Exemptions

1st and 2nd Semester

Grades 7-11: 94 or higher average

Grade 12: 90 or higher average

There are no exemptions for any other grades / circumstances other than those referenced above. Exemptions will not be granted to any student who has been issued an in school suspension, suspended or who has received a conduct grade of Fair or below.

Conduct Grades

Each student will receive a conduct score in each class. The scores are averaged together and the student will receive an overall score. Students that receive below a 2 average will not be allowed to participate in any extracurricular activities the following nine (9) weeks.

Conduct Scale:

5	Excellent
4 - 4.99	Good
3 - 3.99	Fair
2 - 2.99	Poor
Below 2	Unsatisfactory

Progress Reports and Report Cards

Progress Reports are handed out at the four and one-half week point of each nine weeks. Report cards are handed out each nine weeks.

Students are responsible for returning report cards the following school day. Lost progress / reports cards will result in monetary fines. The first lost progress / report card will result in a fine of \$5.00. The second will result in a \$10.00 fine. The cost of replacing a lost card will increase \$5.00 per incident.

Academic Conferences

Parent-teacher conferences are encouraged. Meetings may be set up between the parent and the teacher as needed by calling the school office at (662) 726-4817. As necessary, or at the request of either party, these meetings may also include the Headmaster.

Teachers are expected to inform parents when a student is struggling academically or is a disruption to the classroom learning environment. Student academic and/or classroom performance will only be discussed with the child's parent(s) and the Headmaster or school Counselor.

Requirements for the Headmaster's List and Honor Roll for Grade 4th – 12th

Headmaster's List: all grades at 90 or above and
3's or better in Conduct

Honor Roll: A student have an overall 80 average in all academic subjects with
no individual average below an 80.and
3's or better in Conduct

**No More Than Four (4) Unexcused Absences

Honor Graduates

Selection of honor graduates is based on academic achievement only. An academic average of 90.0 and above is required for eligibility for honor graduates.

To be eligible for valedictorian or salutatorian, a senior must have attended Central Academy for the last four (4) semesters prior to graduation.

Senior Graduation Awards

The following awards are presented to graduating seniors: Judy Poag Brown, Bank First, Mary Beth King, John Barrett Academic Merit, and the Central Academy Award. Graduating seniors may receive additional awards or scholarships may be given by the Board of Directors and other organizations.

Faculty recommendations play an important role in determining these awards. Where senior graduation awards are not determined by the specific donor, all senior graduation awards will be determined only by vote of a faculty committee composed of two elementary teachers, two high school teachers, the high school counselor, the headmaster, and the board president/one board member.

Promotion of Elementary Students

First through sixth grade students who fail two major subjects (Math, Language, History, and Science) will be required to repeat the grade. Students failing Language or Math and scoring low in any other subjects may be required to repeat the grade.

Promotion of Middle School High Students

Seventh and eighth grade students who fail two major subjects (Math, English, History, Science) or three or more subjects are required to repeat the grade.

Classification Requirements

- To be classified as a freshman, a student must have successfully completed the eighth grade.
- To be classified as a sophomore, a student must have earned 6 credits.
- To be classified as a junior, a student must have earned 12 credits.

- To be classified as a senior, a student must have earned 18 credits.

Senior Enrollment

Any senior student that enrolls at Central Academy must do so at the beginning of the first semester. Any extenuating situations will be reviewed by the Board and an enrollment decision will be made based upon these extenuating circumstances.

Course Load

Students cannot earn more than seven (7) units toward graduation during one regular session and earn more than eight (8) overall credits in any one year including summer school.

Freshman and Sophomore students are required to take a minimum of six academic units per year. Junior and Senior students are required to take a minimum of five academic units per year, if offered.

Scheduled Changes and Drop/Add

Students cannot drop or add a course after the first 10 days of the semester in which the course begins. The administration and guidance office, with consultation of teacher(s) and parents, must approve any schedule change. In extreme circumstances the administration may grant a change in a student's schedule after the 10-day period.

