

# CLAIBORNE ACADEMY STUDENT AND PARENT HANDBOOK

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**Claiborne Academy admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, disability, national, or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletic programs, or any other school-administered programs.**

# Claiborne Academy

## Parent and Student Handbook

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# GENERAL INFORMATION

## **Welcome**

On behalf of the Claiborne Academy Board of Directors, faculty, and staff, we would like to welcome you to the CA family. Whether you are a returning student or new to CA, we will strive to make the upcoming school year an enjoyable and memorable experience for you and your family.

Please keep in mind that while an effort has been made to outline as many procedures and policies as possible, students and parents should understand that no handbook can illustrate every situation that may arise during a school year. In these situations, the Board of Directors has granted the Head of School the authority to interpret the handbook in accordance with stated-school policies upon making decisions in all school matters.

The faculty and staff again wish to welcome you to CA. We pledge to work towards making each child's educational experience at CA exceptional. If the Head of School, faculty, or staff can assist you in any way, please contact the school at your convenience.

## **History**

Claiborne Academy was founded in 1969 by a group of citizens from throughout Claiborne Parish. The primary goal of the founders was to provide a high quality, educational environment that would give parents a choice as to where to educate their children. Their goals also included: a full-service school facility including classrooms, gymnasium, football field and stadium, and complete lunchroom facilities. The founders' objectives were to present students the opportunities to participate in the highest quality standards of academics, athletics, and extracurricular activities available. These goals and objectives continue to be met today.

Beginning with the 1969-1970 school year, two campuses of CA existed with one being in Haynesville and one in Homer. Through the dedication and hard work of countless individuals, the present campus of Claiborne Academy was built in 1970 with the 1970-1971 school year being the initial year of operation. Through the ensuing years, many additions and improvements have been made to the original facility.

Claiborne Academy has a rich tradition in academics, athletics, and extracurricular activities. The school and its students have long excelled in academics as evidenced by its many district and state winners in various academic competitions. Athletics are an integral part of the school as well with

a full range of junior-high and senior-high team sports offered. Our athletic teams consistently qualify for the state playoffs, and the school has won several state championships in various sports. CA also offers a wide range of school organizations and service clubs that provide students with opportunities to enrich their knowledge through participation and service to others.

Looking to the 21st century and beyond, CA faces many challenges in continuing to provide the highest quality of educational programs and opportunities for students of Claiborne Parish. Providing up-to-date technology, additional curriculum opportunities, and advanced academic courses while continuing to meet the needs of all CA students in today's ever-changing world are the primary goals of the school. With our dedicated community, parents, faculty and staff, CA will continue to be successful in meeting these challenges.

## **Introduction**

Claiborne Academy is a private, non-profit, non-denominational school of academic excellence offering grades Pre-K3 through the twelfth grade (K3-12). The school is accredited by the State of Louisiana and the Mississippi Association of Independent Schools. CA also holds Brumfield-Dodd status and participates in the State of Louisiana TOPS tuition program. The school's purpose is to develop to the fullest possible extent, in a safe and secure environment, the talents and potential of its students so that they may be useful and productive citizens in their communities and our nation. To achieve this end, CA maintains scholastic and co-curricular standards at a very high level as indicated by the school's mission statement: Claiborne Academy's mission is to develop to the fullest possible extent the talents and abilities of all students. In partnership with families and the community, our goal is to create relevant learning opportunities for students so that they may be productive, normal citizens in their communities and the nation. Therefore, Claiborne Academy provides a college preparatory curriculum, in a Christian environment, while maintaining the highest levels of scholastic and extracurricular standards afforded to its students.

## **Organization**

Claiborne Academy is a corporation operated under the supervision of a Board of Directors consisting of seven members. This Board exercises all of the powers of the corporation as specified in the by-laws of the school. The members are elected annually by the stockholders of the corporation and are notified in writing prior to the election. All board members must be parents of students who are presently enrolled in the school. Members are generally elected for a three-year term and can serve two consecutive terms for a total of six years. Members serve on various committees as established by the President of the Board of Directors. As members of these committees, they analyze, review, and govern

the policies, procedures, and overall operation of the school. All board members serve without remuneration.

The Board of Directors encourages all parents to be knowledgeable of school policies and procedures, participate fully in the operation of the school in accordance with these policies and procedures, and take an active interest in their child's educational experience at CA. The Head of School, faculty, and staff are responsible for directing the daily operation of the school in such a way that each student will have the opportunities to maximize their intellectual, social, emotional, and physical capabilities.

### **Mission Statement**

Claiborne Academy's mission is to foster and develop the talents and abilities of all students. In partnership with families and the community, our goal is to create relevant learning opportunities for students so that they may be productive citizens in their communities. Therefore, Claiborne Academy provides a college preparatory curriculum in a Christian environment set by biblical principles, while maintaining the highest levels of scholastic and extracurricular standards afforded to its students.

### **Vision Statement**

Claiborne Academy is a college preparatory school with a Christian foundation committed to educating each student's mind, body, and spirit according to biblical truths.

### **Philosophy**

Claiborne Academy was established to provide a setting for academic excellence. By offering a thorough course of instruction, the faculty of CA strives to prepare students for the future.

Claiborne Academy offers a college-preparatory curriculum. Although the majority of CA students do attend college following graduation, some students choose to follow alternate paths for further educational opportunities or employment. To meet the various needs of its students, CA strives to offer a wide range of curriculum and academic opportunities.

We believe students should be motivated by creative and diversified instruction and continuously challenged to achieve and excel. Students at CA should be stimulated to think independently, make worthwhile decisions, and act responsibly.

