

Colquitt Christian Academy

Student Handbook
1st – 8th Grade

Christian education for today, tomorrow & eternity

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Admission

Students who are in harmony with the philosophy and objective of Colquitt Christian Academy may apply. Others will be considered for admission if they are willing to learn about Jesus and will live in harmony with the Christian standards described in this handbook.

Students applying for admission into the first grade must be six years old by September 30. The teacher and/or principal will determine the student's preparedness to function in the grade level assigned through records and individual testing. Withholding of pertinent information by the family or guardian would be grounds for non-acceptance or dismissal.

“The Seventh-day Adventist Church, in all of its church schools, admits students of any race to all the rights, privileges, programs and activities generally accorded or make available to students at its schools, and makes no discrimination on the basis of race, color, ethnic background, country of origin, or gender in the administration of education policies, applications for admission, scholarship or loan programs, and extracurricular programs.”

Requirements for Admission

- 1) Completed application form
- 2) Testing for grade level placement and interview with the teacher
- 3) Approval of the Colquitt Christian Academy Education Board
- 4) Physical examination for all new students and students entering 1st or 5th grade
- 5) Immunization verification for all students as required by Louisiana law
- 6) Cumulative records from previous school attended (parents will sign a request for transcript to be handled by the administration)
- 7) Copy of birth certificate for all new applicants
- 8) School account from previous year must be paid in full, if applicable
- 9) Signed Consent to Treatment Form
- 10) Signed Child Release Authorization Form
- 11) Signed Field Trip Authorization Form
- 12) Appropriate uniforms must be obtained

Attendance

Students are expected to attend classes each day school is in session. The school day is from 8:00am to 3:00pm. School is dismissed at 2:30pm every Friday for Sabbath preparation. Students should plan to arrive at school no earlier than 7:45am. Students should leave promptly after dismissal (within 30 minutes of dismissal). Students will not be released to anyone other than the parties listed on the Student Pick Up Authorization form without written permission. Students not picked up by 30 minutes after dismissal will be charged \$1 per minute for each additional minute. This amount **MUST** be paid before the student can return to school the following day.

Absences

Excessive absences will be reported to the authorities as required by law. Louisiana law states that students shall not have more than 10 unexcused absences per school year. Parents will be

notified when students have reached 5 unexcused absences. A pupil who is absent ten days in a semester for any cause may forfeit his period grades unless it is evident to the teacher that his/her work has been satisfactorily completed. Teachers are not expected to give tests or make-up work when a student is absent for any reason other than an excused absence. When a child is to be absent for vacation, the parent or guardian should arrange with the teacher how makeup work will be handled.

An **excused absence** includes personal illness, medical or dental appointments, or the death of a relative. A written excuse signed by the parent, guardian, or doctor stating the date and reason for absence should be given to the teacher when the student returns to class. Make-up work will not be sent home until the teacher receives a written excuse from the parents.

Tardy Policy

The school day starts at 8:00am. All students must arrive promptly. Any student that arrives after 8:01am will be declared tardy. When students are late, they miss valuable instruction time. Also, entering the classroom after instruction has begun disrupts the entire class. Students may be required to sit out one minute of recess time for each minute they are tardy. They may also lose conduct points for tardiness.

Illness Policy

Students need to be free of vomiting, fever, and diarrhea at least 24 hours before returning to school.

Students who have ringworms, pink eye, or any other contagious illness must get medical treatment before returning to school.

Inclement Weather

In the event of bad weather, Colquitt Christian Academy will follow the same schedule as Caddo Parish Public Schools. Please check your local television or radio stations. If we deviate from the decision of Caddo Parish, it will be posted on our website: colquittacademy.org and we will attempt to notify everyone. Family members will be asked to sign up for the Remind App, which allows staff to send out group texts to all families. This will be used not only to send out reminders of activities at school, but also to keep you posted during inclement weather.