Correspondence Courses

No more than two (2) units of correspondence work for programs not offered at Central Academy may be accepted toward graduation. Correspondence work submitted toward meeting graduation requirements must have the prior written approval of the Headmaster and Board of Directors. All correspondence courses that require third party testing will be accepted. Correspondence courses taken as a result of unsuccessful completion of a course during the previous school year will not be counted as one of these programs.

Credit Recovery Correspondence Courses

Student who unsuccessfully complete a course at Central Academy with a final score of 60 to 64.9 are allowed to use a Credit Recovery Correspondence Course Program to successfully complete the course. The student shall have written approval from the headmaster prior to starting the program. For students who unsuccessfully complete a course with a final score of 59 or below, only correspondence courses that require third party testing will be accepted.

Course List for Grades 9-12

English	I, II, III, IV, Speech, Creative Writing
Mathematics	Algebra I, Algebra II Geometry, Advanced Math Trigonometry, Senior Math
Science	Biology I, Biology II Chemistry I, Chemistry II Anatomy & Physiology, Physics

Social Studies	U.S. History, World History, Government/Economics, World Geography, MS History
Foreign Language	Any Foreign Language offered
Humanities	Music Appreciation, Music Theory, Choral Music
Electives	Bible, Library Science, Computer Applications I and II, Computer Keyboarding/Word Processing, Consumer Math, Business Math Other offerings approved by Headmaster
Non Academic Each activity equals ½ unit	Annual Staff, Student Government Association Driver's Education (additional fee applies) Athletics

Graduation Requirements

Graduation Requirements were developed to ensure that all students graduating from Central Academy meet the requirements of MAIS and receive the necessary course work that will allow them to enter a Mississippi Four-year University.

English*	4 units
Science	4 units
Mathematics	4 units
Social Studies	4 units
Foreign Language	1 unit
Humanities	1 unit
Electives**	3 units
Non Academic	1 unit
TOTAL	22 units

**Senior English must be taken at Central Academy.*

*** One-half credit in Computer must be earned within the Elective Courses.*

Carnegie Units may be awarded in eighth grade for Pre-Algebra, Algebra I, Foreign Language, and entry level computer.

Each student must take the ACT in order to graduate. Additionally, no student will receive a diploma until all financial obligations to the school have been resolved.

Student Conduct

Discipline

Discipline is necessary for an effective and orderly school environment. The following list of offenses and consequences are not intended to include every offense but include some of the most common violations. Discipline rules apply to students during school hours, on school property, or at school-sponsored activities regardless of location.

Discipline is intended to be a progressive form of punishment, as outlined below. Each staff member and student should expect and receive conditions that allow for their best performance. When those conditions are violated, measures must be taken to correct and restore those conditions. In special circumstances, the Headmaster may, at his discretion, alter the consequence of any offense. Teachers will normally contact parents when a student is disciplined. In cases of out-of-school suspension or expulsion, the Headmaster will contact the parents. Subsequent offenses of rules may result in severe disciplinary action which may include suspension or expulsion from Central Academy.

Detention

Detention typically results from three classroom infractions. Teachers may, at their discretion, choose to send students to the Headmaster without waiting for three infractions to occur. Common classroom infractions leading to detention include, but are not limited to:

- Tardiness
- Not returning signed papers
- Not bringing proper supplies to class
- Not completing homework
- Not completing class work
- Displaying improper attitudes
- Communicating in class
- Dress code violation (homeroom)
- Failure to follow directions
- No homework
- Out of seat w/o permission
- Sleeping in class
- Throwing items in the classroom / cafeteria
- Unprepared for class (pen, pencil, paper, textbooks, etc.)
- Writing / passing notes

Corporal Punishment

Corporal punishment is to be administered by the Headmaster or Assistant Headmaster and witnessed by a staff member. Corporal Punishment will be administered as necessary.

In the event a family indicates on their school contract or in writing to the school that corporal punishment is not permitted for their child, the student will be suspended for 2 days. Parents will be notified and must make arrangements to pick up their child immediately. During the suspension, a student may not participate in any school sponsored event.

In-School Suspension (ISS)

On a case by case basis, the Headmaster may place a student in ISS for acts they feel require such but do not require Out of School Suspension. The student will be responsible for all work missed during the ISS. Parents will be responsible for any cost associated with the ISS (i.e. hiring of a teacher to monitor the student while in ISS).