We believe that teachers should be knowledgeable, cooperative, inspired, and dedicated to the ideals of our democracy. They should have a broad academic background, adequate professional training and preparation, the ability to communicate with young people, and a continuous desire to grow professionally. They should possess intellectual, moral, and spiritual values as well as an intense need to see their students achieve intellectual, emotional, and social growth.

The school recognizes that in order to provide the highest quality of educational opportunities for students in Claiborne Parish, a close and supportive relationship must exist between the school and the parents. True success cannot be attained without this key component.

## **Objectives**

- To provide the basic learning skills so students will be well-prepared to excel in any endeavor attempted following graduation.
- To encourage students to lead a life of inquiry and to make intelligent and well-thought-out decisions.
- To provide discipline in such a manner that the ultimate goal for each student is self-discipline.
- To motivate students to set realistic goals and then work diligently to meet those goals.
- To instill moral and social values in our students along with an important understanding of their responsibilities to their fellow man.
- To promote good citizenship and service to others.
- To develop physical, mental, and emotional health.

# **ADMISSION AND BUSINESS POLICIES**

## **Non-Discriminatory Statement**

**Claiborne Academy admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, disability, national, or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletic programs, or any other school-administered programs.**

## **Admission Policy**

Provided student space is available, admission to CA is accomplished by a parent-student interview with the Head of School and School Counselor, receipt of completed application, the previous school year's standardized test scores, and current/final report card, payment of all enrollment fees, and approval from the administration and Board of Directors. Students may be required to take an entrance or placement exam as criterion to determine admission or grade placement. A \$25 fee for the exam will be assessed.

A child must be 3 or 4 years of age before September 30 in order to begin Pre-K3/4. A child must be 5 years of age before September 30 in order to be eligible to begin kindergarten. A child must be 6 years of age before September 30 and have completed kindergarten or another approved program before said student will be eligible to begin 1st grade.

## **Re-Enrollment**

CA contracts are issued on an annual basis. All accounts must be current in order to be eligible to re-enroll for the upcoming school year. Please be advised that a student must be enrolled or re-enrolled for the upcoming school year to be eligible to try out for school activities or athletics for the upcoming school year (cheerleading, dance line, all other athletic activities). The same applies for participation in said activities or athletics.

## Tuition and Fees

REGISTRATION FEES (Non-Refundable): Registration fees must be paid at the time of registration.

TUITION: Tuition may be paid by one of the following methods:

1. Annual Payment due July 1st - \$200 discount
  2. Semi Annual Payments due July 1st and Jan 2nd - \$100 discount
  3. Twelve (12) Equal monthly payments - August 1st to July 1st
  4. Ten (10) Equal monthly payments - August 1st to May 1st
- CA contracts are issued on an annual basis. All accounts must be current in order to be eligible to re-enroll for the upcoming school year.
  - Please be advised that a student must be enrolled or re-enroll for the upcoming school year to be eligible to try out for school activities or athletics for the upcoming school year (cheerleading, dance line, and all other athletic activities).
  - All tuition and fees are made payable to Claiborne Academy, Attention: Business Office. Monthly tuition payments must be mailed or delivered to the school's business office. Monthly statements **WILL NOT** be mailed. **The front office will not be responsible for collecting payments.**
  - Monthly tuition payments not paid by the 10<sup>th</sup> of the month are considered delinquent. A late fee of \$25 will be added for each additional month said account is in arrears.
  - Annual and Semiannual payment plan discounts will be void if payment is not received by due date.
  - There is a Returned Check Fee of \$20 for each returned check.
  - Students whose accounts are in arrears will have a hold placed on final report card, and any other student information.
  - A student's account must be current to participate in all extracurricular activities such as any sport, cheerleading, dance line, field trips and field day.
  - In the event that a student chooses to leave CA, a withdrawal form **MUST** be filled out in the business office. All financial obligations must be met prior to a student's records being forwarded to another school. If a student withdraws from school or is dismissed, then the entire semester of tuition is due to the school.
  - Families experiencing a temporary financial hardship should contact the school for a consultation with the Business Office Manager and Head of School.



## **Health Records and Medical Information**

All students are required to have complete and up-to-date health records on file in the school office. The State of Louisiana requires that these records show proof of age by means of a birth certificate. CA also requires an annual physical examination by a physician or medical provider for all students participating in school athletics.

## **Withdrawals and Dismissals**

In the event that a student chooses to leave CA and enroll in another school during the course of a regular school term, the student's parents must notify the school in writing prior to withdrawal from the school. A withdrawal form is available in the business office. The school's policy is that all financial obligations for a student (tuition, textbooks, library books, cafeteria charges, club or class dues, athletic charges, and any other fees) must be met prior to the student's transcript or any other necessary information being forwarded.

If a student withdraws from school or is dismissed, the entire semester of tuition is still due to CA. There will be no prorating of book or technology fees or any other fees.

## **Issues and Concerns Policy**

From time to time, parents may have questions regarding CA policies and procedures or classroom procedures. The philosophy of the school is to resolve all issues at the lowest level. The school continually strives to establish an open line of communication through the use of methods such as the school's website, weekly elementary newsletters, and parent-teacher conferences in order to maintain a positive partnership with students and their families. The success of our school is dependent upon an effective, professional, and caring atmosphere.

The following steps outline the procedures a parent should follow in the event it is necessary to address any issues or concerns:

- If a parent has a concern about the treatment of their child or a classroom procedure, the parent is encouraged to contact the faculty member in question to discuss the situation.
- If the situation remains, the parent is then encouraged to contact the Head of School to discuss the matter. A conference may be requested in an attempt to resolve the matter to the satisfaction of all parties involved. In most cases, written correspondence will be provided as a means of follow-up.