Clothing and Appearance (Dress Code Policy)

Our dress code consists of a uniform made up of khaki slacks, capris, skirts or knee length split skirts with a navy, burgundy or white polo shirt for girls, and khaki or navy slacks or shorts with a navy, burgundy or white polo shirt for boys. Polo tops and fleece jackets with school logos are available at Shreveport Gymnastics Supply Company on Line Ave.

All shorts, skirts, and skorts should not be shorter than 3 inches above the back of the knee.

We ask that all shoes be comfortable, practical, and appropriate for school activity. Hats and flip-

flops are not allowed. Tennis shoes and socks are required for Physical Education classes. **P. E. grade is lowered if proper shoes are not provided.**

Clothing should not depict any superheros, comic book characters or inappropriate art work or slogans.

Please no holes in clothing. Conduct grades are lowered if a student is out of uniform. Parents of students not in uniform will be called to bring the appropriate clothing for the student to change into for the remainder of the day.

Field Trip Dress Code - School T-Shirt and Denim Blue Jeans

Friday Dress Code - School T-Shirts and Denim Blue Jeans or School Uniform

Party Day Dress Code – Free dress day – Students do not have to wear uniforms.

Wednesday \$1 Day – Students may pay \$1 to wear clothing other than the uniform. Modesty and appropriateness still apply.

As Christians, our focus should be on inner beauty and modesty in all manner of dress, grooming, and accessorizing. While Seventh-day Adventists do not believe the wearing of jewelry is an issue of salvation, the board of Colquitt Christian Academy has decided to apply the same logic as we have to choosing uniforms: minimize the time spent administering a dress code. Therefore, we require that NO jewelry (studs included) be worn to school (watches are acceptable) we also ask that any tattoos be covered. Medical bracelets/necklaces are allowed. Bands with spiritual or positive sayings are also allowed.

Lunches

Lunches are not served at Colquitt Christian Academy. Students are required to bring a lunch from home, including drinks and any utensils or condiments needed. Microwaves will be available but need to be limited to items requiring a short amount of time to warm and are in microwave safe containers. Siblings should have their own individual lunches as not all classes eat at the same time and/or location. On occasion, the school or parents will provide lunches for a small fee. You will be notified in advance of the meal being served and cost so you can decide if your child will purchase a lunch that day. Caffeinated beverages and/or pork products are not to be brought to school or consumed on any field trip or off-campus school activity.

Programs

There are required programs each school year. These are listed on the school calendar. There are two major Saturday performances (Thanksgiving and Christmas programs). The students will also participate in the worship service at the Shreveport South Seventh-day Adventist Church and other constituent or local SDA churches during the school year. This will be between the hours of 10:30am and 1:00pm. Students must wear a white polo or button up shirts with navy pants (boys or girls) or skirts (girls) for all programs unless otherwise instructed by the school.

HOMEWORK AND CLASS WORK POLICY

Homework is a valuable aid in helping students make the most of their experience in school. It is useful in reinforcing what has been learned in class, prepares students for upcoming lessons,

extends and generalizes concepts, helps students prepare for tests and quizzes, and teaches students to work independently. Our goal is to create a sense of responsibility in each student so that he or she performs to the best of his or her ability.

Homework schedules/assignments will be provided by individual teachers.

Students are expected to do their best job on their homework/class work. Homework/class work must be neat, legible, and organized. Students must do their work on their own and ask for help only after they have given it their best effort. Homework done by parents or another individual will not be accepted. If students turn in work not completed in their own handwriting, they will be asked to do it over, but points will be deducted for that particular assignment. All assigned homework/class work must be turned in on time.

If a child comes back to school without work from the previous day completed, points will be deducted, parents will be notified, and the assignment will be sent back home. Work will not be accepted after the second day. A grade of zero will be given for that assignment. (For example: If an assignment is given on Monday, it is due Tuesday morning. If it is not completed at this time it will be returned home, late points will be deducted, etc. If assignment is still not finished by Wednesday when the child enters school, a grade of zero will be given.) Exceptions will be made in emergency situations. Parents must notify the teacher of these situations.