Out of School Suspension (OSS)

A suspended student will not be allowed to attend school. The student will receive zeroes for all classroom assignments and tests during the suspension. Students who are suspended may not participate in any extra-curricular activities during their suspension.

Expulsion

Expulsion is the final step of disciplinary action. A student receiving expulsion may not return to school for the remainder of the school year. Expulsion of a student requires recommendation by the School Administration to the School Board along with a majority vote by the Board, unless the infraction is such that it warrants immediate expulsion. For the next school year, a parent may make a request to the Administration and School Board to re-enroll the following year. The Administration and School Board reserves the right to review each request on a case by case basis and may stipulate provisions required to readmit a student.

Accelerated Discipline

The following list of offenses and consequences are not intended to be exhaustive, but includes some of the most common, serious violations of regulations and their resulting penalties. **The Headmaster is free to modify these penalties at his discretion.**

Cheating

1st Offense: The student will be required to re-take the test. The teacher will notify the student's parents and the Headmaster.

2nd Offense: The student will receive a zero for the work/test. The teacher will notify the student's parents and the Headmaster. The student will also be subject to suspension.

Class Tardiness (2nd-7th Periods)

It is important that students be in their seat before the bell rings for each class. A class tardy is considered a Minor Offense in which 2 occurrences in one week leads to a detention.

Fighting, provoking fighting or creating a disturbance.

1st Offense: Corporal punishment or ISS/suspension

2nd Offense: Suspension or Expulsion

Gambling

1st Offense: Corporal punishment or suspension

2nd Offense: Suspension

Going to a vehicle or to the gym during school hours without permission

1st Offense: ISS/work detail, detention or corporal punishment

2nd Offense: corporal punishment or suspension

Leaving school without permission, cutting classes, or leaving school grounds before dismissal

1st Offense: ISS/work detail, detention or corporal punishment

2nd Offense: corporal punishment or suspension

Obscene language, gesture, name calling, or bullying

1st Offense: ISS/work detail, detention or corporal punishment

2nd Offense: corporal punishment or suspension

Physical displays of affection

Young couples should conduct themselves in an appropriate manner. Embracing and other demonstrations of affection are not appropriate at school or at school functions.

1st Offense: detention, ISS/work detail, OSS, or corporal punishment

2nd Offense: corporal punishment or suspension

Possession, use, or sale of alcohol during school or at school events

1st Offense: Immediate suspension

2nd Offense: suspension or expulsion

Possession, use, or sale of illegal drugs or narcotics

Immediate expulsion

See Drug Testing Policy for more information on disciplinary action on students using drugs

Possession or use of tobacco in any form

1st Offense: corporal punishment, detention, ISS/work detail, or OSS

2nd Offense: suspension

Possession or manufacture of a weapon or explosive capable of causing bodily injury

This includes, but is not limited to knives, firearms, explosives, and dangerous chemicals. While the school recognizes that many in the student body hunt, there is no reason to bring a weapon on campus, even if it remains in a locked vehicle. In addition to being suspended, a student in possession of a weapon will have it confiscated. Parents must contact the Headmaster in order to retrieve the weapon.

1st Offense: Immediate suspension

2nd Offense: suspension or expulsion

Possession or Use of Electronic Devices

Any electronic devices, including but not limited to cell phones, iPads, and Ipods, are generally disruptive to the learning atmosphere and are not permitted without the approval of the Headmaster/Administration in or out of the classroom. Any electronic devices will be turned into the office upon arrival at school by all students. Electronic devices may be picked up upon conclusion of the school day. Any student cell phone or other electronic device that is seen or heard between the hours of 8:00 a.m. and 3:00 p.m. will be immediately confiscated and sent to the office with the student and a Discipline Referral form.

1st Offense: device will be confiscated and will only be returned to a parent. Student will receive detention, or ISS/work detail.

2nd Offense: device will be confiscated and held for two (2) weeks. The device will only be returned to a parent after paying a \$25.00 fine. Student will receive corporal punishment, ISS/work detail, or OSS.