- If after an adequate period of time the parent still has concerns, the parent is asked to provide a written statement to the President of the CA Board of Directors regarding the circumstances. The Board President will contact the Head of School upon receipt to further discuss the matter. At that point, the Board President has the prerogative to place this issue with any board committee or pursue any other problem-solving path.
- In the event that the issue is sensitive in nature or all other avenues have been exhausted, the Board President has the authority to place the matter on the agenda of the next regularly scheduled meeting of the CA Board of Directors.

## **Student Change of Address or Other Information**

Parents should notify the school office and business office if the student's information on file changes. This includes home address, home phone, cellular phones, or any pertinent change in health information. Please also remember to update and notify the school in the event that any emergency information or emergency contact changes.

## **Lunch Program**

- Starting the 23-24 school year, CA will be utilizing the EZSCHOOL Lunch app
- This program is designed to replace the daily and monthly meal card that we no longer offer
- The annual meal card at a cost of \$750 per school year is a savings of \$2.50 per meal for the year and this balance will not roll up to the next year. Must be purchased from the school office in order to get the discount.
- The semester meal card is \$450 per semester and is a savings of \$.64 per meal and this balance will not roll up to the next semester. This card must also be purchased through the school office in order to receive the discount.
- Parents are encouraged to create an account so that their child's lunch is paid online in advance and balances of online payments in the app will roll up to the next semester or year.
- Students may still purchase lunch daily at a rate of \$6.00 and the money is due in the student's homeroom. Menus are available at the beginning of each month and are posted on the CA website and Parent's & Staff Facebook page.
- Meal card balances do not roll over from semester to semester or year to year so you are encouraged to monitor your balance toward the end of the semester or year.



## Online Meal Payments

Claiborne Academy has selected EZ School Apps for our school lunch management software. This product offers the school a safe and secure way to accept payments for student meals online. Payments may be made from any browser using EZ Parent Center [www.ezparentcenter.com](http://www.ezparentcenter.com).

After signing up, you will have the opportunity to:

- Use your credit card to deposit money into your student(s) account anytime from anywhere using any browser.
- View your student's account balances 24/7.
- Track your student's payments and purchases.
- Receive notifications when your student's account balance is low.

We have created your parent account with the email address provided to us during registration. You will need to set a password to complete the process.

1. Go to [www.ezparentcenter.com](http://www.ezparentcenter.com)
2. Click on Forgot Password
3. When prompted enter your email address
4. Check your email for the link to set your password.
5. After setting your password, your account is ready for use.  
If there is an issue with your email address or the students linked to your account, please contact the office.

PARENT LOGIN

Email

Password

Don't have an account? Sign-up today! [Forgot Password?](#)

LOGIN

### To add money to a student account:

1. Use the Credit Card option on the left to add card info.
2. After adding card info, choose the Meal Payment option.
3. Click on Add next to your student's name.  
If you have more than one student, just add the full amount to one of them then use the "Transfer money between students" option to avoid having to do multiple transactions.
4. Choose your payment method and amount.

**\*\*Please note the convenience fee\*\***

5. Click on Add Amount.
6. A pop-up window will display after successful payment.

EZ

APPLICATIONS

EZ School Lunch POS

Meal Payment

Credit Card

Transaction History

Change Password

ment

ts, view current balance for each student.

# SCHOOL POLICIES

## **Campus Visitors**

During school hours, visitors are required to check in through the school office immediately upon entering the confines of the school's campus. All visitors will be required to sign in and out and visiting badges will be issued to be displayed for the duration of the visit. Students from other schools are only allowed on campus through prior approval of the Head of School. Those without prior approval will be asked to leave the campus immediately. The only exceptions to these guidelines will be for co-curricular activities or any other events specified by the Head of School.

## **Closed Campus**

Claiborne Academy has established the following guidelines concerning the responsibilities of students while on campus:

- Once a student arrives on the school campus, they will not be authorized to leave until school has been dismissed for the day or the student has received authorization from the school office or the Head of School, with parent approval.
- Any student who drives to school in their personal vehicle shall park in the designated area, and it is recommended that they lock their vehicle. Upon arrival, the student is not allowed to remain in the parking lot but to report to the cafeteria or their classroom immediately. The parking lot is off-limits until school is dismissed unless authorization is granted by the Head of School. Violation of this rule will result in detention or school suspension.
- Students may not leave the campus during lunch for any reason.
- Any student entering the campus after school has begun or leaving before school has been dismissed must sign in or out through the school office. Failure to do so will result in detention or school suspension.
- Students who have permission to leave campus after their last class of the day are expected to go directly to the parking lot and leave the campus immediately.
- The school authorizes students to leave campus for school-sponsored events prior to the end of the school day. Students who desire to leave school for any other reason must have prior authorization and follow all dismissal procedures through the office.

## **Medications**

No student will be allowed to possess any type of medication during the school day. Students who are under a physician's care should present necessary medication to the office upon arrival to school. Any student required to take medication during the school day must have consent from a parent or legal guardian for the school to administer the medication. The medication should be in its original container clearly stating the student's name and dosing instructions. Parents should make every effort to give prescribed medications at home if at all possible. Please be advised that the school will **not** administer narcotic medications including those prescribed for pain or in cough preparations.

For those students requiring long-term and daily medications for conditions such as ADHD, seizures, asthma, or diabetes where medication must be administered during school hours, a medication administration form must be completed by the student's physician including such information as diagnosis and reason for medication, complete dosing instructions, potential adverse events, and any other information deemed necessary. The form must be signed by the physician and the student's parent. Forms will be available in the school office. Medications again must be in their original containers with the student's name and dosing instructions clearly stated. A medication administration form will also be required for students prescribed emergency, as needed medications such as rescue inhalers for asthma and EpiPens for severe allergies.

