



# Colquitt Christian Academy

Student Handbook for 2020-2021

K - 9<sup>th</sup> Grades

*Christian education for today, tomorrow and eternity*

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## TABLE OF CONTENTS

Asbestos Notification	3
Mission Statement	4
Objective	4
Admission	4
Requirements for Admission	4
Attendance	5
Absence Policy	5
Tardy Policy	6
Illness Policy	6
Inclement Weather Policy	6
Dress Code Policy	7
Lunch Policy	8
Programs	8
Homework and Class Work Policy	8
Grading System	9
Visitors	9
Volunteers	9
Rules of Conduct	9

# Asbestos Notification

To: All Parents and Staff at Colquitt Christian Academy  
School/Facility

From: Stephen Burton, Asbestos Management Administrator

Date: August 1, 2019

In compliance with the US Environmental Protection Agency (EPA), Asbestos Hazard Emergency Response Act (AHERA), we have performed school building inspections for asbestos-containing building materials and have developed an AHERA Asbestos Management Plan. This facility's findings and asbestos management plan is on file in the school administrative office, for public review.

The EPA requires us to perform surveillance of the asbestos materials every six (6) months and to conduct re-inspections every three years. No significant changes in the asbestos materials condition were noted during the (2019) surveillance of this school/facility.

All asbestos materials are in satisfactory condition and we shall continue to manage them in place, as recommended by the accredited management planner. The results of the surveillance are on file in the management plan in the facility's administrative office. Everyone is welcomed to view these anytime during normal school hours (Monday - Thursday 8-3:30; Friday 8-12).

The asbestos program manager, Stephen Burton, is available to answer any questions about asbestos and can be reached at the Arkansas Louisiana Conference office at (318) 631-6240.

## MISSION STATEMENT

Our Mission is for each child to develop a Christ-like character while providing an environment that promotes academic excellence.

## ADMISSION POLICY

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

Students applying for admission into kindergarten or first grade must be six years old by September 1. Withholding of pertinent information by the family or guardian would be grounds for non-acceptance or dismissal.

## REQUIREMENTS FOR ADMISSION

1. All forms in the Registration Packet must be completed
2. Testing for grade level placement and interview with teacher for all new students
3. Approval of Colquitt CCA School Board
4. All new students will be on a 30 day probation
5. Physical examination for all **new** students and those entering **fifth** or 9th grade
6. Immunization verification for all students as required by Louisiana law or exempt forms
7. All cumulative records from previous school attended (Parents will sign a request for transcript to be handled by the administration.)
8. Copy of birth certificate for all new applicants

"The Seventh-day Adventist Church, in all of its church schools, admits students of any race to all rights, privileges, programs, and activities generally accorded and makes available to students at its

schools, color, ethnic background, country of origin, or gender in the administration of education policies, application for admission, scholarship or loan programs, and extracurricular programs." SWUC Education Code #4010

"CCA does not admit individuals who engage in homosexual conduct, or the encouragement or advocacy of any form of sexual behavior that would undermine the Christian identity of CCA and the Seventh-day Adventist Church." Arkansas-Louisiana Conference K-12 Board of Education in conjunction with the Executive Committee 2015

## **ATTENDANCE**

Students are expected to attend classes each day school is in session. The school day is from 8 A.M. to 3:30 P.M. School is dismissed at 12:00 noon Friday for Sabbath preparation.

Students should plan to arrive no earlier than 7:45 A.M. Students should leave promptly after dismissal (within 15 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 within 15 minutes after dismissal will be charged \$1 per minute for each additional minute they are late for pick up. The total amount will be added to your child/children's bill.

## **ABSENCE**

Excessive absences will be reported to the authorities as required by law. Louisiana state 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 student who is absent 10 days in a semester for any cause may forfeit his/her semester grades unless it is evident to the teacher that his/her assignments have been

satisfactorily completed. Teachers are not expected to give tests and make-up assignments when a student is absent for any reason other than an excused absence. When a student is to be absent for vacation, the parent or guardian must arrange with the teacher how make-up assignments 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 the absence must be given to the teacher when the student returns to class. Make-up assignments will not be sent home until the teacher receives a written excuse from the parent or guardian.