3rd Offense: device will be confiscated and held until the end of the semester. The device will only be returned to a parent after paying a \$25.00 fine. Student will be suspended.

The school will not be liable for damage to any confiscated electronic devices.

Theft or Damage to School Property

Parents will be held financially liable for damage or destruction to school property caused by their children. This includes vandalizing, defacing, damaging, or destroying property.

Minor violation: corporal punishment, detention, or ISS/work detail

Major violation: 1st Offense suspension

2nd Offense expulsion

Violation of dress code (see “Dress Code”)

A parent will be called to bring appropriate clothes to the school.

Dress Code

The dress code for Central Academy offers each student flexibility and the opportunity to dress comfortably, neatly, and in keeping with what students want to wear. Students should come to school neat and well groomed. Any clothing that is distracting or hinders students in their academic environment is to be discouraged.

Violators of the dress code will be sent to the office and their parents contacted to bring a change of clothing to school. The second offense will result in the student serving detention. The administration reserves the right to revoke the privileges of the dress code.

General Guidelines

- Students may wear loose-fitting jeans that are hemmed and not ragged.
- T-shirts may not advertise or carry innuendo pertaining to drugs, tobacco, sex, or alcohol.
- Walking shorts may be worn year round. Shorts must be no shorter than four inches above the kneecap while seated. Gym shorts and jogging shorts are not proper attire for class and may only be worn during physical education.
- No hats may be worn during the school day. Exceptions will be made with administrative approval (i.e. Spirit Week).
- Cheap flip flops, shower shoes, or house shoes may not be worn.
- Open toe, heeled dress shoes are allowed when wearing formal dress attire.
- Tattoos that are deemed inappropriate by the administration shall be covered at all times

Boys

- Boys' hair should be kept neat and trimmed. The front should not fall into the eyes, the sides should not be longer than the bottom of the ear lobe and the back should not be past the top of the collar.
- Facial hair is not allowed.
- Boys' shirts should be tucked inside their pants. A belt must be worn to hold pants at the waistline.
- Boys may not wear earrings.

Girls

- Girls may wear earrings only in their ears. Visible body piercing is not permitted.
- Girls' tops should be loosely fitting and modest. Girls' tops **must** fall loosely from the bust line.
- If a girl is wearing a short-length shirt, another top of some type must be worn underneath so that the stomach and lower back will not be exposed when moving. The straps on all clothing must be three finger widths wide across the top of the shoulder. Girls' tops may not be low cut and girls should not show any cleavage while they are standing, sitting, or bending over.
- Girls may not wear mini-skirts or abbreviated (revealing) tops. Skirts must be no shorter than four inches above the kneecap while seated.
- Girls may wear "leggings" (leggings are not hose or tights) with loose tops as long as the loose top is the appropriate length no shorter than four inches above the kneecap while seated.
- No tight, clinging skirts/dresses are to be worn.
- No see through material counts for length – the lining will count for length in these situations.

Drug Testing Policy

The Board of Directors and Headmaster of Central Academy recognize their responsibility to assure each child as safe an educational environment as possible. In order to do so, the use of drugs by our students both on and off campus is not allowed. We have implemented the following drug testing policy not to embarrass or punish a child, but to discourage their use of drugs while allowing parents the opportunity to intervene as early as possible. This policy only applies to student's identified using drugs through our testing program. Student's identified using drug by other means will be subject to disciplinary actions described in the Possession, use, or sale of illegal drugs or narcotics section of this handbook.

1. While drug testing will normally be random, the Headmaster may call for a surprise, school-wide drug test at his discretion. Those chosen for random drug testing will be selected by a draw unless there is reasonable suspicion by school officials that a child may be using drugs, or there is a request from a parent to include his/her child at that parent's expense.
2. A minimum of 5% or 10 students, whichever number is greater, in grades 7–12 will be selected randomly in each draw.
3. Testing will be limited to controlled substances, including but not limited to: Amphetamines, Cocaine, Marijuana, Opiates, and Phencyclidine (PCP).
4. Test results will be revealed to the Headmaster and to the parents/guardian. The Board of Directors will be notified if necessary.
5. A **positive** test will result in a private meeting between the Headmaster and parents/guardian of the student.