## **Drug-Free Policy**

A primary goal of Claiborne Academy is to ensure that we are a drug-free environment. Educational programs dealing with substance abuse, intervention, self-awareness, and self-esteem are aimed at maintaining such an environment. Drug information programs such as DARE and the Northland Project are completed annually by the 6<sup>th</sup> grade class. Middle school and high school students are also required to attend drug and alcohol awareness programs through assemblies and speakers. In order to assist with maintaining a drug- and alcohol-free environment, the school has instituted a drug testing program in grades 6-12. All students in grades 6-12 are subject to testing at any time at the sole discretion of the Head of School and the CA Board of Directors.

The administration of the school is authorized to take any action to ensure the safety, welfare, and security of the CA student body and faculty and staff. These actions include but are not limited to the inspection of lockers, vehicles, and personal effects of students without notification. A student's refusal to allow such an inspection will automatically result in the immediate removal of the student from the school campus and the student's educational contract with the

school being voided. Possible re-admission to the school will require the student to re-apply for admission and only with approval by the CA Board of Directors.

Any illegal substances discovered at the school will result in the notification of local law enforcement authorities. The drug testing program will be initiated depending upon the nature of the possible infraction. Disciplinary actions will be discussed in consultation with the CA Board of Directors and local law enforcement agencies and enforced as deemed appropriate.

CA also strongly discourages the use of anabolic steroids or any other type of performance-enhancing drug. Discovery of such will be handled at the discretion of the Head of School and Athletic Director.

### **Field Trips**

Throughout the school year, CA students have the opportunity to participate in school-sponsored field trips. CA faculty and staff are in charge of all aspects (scheduling, pricing, collection of money, transportation, chaperones, and supervision) of these endeavors. Please keep in mind that the primary purpose of a field trip is to enrich and reinforce the learning experience of the classroom. Students who do not participate in class field trips and who do not have a previously approved absence or signed medical excuse will be assigned an unexcused absence. In order to be eligible to attend a class-sponsored field trip, a student must have a signed and dated permission slip from their parents.

Since field trips are considered a school activity, students are required to observe all CA rules of conduct. Official field trip attire for all grades consists of a navy polo shirt with the school crest and khaki pants, unless otherwise specified by the faculty member in charge.

### **Emergency Procedures**

Emergency drills for fire and tornado are held at regular intervals throughout the school year. The following procedures will apply to actual emergencies as well as emergency drills.

**Fire:** The signal for fire is one (3) long, continuous sound of the buzzer, bell, and fire alarm and the announcement over the intercom will be EVACUATE. Instructions indicating how to exit the building are posted in each classroom. The classroom teacher is responsible for directing the students. Students should move quickly and quietly to the previously designated areas.

**Tornado:** The signal for a tornado will be an announcement over the intercom to SHELTER. Students will proceed to the previously designated areas

where each student will sit on the floor with their back to the wall, knees to their chest, and head on their knees. The signal for “all clear” is one long bell.

## **School Lunches**

CA offers a full-service cafeteria. Lunch is provided daily with the planned menu being distributed on a monthly basis. Snacks are also offered to all grades during recess or break periods. As school lunches are optional, students may choose to bring sack lunches. Lunch orders are taken each morning for those ordering lunch through the cafeteria. No student will be allowed to leave the school campus during lunch. Any food delivered to a student must be left in the front office for the student to pick up at the appropriate time. **Students are encouraged to pre-pay for their meals by purchasing a meal card.**

All special class lunches must be approved by the Head of School in advance of the event. This includes, but is not limited to, birthday and holiday parties.

All CA rules of conduct are expected to be followed in the cafeteria. No student will be allowed outside of the cafeteria, in a classroom, or hallway during their lunch period without the permission of a CA faculty or staff member.

## **Classroom Parties**

Elementary (P3-6<sup>th</sup> grade) will have classroom parties. Each parent will be asked to help with one party during the year. Only parents that are helping with the party are encouraged to attend the party. NO parent may take photos of other children during the party without proper approval from the administration. The parties will be at 2:00 pm on full days of school, and 11:00 am on half days of school.

Halloween- October 31, 2023 @ 2 pm

Christmas- December 18, 2023 @ 2 pm

Mardi Gras- Little Red- February 9, 2024 @ 2 pm

Valentine's Day- February 14, 2024 @ 2 pm

Easter- March 27, 2024 @ 2 pm



# ATTENDANCE AND TARDIES

## Responsibilities of Students and Parents

The responsibility of a student's timely and regular attendance lies solely with the student's parent or legal guardian. Students are required by the State of Louisiana to attend school unless a valid excuse is presented. Educational literature has repeatedly shown that there is a direct correlation between attendance and academic success in school. While CA does not encourage students who are ill or with fever to attend, the school does believe it is the responsibility of the student to attend school with minor illnesses or aches and pains.

Elementary students (K5-6) must be in attendance a minimum of 52,800 minutes per school year to receive credit for work achieved and be promoted to the next grade. High school students (7-12) must be in attendance a minimum of 26,400 minutes per semester or 52,800 minutes per school year to receive credit for work achieved and credit for that individual course. Students who have an extended illness and accumulate above the allowed number of absences may have their absences reviewed by the Head of School for final dispensation. Students must attend class for a minimum of thirty minutes in order to be counted present for that class.

Any student absent in grades PreK3-12 should report to the school office with an appropriate excuse upon returning to school to obtain an admit slip.