Parents are the key to making homework a positive experience for their children. Therefore, we ask that parents make homework a top priority, provide necessary supplies and a quiet homework environment, set a daily homework time, provide praise and support, not let children avoid homework, and contact us if they notice a problem.

We will give students praise and other positive incentives when they complete their work. Let's work together to help our students be the best they can be.

GRADING SYSTEM

	<u>1st -2nd</u>		<u>3rd-8th (Detailed breakdown will be sent home at the beginning of the school year)</u>
I	95-100%	Independent	A 90-100% (Excellent)
P	85-94%	Progressing	B 80-89% (Above Average)
N	Below 85%	Needs Improvement	C 70-79% (Average)
			D 60-69% (Below Average)
			F 0-59% (Failing Work)

Visitors

Visitors are welcome at any time to observe the school in action. We are proud of our program and the invitation is always open to family and friends. However, certain guidelines apply. Arrangements are to be made in advance with the principal and teacher. Small children may visit only when attended by their parents. Students should secure the consent of their teacher at least one day in advance of bringing visitors to the school. All visitors are expected to dress modestly and follow the behavior codes of Colquitt Christian Academy.

Birthday and Holiday Celebrations

Parents are welcome to provide treats/refreshments in honor of their child's birthday. We do ask that parents contact teachers in advance to make these arrangements so that the time for this celebration be fit into the class schedule for that day and so possible student allergies be taken into consideration.

In order to maintain the Christian focus desired in our school and to assure that we are able to meet the educational requirements for each school year, we will only celebrate the following holidays:

Thanksgiving-focus will be on historical significance
Christmas-focus will be on the birth of Christ

The following symbols will not be used at our school: Santa, Easter bunny, leprechauns, and anything related to Halloween and Mardi Gras.

Student Discipline Plan

I. Discipline Categories

A. Immediate Expulsion and the appropriate authorities will be notified for the following:

1. Possessing weapons or using any tool or instrument to do bodily harm.
2. Physical assault to staff by parent or student.
3. Use of tobacco, alcoholic beverages, or illegal drugs.

B. Major Infractions *

1. Disrespect to God including using His name in vain or a slang form.
2. Disrespect to any school staff.
3. Disrespect to any student.
4. Disrespect for school property.
5. Leaving the classroom or school building without permission.
6. *Frequent and repeated violation of any other class or school rule.

(A minor infraction becomes a major infraction when behavior continues after a parent/teacher conference.)

*Frequent and repeated are to be defined by the teacher.

C. Minor Infractions

This includes repeated violations of any classroom or school rule. Repeated minor infractions will result in a parent/teacher conference.

II. Consequences for Discipline

A. Common Consequences for Major Infractions

1st offense – Afterschool campus clean-up, loss of field trip privileges, or exercise detention.

2nd offense – In-school suspension - Parent phone call

3rd offense - Two days out-of-school suspension and required parent/teacher conference before re-admittance.

4th offense - Expulsion

B. Common Consequences for Minor infractions

1st offense – loss of all or part of recess, exercise detention, enrichment detention, and/or writing assignment

2nd offense – In school clean up duty, exercise detention, and/or writing assignment

3rd offense - In School Suspension - Parent Phone call (For this behavior child is now in the 2nd offense for major infractions)

* All writing assignments are due when child enters school on the second day after assignment. (For example: If writing assignment is given on Monday, they are due on Wednesday when the child enters school.) If not turned in at this time, students will be sent back home until finished.

** Conduct Grades decrease for each offense.

*** Tablets, I pads, MP3 Players (example iPod), hand-held gaming systems (example Nintendo DS, 3DS or PSP, PS Vita), cell phones, or any other electronic device should not be brought to school.