## **TARDY POLICY**

The school day begins at 8:00 A.M. All students must arrive promptly. Any student that arrives after 8:00 A.M. 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.

## **ILLNESS POLICY**

Students need to be free of vomiting, fever, and diarrhea at least 24 hours before returning to school. (See reopening policy - CDC Policy)

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

Medications needed for a student, should be handed to the teacher with written instructions by the parent or guardian.

Prescribed medications authorized by a doctor must be in the original bottle.

## **INCLEMENT WEATHER**

In the event of bad weather, CCA will follow the same schedule as Caddo Parish Schools. Please check your local television or radio stations. If we deviate from the decision of Caddo Parish Schools, we will attempt to notify everyone. Communication concerning school closures or late starts will be transmitted via Seesaw communication.

## **CLOTHING AND APPEARANCE (DRESS CODE POLICY)**

Our dress code for girls is a uniform consisting of khaki or navy blue uniform slacks, skirts, or skorts measuring no shorter than three inches above the back of the knee with a navy blue, burgundy, or white polo shirt. For boys, our dress code is khaki or navy blue uniform slacks or shorts with a navy blue, burgundy, or white polo shirt. Black or brown belts are required for all students with shirts tucked in.

We ask that all shoes be comfortable, practical, and appropriate for school activities. Flip-flops, roller skate shoes, or sandals **are not** allowed. Tennis shoes and socks are required for Physical Education.

No holes in clothing will be allowed. Parents of students not in uniform will be called to bring appropriate clothing for the student to change into for the remainder of the day.

Either a uniform style navy blue sweater or navy blue sweatshirt (NO hood) will be allowed in the classroom. No coats will be allowed in the classroom, only outside.

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

Friday Dress Code - School T-Shirt and students may pay \$1 to wear blue denim jeans or they must wear their uniform bottom.

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 a salvation issue, the Board of CCA has decided to apply the same logic as we have to choosing uniforms to minimize the time spent administering a dress code.

Therefore, we require that **NO** jewelry (studs included) is to be worn to school and all tattoos must be covered. Watches are acceptable. Medical bracelets or necklaces are allowed.

Only clear nail polish is permitted. Nail polish remover and cotton balls will be provided or nail color removal.

## **LUNCH POLICY**

Lunches are not served at CCA. Students are required to bring a lunch from home including drink, and any utensils or condiments required. Microwaves are available but need to be limited to items requiring a 30 second warm up time and in a microwaveable dish. Siblings should have their own lunch, as not all classes eat at the same time and/or at the same location. Caffeinated beverages and/or unclean meats or seafood, i.e., pork or shrimp are NOT to be brought to school.

Students are required to bring a full water bottle according to the CDC guidelines. The water fountains are off limits.

## **PROGRAMS**

There are required programs each school year. These will be listed on the school calendar. There are two (2) major Saturday performances (Christmas and Spring Programs). The students may be asked to participate in the worship service at the Shreveport South Seventh-day Adventist Church, Shreveport First Seventh-day Adventist Church, and any other constituent or local SDA churches during the school year. This will be between the hours of 10:30 A.M. and 1:00 P.M.

## **HOMEWORK AND CLASS WORK POLICY**

Homework is a valuable aid in helping students makes 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 only ask for help 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.

## **GRADING SCALE**

K - 2 <sup>nd</sup>	3 <sup>rd</sup> - 9 <sup>th</sup>
I Independent - Mastery	A 90-100% Excellent
P Progressing - Learning in process	B 80-89% Above Average
NT Needs more Time	C 70-79% Average
	D 60-69% Below Average
	F 0-59% Failing

## **VISITORS POLICY**

Visitors are welcome at any time to observe our school in action. We are proud of our program and the invitation is always open to family and friends.

Arrangements are to be made in advance with the principal and teacher. All visitors are expected to dress modestly and follow behavior codes of CCA.

## **VOLUNTEERS**

All volunteers must complete the Sterling Volunteers Training Background Check.

## **RULES OF CONDUCT**

This will be handed out at registration time. it must be signed by both parents and each student before full admission into school is completed. Once the form is signed, a photo copy will be given to the family and original will be kept in the student's file.