In order to ensure success in school, each student must be regular in attendance. Any student having excessive absences (over 18) can be retained or fail the class(es) from which he/she is absent. Excessive absences will be documented in the JCAMPUS system. All absences, whether excused or unexcused, shall be counted as absences for attendance reporting purposes. The only exception to this attendance policy are the following extenuating circumstances:

1. Extended personal physical or emotional illness as verified by a physician or nurse practitioner licensed in the state,
2. Extended hospital stays in which the student is absent as verified by a physician, dentist, or nurse practitioner,
3. Extended recuperation from an accident, as verified by a physician, dentist, or nurse practitioner licensed in the state,
4. Extended contagious disease within a family in which a student is absent as verified by a physician, dentist, or nurse practitioner licensed in the state,
5. Observance of special and recognized holidays of the student's own faith, or
6. Visitation with a parent who is a member of the United States Armed Forces or National Guard of a state, and such parent has been called



to duty for or is on leave from overseas deployment to a combat zone or combat support posting. Excused absences in this situation shall not exceed five (5) days per school year.

7. Absences as verified by the Head of School or his/her designee as stated below:
  - a. Prior school system approved travel for educational purposes.
  - b. Death in the immediate family (not to exceed one week).
  - c. Natural catastrophe and/or disaster.

**All excuses, including original doctor/dentist verification, for a student's absence must be presented within five (5) days of the student's return to school to be considered for extenuating circumstances.**

### **Excused Absence**

A common absence is an excused absence in which a student is allowed to make up work over a prescribed length of time. This absence does count against the student's allowed number of absences. This type of absence includes personal illness, an appointment with a physician, or other extenuating circumstances deemed appropriate by the administration.

### **Unexcused Absence**

A student who is absent and presents no legitimate excuse for being absent will be given an unexcused absence. This absence does count against the number of days a student is allowed to be absent. No make-up work will be offered to the student.

**Any student with two unexcused absences during the same grading period will be subject to suspension.**

**Any suspension will be treated as an unexcused absence.**

### **School-Related Absence**

A school-related absence is an excused absence in which a student is absent from school due to a school-related event such as a field trip, athletic event, educational, or club-related activity. This absence does not count against the student's allowed number of absences, and students are allowed to make up work over a prescribed length of time. Seniors will be granted two documented college visits a year.

### **Pre-Arranged Absence**

A pre-arranged absence is an excused absence in which a student is aware of an upcoming absence from school, and permission is received from the

administration. Approval for this type of absence must be gained through an email to the Head of School from the parent or guardian at least one week prior to the absence stating the reason and dates involved. This type of absence does count against the number of allowed absences. Make-up work is usually assigned to the student prior to the absence, and students are generally expected to complete all or the majority of the work before returning to school.

### **Approved Excuse**

An approved excuse consists of an email from the student's parent or legal guardian to the Head of School outlining the nature of the absence along with their signature and telephone number. A note from a medical office or hospital signed by the attending physician and including the dates involved is also considered an approved excuse.

Any excuse that does not conform to the above will be considered as "pending." A pending excuse will generally require additional information in order to be approved by the administration. **If the matter is not resolved in two days, the pending excuse will be rejected, and the absence will be considered unexcused.**

### **Denial of Credit Procedure**

When a student has exceeded the allowable days of absence and no extenuating circumstances are documented, the Claiborne Academy Board of Directors will review the student's absences before credit or promotion is denied. If no extenuating circumstances are confirmed by the Board, the student and parents will be notified in writing of the decision to deny credit or promotion. An appeal may be made to the board.

### **Make-Up Work**

Students who are absent and are excused under CA guidelines will be given a chance to make up any missed work. A student will receive a time period appropriate to the number of days missed to make up the work to the specifications of the student's teacher. If the work is not completed in the time allowed, it will not be accepted.

### **Extra-Curricular Participation**

Students who are dismissed from school prior to the end of the school day due to participation in extra-curricular activities such as athletics and club-related events are expected to complete all assignments and be prepared for the next school day including all tests.

## **Perfect Attendance**

Perfect attendance awards will be given to those students who have not been absent from school for any reason. A student is considered absent if they miss **any** part of the school period/class/day. **Perfect means perfect!**

## **Tardy to School**

If a student is not in their assigned homeroom or 1<sup>st</sup> period class at the time of the tardy bell (7:55 A.M.), then that student is considered tardy to school regardless of the reason. Students will be allowed three tardies per semester in grades 7-12. Upon receiving the fourth tardy, the student will be assigned detention and receive an unexcused absence, and a meeting with The Head of School, the student, and parent must take place. Upon the sixth tardy, the student will be subject to suspension. The above policy applies to non-drivers as well as student drivers. The administration has final authority on all tardy notices. This policy does not apply to CA bus riders who are tardy due to the late arrival of their bus as they are already under the supervision of CA personnel.

## **Tardy to Class**

Students are expected to arrive on time to their scheduled class or activity. A student who arrives late to class without written authorization from the school office or a faculty member is considered tardy. A tardy to class or any other scheduled activity will follow the same disciplinary course of action as a tardy to school.

## **Annual School Calendar**

See Claiborne Academy's website ([www.claiborneacademy.org](http://www.claiborneacademy.org)) or social media pages (Facebook: Claiborne Academy Parent's & Staff or Claiborne Academy Rebels)

# ACADEMICS

## Preschool Grade Reports

Pre-K3 and Pre-K4 will offer skill development reports at regular intervals.