6. A student testing **positive** will be required to receive counseling from an approved counselor for a period of one month or twenty school days. At the end of that period, the parents will have the child tested again at the parent's expense.
7. If the second test result is **positive**, the child will be required to enter a rehabilitation program (approved by Central Academy) for not less than 30 days after which time he/she may be enrolled back in school.
8. It is mandatory to test the child again approximately 30 days after enrolling back in school. This testing is at the parent's expense. The child may also be tested at any time during this 30 day period if there is reason to suspect drug use. If the child tests **positive** again, the child will be removed from Central Academy. If the results are negative, testing would conclude unless he/she is randomly selected again for testing.
9. Any student testing **positive** will be dropped from all programs for at least 30 days and will not be allowed to participate or attend any extracurricular activities of the school. A negative test result must be obtained after this period before he/she can be reinstated to his/her former status.

Sexual Harassment Policy

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other inappropriate verbal, written, or physical conduct of a sexual nature. It is the policy of Central Academy to provide a positive learning and working atmosphere for students, employees, and visitors, free from sexual harassment. It is a violation of this policy for any administrator, teacher or other employee, or any student to engage in or condone sexual harassment. Any employee or student who believes that he or she has been subjected to sexual harassment has the right to file a complaint with the Headmaster or their designee. If the original complaint is oral, the complaining party shall be asked to put the complaint in writing.

Student Harassment Policy- Central Academy Bully Free

Harassment is ongoing verbal and/or physical attacks against a person. It includes intimidation in all forms. It is done with intent to disrupt physically and/or emotionally.

This can be done by an individual or by a group gathered to harass someone. Harassment can be physical, racial, verbal, or sexual. Harassment is a behavior, which is **UNWELCOME** and **REPEATED**; it will **NOT** be allowed to continue. Some forms of harassment are **UNLAWFUL**.

In schools, harassment can happen when:

- A student harasses another student
- A student harasses an adult

Physical Harassment:

- Hitting, punching, jostling, pushing, or spitting
- Frightening others by threatening these actions against them
- Hiding, damaging, or destroying the property of others

Non-physical Harassment:

- Name-calling or putting others down
- Using offensive names or making suggestive comments
- Using abusive language to others
- Making degrading comments about another's race, culture, gender, religious, or social background
- Ridiculing a person or making derogatory comments about his or her body, face, or clothing
- Writing derogatory graffiti about others
- Writing crude notes or crude drawings about others

- Spreading rumors about students, adults, or their families
- Belittling another student's abilities or achievements
- Posting, texting, or sending derogatory statements via digital media, i.e. email, internet blogs, cell-phones, etc

Any student who engages in any harassing behaviors toward another Central Academy student or adult will be subject to disciplinary action, which may include suspension or expulsion.

Other Policies

Asbestos Compliance

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), we are providing notification that our school's Asbestos Management Plan is on file in the school office and is available for your review anytime during normal school hours (M-F, 8:00 a.m. – 3:30 p.m.).

Assembly

During assemblies, students should enter the gym quietly, go directly to their seats, and remain quiet during the assembly. Respectful attention should be paid to the speaker or entertainer. Students should refrain from talking or engaging in distracting behavior during an assembly. Applause is appropriate; however, booing or catcalls are never acceptable. Class sponsors should accompany and sit with their classes.

Closed Lunch Period

Students are not permitted to leave campus during the lunch period. Students may not order food to be delivered to the campus during school hours. Parents may not bring food to the campus, unless prior approval is obtained from the Headmaster/Administration per request.

Computer and Internet Usage Policy Student usage of the Internet at Central Academy is a privilege, not a right. School policy states that the Internet must be used for RESEARCH PURPOSES ONLY. Because of the nature of technology, it is impossible to ensure that a student conducting research will not be able to gain access to unsuitable material through misuse of the Internet. Misuse of equipment to access prohibited or inappropriate Internet sites is a violation of this agreement as well as school policy. Any violations will result in denial or cancellation of access privileges, and are subject to disciplinary action in accordance with the Student Handbook and other applicable policies and regulations. Internet users are also subject to any civil penalties or criminal sanctions that may arise from unlawful use of the Internet at Central Academy.