The school board and faculty believe that rules should be based on principles, that they should be well-thought out, few in number, just and enforced. Classroom rules change according to need, but principles do not change. It is expected that all principles of conduct mentioned in this handbook and the classroom rules that the teacher and students prepare will be respected and followed.

Parents and students have a right to expect that treatment will be in accordance with Christian principles and in harmony with the Colquitt Christian Academy Education Board and the Arkansas-Louisiana Conference guidelines.

If the parent becomes concerned with the action of a teacher, Christian ethics demands that one first go to the teacher involved to discuss the issue. Good communication can solve most problems and save unnecessary misunderstandings. If further assistance is necessary, the principal/head teacher may be consulted. If the principal is the teacher involved, the local school board chairperson may be consulted for further assistance.

Facility Disclosure

Portions of our facility contain asbestos. However, we have met and maintained all state/federal guidelines for this. All asbestos flooring has been covered with new flooring that do not contain asbestos. All staff and any individuals hired to complete any work in the facility have been notified and are trained in this area. Therefore, there are not present dangers for our students.

ANTI-BULLYING POLICY

What is Bullying and Harassment?

Bullying is the conscious desire to: *hurt, exclude or pull someone else down* to make you feel better.

Bullying can be in *looks, actions or words*.

Bullying is not a joke; it is unacceptable.

Each student has the right to feel safe, happy and wanted.

Bullying could include:

1. Being ignored constantly
2. Physically touching inappropriately
3. Being excluded from the group
4. Having rumors spread about you
5. Being made fun of

You are helping a bully by:

1. Providing an audience
2. Not supporting someone who is being bullied
3. Passing on harassing notes
4. Passing on rumors
5. Laughing at a bully's actions

Being Bullied or Harassed?

What can you do?

Positive strategies to help counter bullying:

1. Go to a teacher
2. Go to the school principal
3. Talk to your parents
4. Talk to a trusted person
5. Be assertive. Explain to the bully how you feel
6. Discuss it with friends. Get help from them
7. Consider **your** behavior
8. Avoid situations that lead to bullying
9. Ignore it. Don't let the bully know that you are upset.

Remember - it is okay to let someone know what is happening.

When Does Bullying or Harassment occur?

- 1 Anytime and anywhere

If you are bullied or harassed you CAN do something about it!

Here's how the school can help you:

1. Provide a reporting method.
2. Provide counseling
3. Give advice on how to handle the situation.
4. Arrange peer mediation.
5. Keep confidentiality if requested.
6. Listen sympathetically and carefully and take your problem seriously.
7. Support you.
8. Investigate all incidents.
9. Bring both the victim and the bully together to work the situation through.

All bullying and harassment will be taken seriously.

Possible consequences for Bullies:

1. Counseling
2. Confronting you with the victim
3. Have you listen to your victim's hurt
4. Contact your parents/ guardians
5. Behavior contract
6. Take away privileges
7. Suspend you from school
8. Ask you to leave the school
9. Take legal action

Financial Information

General Information

The Colquitt Christian Academy Education Board diligently strives to provide Christian education as efficiently and economically as possible. Tuition rates reflect the cost of providing high quality Christian education. The education board reserves the right to adjust the tuition rate, if necessary, at any time during the school year. Advance notification will be given.

Registration Fees

The non-refundable registration fee is \$400.00 annually. This fee includes costs such items as student insurance, library fee, technology fee, and school and art supplies.

Students registering for 5th-8th grade will be charged an additional fee of \$50.00 as a down payment toward Outdoor School. The remainder will be divided into 10 payments of \$10.00 due with monthly tuition. If a student withdraws during the year, all payments made for Outdoor School will be refunded.

All applications are considered incomplete until paperwork is complete, turned in to the office, and payment is received.

Tuition Rates

The monthly tuition rate is \$435 per student. Additional children in a single family receive a discounted rate of \$415.