## Grading Scale for Kindergarten-Grade 12

A (Excellent)	94 - 100
B (Good)	87 - 93
C (Average)	77 - 86
D (Poor)	70 - 76
F (Unsatisfactory)	Below 70

## Progress Reports

Progress reports will be issued at four and a half week intervals throughout the school year. Upon receiving a progress report, parents are encouraged to contact the school office to set up an appointment with the teacher in order to discuss their child's academic progress. All progress reports are to be signed, dated, and returned on Monday following the day of issue.

## Report Cards

The school year is divided into four nine-week grading terms or two semesters. A report card will be issued to all students at the end of each grading term. The school operates on a traditional seven-period schedule with all classes being offered daily throughout the school year. All students in grades 7-12 are eligible to take final exams. There will be no nine-weeks testing. Report cards will typically be issued within one week of the conclusion of the term. Students are required to have all report cards signed and returned to the school by Monday following the day of issue.

## Exams

- All students in grades 7-12 are eligible to take final exams.
- Final exams will be given in all academic courses.
- The semester grade is determined using the grades from the previous two nine-week terms.
- The final exam grade will count towards 1/6 of the 2<sup>nd</sup> semester grade.
- The yearly average will be determined by averaging the two semester grades.

## Grade Reporting

See Claiborne Academy's website ([www.claiborneacademy.org](http://www.claiborneacademy.org))

### GRADING PERIODS AND ATTENDANCE PERIODS: DAYS PER PERIOD

<b>1<sup>st</sup></b>	<b>August 10..... October 6</b>	<b>41</b>
<b>2<sup>nd</sup></b>	<b>October 12.....December 19</b>	<b><u>44</u> 85 days</b>
<b>3<sup>rd</sup></b>	<b>January 9.....March 15</b>	<b>42</b>
<b>4<sup>th</sup></b>	<b>March 18.....May 17</b>	<b><u>39</u> 81 days</b>

**166 days @ 385 instructional minutes per day=64.740 minutes**

Report cards will be sent home the Thursday after the last day of the grading period. Also, we will send home a progress report for every student at a point during the middle of the grading period. Below are the dates for progress reports to be sent home. Parents will be notified via the call out system and Facebook that progress reports will be sent home on the dates provided below.

All teachers should finalize and update their grades prior to the progress reports being sent home. Also remember that every teacher is required a minimum of 2 grades per week and a minimum of 18 during a 9-weeks grading period. Teachers are required to keep their J-gradebook updated regularly.

Midterm of 1 <sup>st</sup> nine weeks:	Wednesday, September 6
Midterm of 2 <sup>nd</sup> nine weeks:	Wednesday, November 8
Midterm of 3 <sup>rd</sup> nine weeks:	Wednesday, February 7
Midterm of 4 <sup>th</sup> nine weeks:	Wednesday, April 17

## Honor Roll

Honor Roll will be calculated at the end of each grading term. Honor Roll is based on a student's performance in all major subjects.

- Principal's List: All A's in all major subjects.
- A Honor Roll: 94 overall average with no individual grade lower than a B.
- B Honor Roll: Overall average must be 87 or above with no grade lower than a C.

## Retention Policy

- Pre-K3, Pre-K4, and K5: Advancement of students will be determined by the teacher's evaluation of work performance and readiness for placement in the next grade. Evaluation will consist of development and skills report cards, the teacher's observations, and school-administered achievement and readiness tests.
- Grades 1<sup>st</sup> and 2<sup>nd</sup>: A student who fails either reading or math will be retained in that grade for the upcoming school year.
- Grades 3<sup>rd</sup> -8<sup>th</sup>: The failure any major subject (English, Reading, Math, Science, or Social Studies) will constitute failure of that grade level. Failure of grade level will require a student to do one of the following: 1) Successfully complete Louisiana Department of Education approved, summer school course work. 2) Successfully complete required tutoring or independent-study courses as specified by CA. Upon completion of the prescribed work, the student may be eligible for promotion.
- Grades 9<sup>th</sup> -12<sup>th</sup>: Students who fail to receive full credit for a course may be required to enroll in an MSALS.net course or a semester credit recovery course. Fees are applicable for all online offerings and vary according to the class enrolled. All independent study or correspondence work will be conducted under the approval and guidance of the CA administration. All exams will be administered at CA under the authorization of CA faculty and staff. Students who fail to receive credit for a ½ credit course will take only the applicable semester.
- **All course work must be completed with final grades received prior to the start of school.** Failure to complete all course work during the summer jeopardizes a student's standing in the class and eligibility to receive a diploma since the school may be unable to schedule all required courses prior to the anticipated graduation date. The responsibility for completion of such credit rests with the student and the student's family. The failure of three major subjects will result in the failure of that grade level.

## CURRICULUM INFORMATION

Claiborne Academy provides a comprehensive college preparatory curriculum. A summary of high school graduation requirements as outlined in Louisiana Bulletin 741 for Nonpublic Schools is shown below.

### **For incoming freshmen and beyond who are completing the TOPS university diploma—24 units (21 required, 3 elective)**

English: 4 Units

- ❖ • English I
- ❖ • English II
- ❖ • English III
- ❖ • English IV

Mathematics: 4 Units

- ❖ • Algebra I
- ❖ • Geometry
- ❖ • Algebra II
- ❖ • Remaining unit:
  - o Advanced Math
  - o Pre-Calculus
  - o Calculus

Science: 4 Units

- ❖ • Biology
- ❖ • Chemistry
- ❖ • Remaining 2 units:
  - o Physical Science
  - o Physics I
  - o Biology II
  - o Earth Science
  - o Environmental Science

Social Studies: 4 Units

- ❖ • Civics
- ❖ • U.S. History
- ❖ • Remaining 2 units:
  - o World History
  - o World Geography

Additional Requirements:

- ❖ • Health and Physical Education:  
2 Units
- ❖ • 2 Foreign Language (consecutive units)
- ❖ • Arts: 1 Unit\*\*  
(Art, Fine Arts Survey, or Theatre)
- ❖ • Elective: 3 Unit

\* Please consult the Louisiana Office of Financial Assistance ([www.osfa.la.gov](http://www.osfa.la.gov)) for information about TOPS eligibility.