Deliveries

Central Academy will accept delivery of flowers, balloons, or other reasonable gifts. Such deliveries are to be handled according to the Headmaster's guidelines. A \$2.00 service charge will be assessed for all deliveries.

Email Addresses

If you wish to contact any staff member via email, please note that each staff members email is their first initial and last name @ caviking.org.

Contacting the teachers via email is an easy and convenient way for the teachers to communicate with you as a parent.

Hall Passes

Any student permitted to leave a classroom during school hours is to have a large, clearly visible hall pass indicating where the student left from and where they are going. A record of passes granted should be maintained by each teacher. Passes should only be granted when the teacher deems it necessary for the student to be out of the classroom.

Homecoming

Homecoming is a joint effort of various groups. Any senior girl may be a maid by her own choice. A homecoming queen, elected from the senior maids, will be chosen by student election consisting of votes from all 8th – 12th grade students. At least two maids from each class that has representation on the varsity football team shall have maids chosen by student elections consisting of votes from all students in those grades being represented. The Headmaster will have the final say to adjust this number where/when necessary. In the event there are only 3 girls in a grade, all are eligible to participate in Homecoming.

The Student Government Association (SGA) is responsible for overseeing the homecoming queen and maid elections.

The homecoming assembly program is the responsibility of the junior class. Each class is responsible for the flowers for its maids and their escorts. Fathers of homecoming maids serve as escorts. In the event that a maid's father cannot be in attendance, an alternate escort will be approved by the administration. The Headmaster and Board President shall make exceptions to any of these rules as needed.

Junior-Senior Banquet

The Junior-Senior Banquet is held in the spring of each year. Juniors are responsible for the banquet, decorations, and refreshments. Seniors are responsible to provide the band for the banquet. While this banquet is intended for Juniors and Seniors, all students grades 9-12 will be allowed to attend as a guest.

Library and Study Hall

Students are encouraged to use the library for reading, studying, and research. An atmosphere conducive to study must be maintained by proper student conduct. Excessive noise, loud talking, and other distracting behavior is prohibited in the library.

All books must be turned in at the return desk. Lost or damaged books must be paid for by the student. Magazines, newspapers, atlases, dictionaries, and encyclopedias are to be returned to their proper places after use. Magazines and newspapers must not be taken from the library without permission from the librarian.

Study halls are designed for private study. Students should not talk or disturb others. Study hall may be used for research and checking out books from the library. The study hall period may also be used to obtain help from faculty members who have the same free period. Study hall is not an appropriate time for primping or sleeping. Students must bring textbooks and class related materials to study hall.

On Campus Parking & Search

A student without a driver's license will not be allowed to park on school property. Students who drive to school must register their vehicle in the school office and show proof of insurance. Students' cars must be parked in designated student parking areas.

Upon arrival at school, students will park and immediately proceed into the building.

Once students enter the driveway of the school property, students may not leave campus before the school day ends without an excused absence from the office (see “Absences”).

Students should not go to their vehicles during the school day without permission from office staff or the Headmaster. Students should bring all books and materials needed for classes from their vehicles and store them in their assigned lockers.

All items on campus may be searched by the Headmaster at any time. Including but not limited to: vehicles, lockers, purses, bags, backpacks, clothing pockets, etc.

Placement Testing

All students entering in grades 1-12 transferring from a non-accredited or home school learning environment will be issued a placement test to determine grade placement.

Pregnancy

Due to health and safety concerns, students that are pregnant or become pregnant during the school year will not be allowed to attend Central Academy. Central Academy has the right to request a pregnancy test if a student is suspected of being pregnant.

Rules for Use of the Gymnasium/Campus Facilities

If an individual or group would like to use the gymnasium or campus facilities, they must receive permission/approval of the Headmaster before planning an event.

Students must be under approved adult supervision at all times. Coaches, sponsors, teachers, and other approved adults are responsible for securing the gym or facility as well as assigning and supervising students to clean the gym or facility after use. Keys to the gym/facility are the responsibility of the approved adult and are not to be given to students. Food and drinks are to be stored or consumed in the lobby area(s) only (except during scheduled games). Gum is prohibited in the gym/facility.