Payments

Registration fees and August tuition must be paid in full prior to any class attendance with cash or a check. Subsequent payments may be made online with a credit card or checking account information or in the office with a check or cash.

The remainder monthly tuition charges are billed on the first day of each consecutive month through May. **If tuition is not paid by the 20th of the month, a late fee of \$20 per student will be charged to the account.** May tuition is due by the 15th.

If tuition has not been paid by the 30th of the month, the parent will be notified that their child will lose the privilege of attending CCA until the account is paid in full or satisfactory arrangements have been made with the finance committee.

A \$25.00 charge will be added to an account for a check returned Non-sufficient Fund (NSF).

A 5% discount will be given for payment of the entire year on or before the first day of school.

Student records will be transferred to other schools only when all financial obligations to CCA have been met.

Withdrawals

When a student withdraws from Colquitt Christian Academy, a refund on the tuition will be made on a prorated scale set by the education board after the parent/guardian has completed the withdrawal procedure as specified by the CCA principal. Outdoor school deposits will be refunded in full.

Class Entry/Graduation

No student may enter class in August without all paperwork complete, which includes having the account paid up to date. No student may graduate without the entire school year's bill paid in full by May 15th, including fines and/or damage charges, unless appropriate arrangements are approved by the finance committee.

NOTE: Detach the calendar and school board information page and post on your refrigerator or some other prominent place. ☺As information changes (dates and events) you will be notified.

Colquitt Christian Academy
3217 Colquitt Rd.
Shreveport, LA 71118
Phone (318) 688-5081 Fax (318) 686-8918
www.colquittchristianacademy.org
Dates are subject to change

1st Quarter

Aug 12 Registration
 Aug 13 School begins/ half day
 Aug 18 School dedication
 Aug 30 School picnic & Open House 5:30-7 p.m.
 Sept 3 Labor Day (No School)
 Sept 7 All School swim YMCA
 Sept 10 Grandparents' lunch noon
 Sept ?? Vision & hearing screening
 Sept 23 Let's Move Day (Sunday)
 Sept 24-28 Iowa Assessment (Grades 3 -8)
 Oct 2 All school- Altitude
 Oct 12 All school -Corn Maze
 Oct 12 End of quarter (45 days)

2nd Quarter

Oct 15 2nd Quarter begins
 Oct 21 P/T Conference (Sunday)
 Oct 28 Fall Festival 2-4 (Sunday)
 Nov 5-9 Fall Week of Prayer
 Nov 10 Thanksgiving Program (First Church)
 Nov 13 Thanksgiving Lunch
 Nov 16 Noon dismissal
 Nov 19-23 Thanksgiving Break
 Dec 15 Christmas Program (South Church)
 Dec 21 Christmas Party
 Noon dismissal
 End of quarter (45 days)
 Dec 24-Jan 4 Christmas Break

3rd Quarter

Jan 7, 2019 School resumes
 Jan 12 School social (Saturday)
 Jan 14-18 Spirit Week
 Jan 18 100th day of school
 Jan 25 All School -Sci Port
 Feb 14 Valentine's Day Lunch
 Feb 18 President's Day- No School
 Feb 19 Teachers In service- No School
 Feb 22 Parent Breakfast
 March 4-8 Spring Week of Prayer
 March 8 End of quarter (43 days)

4th Quarter

March 11 4th Quarter begins
 March 15 "Green Day"
 March 16 School Social (Saturday)
 March 17 P/T Conference (Sunday)
 March 24 Talent Show (Sunday)
 March 29 Noon dismissal
 April 1 - 5 Spring Break
 April 8 School Resumes
 April 16 Spring Picnic/ Art Fair
 May 4 Education Sabbath
 Apr 29-May3 Outdoor Ed 5th - 8th
 May ?? 1st - 4th Norton Art Museum
 May 17 or 20 Last day of School
 Dismissal at 12:00
 End of Quarter (45 days)

Colquitt Christian Academy
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2018-2019

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