**Seniors who have not fulfilled all requirements for graduation as set forth by Claiborne Academy and BESE will be denied participation in graduation practices, graduation exercises, and any other events associated with graduation.**

- ❖ Students must meet all State of Louisiana and CA attendance and conduct requirements.
- ❖ Minimum course load requirements dictate that all CA students must take a minimum of five (5) subjects per year. In most cases, CA students in Grades 6-12 will be enrolled in six academic classes. The school reserves the right to modify course requirements because of inability to schedule courses for individual students or due to transfers.
- ❖ Students may reschedule courses during the first week of school only. Students will be allowed to reschedule after receiving all of the following: teacher approval, Head of School approval, counselor approval, and parent note with signature and date.
- ❖ Admittance in dual enrollment courses requires prerequisites and meeting academic criteria as required by the participating university including a verified ACT score and GPA. Dual enrollment classes will be assigned quality points on a 5-point scale or as allowed by the Louisiana Department of Education.
- ❖ Students enrolled in the locally initiated regular secondary elective course “A-HEC of a Summer” receive 0.5 credits when the grade report is received from North Louisiana Area Health Education Center.
- ❖ As staff is available, honors classes will be offered for qualifying students taking Carnegie units. These classes will be assigned quality points on a 5-point scale or as allowed by the Louisiana Department of Education; regular classes are assigned quality points on a 4-point scale. Examples of honors classes which have been offered in the past are English, algebra, physics, and Biology II. When it is determined by the Head of School that an honors class can be offered, letters will be sent to parents for their approval and signature.
- ❖ College courses (example: MASH--Medical Applications of Science for Health) which a student might pursue must be approved by the Head of School to be considered for high school credit (Bulletin 741—Louisiana Handbook for Non-Public School Administrators). An official transcript showing credit for the college class must be sent from the college to Claiborne Academy. These classes will be assigned quality points on a 5-point scale or as allowed by the Louisiana Department of Education.



- ❖ No student will be allowed to take course work (summer school, online, or correspondence work) without prior approval from the administration. Summer remediation courses are to be completed before the next school session begins.

## **Homework**

Homework is used to reinforce what has been taught or introduced in the classroom. The amount of homework assigned will be that which the average student can accomplish within a reasonable length of time. Students may have time to begin their homework while still at school under the direction of the teacher.

## **Standardized Tests**

All students attending CA will take standardized tests each school year. Results of these tests should always be taken in context with all other methods of evaluating academic progress. Although the score of any given test may not be significant in and of itself, a series of scores over a period of time may provide a comprehensive picture of the overall progress of a student. Parents and students are provided with test results at the end of the school year.

- **Readiness Tests:** Students may be given readiness tests prior to enrolling and entering Kindergarten.
- **Achievement Tests:** Each grade is administered an achievement test on a yearly basis. Scores are recorded as part of each student's permanent school record. Parents are encouraged to discuss their child's results with the teacher, Head of School, or Administrative Assistant.

## **Yearly Test Schedule**

- Grades 3-7: ERB CTP
- Grade 7: Duke University Talent Identification Program (Select Students Only)
- 8-10: Pre-ACT
- Grades 11: MSAIS ACT Online

## **ACT Testing**

Claiborne Academy's mission is to provide students with a college-preparatory education. All juniors are required to take the ACT before or during scheduled spring testing. They will be given the ACT through the MSAIS at Claiborne Academy in April of 2023. For this testing only, students will register through the school, and fees will be paid by the parents to the school. Any junior who does not have an official copy of his or her ACT score on file in the counselor's office will be required to take the English III final exam.

Through Learning Tech in Monroe, Claiborne Academy will offer an ACT prep course. The course will be scheduled from 8 a.m. to noon before spring ACT testing. Two instructors tutor the students on the contents of each subsection and explain test-taking strategies. Students taking the ACT prep course are excused from their classes on those days. This course is most helpful and may increase the student's score. The cost is based on the number of participants and averages \$100.00 per student. A sign-up sheet will be posted at the school. No student is required to take this course. Parents should discuss this with their student so that he or she can plan according to their wishes.

Claiborne Academy's ACT code is 191-172.

## **ACT Registration and Testing Dates**

**Please refer to the ACT website for any upcoming registration and testing dates.**

### **Informing Parents of Student Progress**

Parents will have access to student grades through the school's website. Test papers are also helpful in informing parents of student progress as well as serving as review and study material for semester exams. In grades 1<sup>st</sup> -5<sup>th</sup>, all graded work from the previous week will be sent home each Monday to be signed and returned to the school the following day. If a student repeatedly fails to have work signed and returned, the student's parents or guardians will be contacted, and the student will face disciplinary measures. Although test papers are not routinely sent home in middle school and high school, some teachers may choose to do so at their discretion. All unit or chapter tests are kept on file at the school and are available for review at the parent's request.

### **Student Assistance Team**

The Student Assistance Team (SAT) is comprised of a group of CA faculty and staff whose purpose is to review individual student progress in order to seek ways to ensure success for each and every student, including those with suspected or previously diagnosed disabilities. If a parent, teacher, or staff member believes that a student may have a disability that affects the ability of that student to learn, the parent, teacher, or staff member should refer the student to the Head of School. These individuals will serve as the leaders of SAT. SAT will then work with the parent or legal guardian of the student to coordinate a professional assessment to ascertain whether the student meets criteria for a disabling or learning disorder and whether the school will be able to meet the needs of the student. SAT meetings can be scheduled at the request of the Head of School, faculty or staff, or a student's parent or guardian.