Street shoes are prohibited. Only court appropriate shoes are to be worn on the floor. Court appropriate shoes are those that will not leave scuff marks on the floor (i.e. tennis shoes and basketball shoes). Tape and other adhesives are not to be used on floors or walls. Horizontal wires/cables have been installed on the west wall for the purpose of hanging signs and banners.

Safety Drills - Fire

Fire drills will be scheduled periodically during the year. The following procedure will be followed:

1. The signal will be three short rings of the bell system.
2. Areas will be assigned for students to gather in.
3. The students will begin an orderly exit (walking, not running) to their assigned gathering areas.
4. Teachers will perform a headcount to account for each student.
5. After the drill is over, students will return to class.

Safety Drills - Tornado

Tornado drills will be scheduled periodically during the year. The following procedure will be followed:

1. The signal will be one long ring and two short rings of the bell system.
2. Areas will be assigned for students to gather in.
3. The students will begin an orderly exit of the classroom and line up against the wall where they will position themselves on their knees in a crouching position with their hands over their heads.
4. After the drill is over, students will return to class.

School Closing Procedures

In the event of a full day emergency, such as severe weather or mechanical failure, a school closing announcement will be broadcast on local TV stations, email and other forms of electronic communication available. If severe weather occurs during school hours, students may be dismissed. Notice of school closing during the day will be broadcast on local TV stations, email and other forms of electronic communication available. ***Please do not call the school to ask if students will be dismissed.***

Senior Privilege

Seniors who do not have a class after lunch may leave campus for lunch. Once a senior leaves campus, he should not return to campus during school hours unless a request has been made from a teacher or coach or by/approved by the Headmaster. If a senior returns to campus after lunch, the student should be inside a classroom with a teacher or coach and not in the hallways. This is a privilege and can be suspended at any time by the Headmaster.

Student Medical Intervention

The school office and the Headmaster should be notified when a student is ill or injured on campus immediately. An accident report should be completed and the school office will contact the parents.

Medication will not be administered by the teacher. All student medication will remain in the school office. This includes over-the-counter drugs such as Tylenol, etc. The office will administer medication to the student with written permission from the parents. There should be no medication on campus outside of the office for any reason.

Telephone

If a student needs to contact his parents, he should use a school phone as the use of cell phones is not permitted during school hours unless prior approval is received from the Headmaster. School phones are for necessary business only. If parents need to contact students during the academic day, they should do so through the school office.

Textbooks

Students should endeavor to keep textbooks in good condition so they can be used by subsequent classes. Defacing or doodling in textbooks is not permitted. Parents will be liable for lost or damaged textbooks, if damage to the books goes beyond normal wear. Excessive damage will result in a monetary fine.

Visitors

All visitors to Central Academy during school hours must register at the high school office.

Working Students

All students must remain at school until they have completed classes for the day. If, after completing all academic obligations for the day, a student needs to leave school for regular employment, a written request from both the student's parents and employer must be given to the Headmaster for approval.

Extra-Curricular Activities

Fellowship of Christian Athletes

Fellowship of Christian Athletes is a group of athletes who meet together for Christian fellowship, growth, and outreach.

National Honor Society

A 91 average is required for selection to membership. Members will be placed on probation for one semester if this average is not maintained. Unless the average is re-acquired by the end of a probationary period, the member will be dropped from the society.

Newspaper Staff

The newspaper staff is composed of students who are willing to work with the sponsor and other members of the staff. Editors and business managers will be recommended by the sponsor to the Headmaster.

Sports Awards

Letters or certificates are awarded for lettering in all sports. Although jackets are awarded in all sports, no athlete may receive more than one jacket. Jackets will be awarded based on participation in a sport on the varsity level and meeting the requirements set forth by the coaching staff.

Sports Eligibility

Academic eligibility is determined by the Mississippi Association of Independent Schools regulations. To be eligible to participate in high school sports, a student must have passed four major subjects the previous year. To be eligible to participate in junior high sports, a student must have passed the previous grade.

Junior varsity and varsity athletes are assessed a \$50.00 booster club fee per athlete each year. This fee is assessed whether a student participates in one sport or multiple sports. A student is not eligible to participate in a sport unless their booster club fee has been paid.

Students must have health insurance and parents assume responsibility for any costs incurred from injury.

A student must attend school for at least three periods on the day of the athletic event.

Cheerleading - High School

The Varsity squad will consist of up to fourteen cheerleaders from all grades that have representation on the football field, as determined by the Headmaster and Cheer Sponsor. The Headmaster will have the final say to adjust this number where/when necessary. Any student trying out for the cheerleading squad must have attended Central Academy for the preceding semester in which try-outs are held and be a registered student for the upcoming school year. Cheerleading is considered a sport at Central Academy and all sport eligibility requirements must be met.

Cheerleading tryouts will be judged on the following five categories:

- Personal appearance
- Voice
- Motions and techniques
- Jumps
- Spirit and enthusiasm

Cheerleading – Junior High

The Junior High squad consists of an unlimited number of cheerleaders from the 7th – 9th grades. Any student trying out for the cheerleading squad must have attended Central Academy for the preceding semester in which the try-out is held. Cheerleading is considered a sport at Central Academy and all sport eligibility requirements must be met. In some cases the Headmaster may allow all or some of these cheerleaders to be on the High School squad by random drawing.

Student Government Association

Membership requirements for SGA are listed in the Student Government Constitution. The student government constitution is available for review at the school office.

Student Government – Who’s Who Elections

High School Who’s Who (9th – 12th)

Who’s Who elections are administered by the Student Government Association in early September. Each election shall be conducted separately. The results will be posted after each honor is decided. No student may receive more than two of the following elected honors.

Mr. and Miss Central Academy and Most Likely to Succeed Boy and Girl will be chosen from the seniors who have at least an 82.5 average for the first three years of high school.

Each class will elect one boy and one girl for Most Versatile, Wittiest, Friendliest, Cutest, Best Dressed, and Most School Spirit (at least an 82.5 average in high school or in eighth grade for freshmen).

Nominations for Most Courteous will be made by the administration and faculty and voted on by the high school student body.

Nominations for Most Athletic Boy and Girl will be made by the coaching staff and voted on by the high school student body.

The Most Intellectual Boy and Girl will be the senior boy and girl with the highest overall high school average based on the preceding three years.

Junior High Who’s Who (7th – 8th)

These elections are to be run by the Junior High faculty in early September.

Mr. and Miss Junior High will be chosen from the eighth grade students who have at least an 82.5 average based on the preceding year and voted on by the Junior High student body.

Each class will elect one boy and one girl as the Friendliest (at least an 82.5 average in the previous year).

Nominations for Most Athletic Boy and Girl will be made by the coaching staff and voted on by the Junior High student body.

Activities/Performances to be Pre-Approved by Headmaster

All activities or performances held on school property or by school personnel/students in the name of the school on/off school property must be pre-approved by the Headmaster. All school equipment to be used for such must be pre-approved by the Headmaster before doing so. In addition, the following are items that include, but are not to be limited to, which must be approved by the Headmaster:

All music, scripts, videos, audio, speeches, cheers, and items of any kind (to include articles of clothing, designs of any kind, themes, etc...) at school, school-related functions or in/by classes must be pre-approved by the Headmaster before being used/played/performed. These functions include but are not limited to school, academic, athletic, and any type of activity and/or extracurricular events.

Acknowledgement

Please sign the acknowledgement attached and return to your student's homeroom teacher. The acknowledgement below is printed for your reference only.

Please note that although each family only receives 1 Student Handbook, a Handbook Acknowledgement is due for EACH student enrolled at Central Academy. Students in grades K4 – 5th are not required to sign the acknowledgement; only the parents.

By signing below, I acknowledge that I have received a copy of the Central Academy Handbook. I further acknowledge that I have read it, understood it, and agree to abide by it.

Student Name (Printed)

Grade

For reference only

Student Signature

Parent Signature # 1

Parent Signature # 2