The Student Assistance Team will focus on the following:

- Student Achievement
- Success of Progression
- Instructional Delivery

### **Modifications, Interventions, and Adjustments**

Modifications, interventions, and minor adjustments will be honored for students providing the results of a professional evaluation indicating an exceptional need. Acceptable evaluations include those conducted by a

student's parish school board or special services office, a licensed clinical and educational school psychologist, a licensed educational diagnostician, a licensed speech or language pathologist, a licensed occupational therapist, or a licensed medical provider. Parents do need to be aware that some modifications may not be available due to limited private-school funding and limited availability of certified and specialized teachers and services. If the student's family cannot afford an educational, behavioral, or clinical evaluation, the Claiborne Parish School Board or Special Services Office should be contacted for more information.

In the event of a student pregnancy, CA believes the environment most conducive to the activities and educational curriculum of the school is better maintained with students who are outside of the obligations of parenthood. Should a pregnancy occur, the student and parents or guardians should notify the school administration immediately. Every possible measure will be taken to encourage counseling, healthcare, continued education, and proper direction to help each student make mature decisions. The school will work with any student who becomes pregnant on an individual basis. Likewise, the school will assist on an individual basis any student who fathers a child. Details of the educational plan offered for students in this situation are available in the school office.

# **STUDENT CONDUCT**

## **Alcohol, Drugs, and Tobacco**

Any student found using, under the influence of, or having in their possession (including their vehicle) any form of drugs, drug paraphernalia, or alcoholic beverages on the school's campus or during school-sponsored events will be immediately suspended until the CA Board of Directors can convene to rule upon expulsion from the school. Local law enforcement agencies will be notified as well. No form of tobacco product or paraphernalia is allowed on campus (this includes inside the vehicle anywhere on school property and school related events). This includes, but is not limited to, vaping, e-cigs, JUULing ("jeweling"), or any other electronic nicotine delivery or smoking device, including the substances used in such devices. Law enforcement agencies will be contacted.

## **Theft**

Any student found to have taken an item or piece of property belonging to another or to CA without permission will be immediately suspended pending a possible expulsion hearing. Penalties enforced will depend upon the nature and severity of the offense and the age of the student.

## **Vandalism**

In acts designated as major (those with damage exceeding \$250.00), any student admitting guilt or found in the act of destruction to school property will be immediately suspended and subject to expulsion. Local law enforcement agencies may also be notified. In cases designated as minor, general disciplinary actions such as detention or suspension may be used. Any student who willfully destroys or damages non-CA property such as property of another school or a field trip location will draft a letter of apology to those involved and will be subject to the disciplinary actions listed above. In all cases, the student and the student's family will be required to restore the damaged property at their own expense.

## **Computer Vandalism**

Any student who modifies or attempts to modify the existing hardware or software configurations of a school computer will be subject to disciplinary action and will be financially responsible for the on-site expense of reconfiguring the computer. This includes, but is not limited to, breaking, moving, or modifying keyboards or keys. Any use of a computer in any mode not specifically authorized by the teacher may require a review of the software configuration. The student will be assessed the cost of the verification process. In the event a damaged

computer is irreparable, or the damages approximate the cost of replacement, **the student will be responsible for the expense of a new computer.**

### **Internet Usage Policy**

Any computers located in the labs, library, and multiple classrooms are equipped with internet access. Students and parents must sign an internet usage agreement form in order for students to be eligible to gain internet access. Students who abuse this privilege will forfeit all computer privileges, will be subject to disciplinary action and completion of Dual Enrollment courses may be jeopardized. Internet may be accessed only through school Wi-Fi connections.

**Due to the recent federal ruling regarding proprietary music downloads, no student is authorized to download any type of audio or video file without approval from the computer instructor in charge. Any violation of this rule will result in immediate disciplinary action.**

### **Fighting**

Any student fighting or committing any act promoting fighting will be subject to immediate disciplinary action including suspension or expulsion.

### **Weapons and Fireworks**

Any student in possession of fireworks, weapons, or any other dangerous implements on the school campus or at any school-related event will be subject to immediate disciplinary action including suspension or expulsion and notification of local law enforcement agencies.

### **Disrespect, Profanity, or Rude Remarks**

Any student who is disrespectful to a faculty or staff member or who utilizes any profane or rude remarks toward a faculty or staff member or another student will face immediate disciplinary action which could include suspension or expulsion based upon the severity of the offense. In addition, sexual harassment will not be tolerated in any form, and any such incident will be reported to the Head of School for further review and disciplinary action.

### **Cheating**

If cheating is observed or determined, all students involved will receive a grade of zero on the assessment or assignment and will face immediate disciplinary action.

## **Truancy and Skipping School**

Any student who skips any portion of the school day or leaves school without permission will be subject to suspension and will receive an unexcused absence with a grade of zero for each class period missed. A student is considered in school attendance immediately upon entering any part of the campus during the school day. No students will be allowed to run errands for teachers.

## **Public Display of Affection**

School is not the appropriate place for acts of public display of affection. As part of the school community, students are expected to be respectful of others and exercise discretion and restraint. Disciplinary action will be initiated for all infractions.

## **Conduct at School-Related and Extra-Curricular Events**

When participating in any school-related or extra-curricular event or activity, students are expected to follow the same rules of conduct applied during a regular school day. CA students and families are encouraged to attend school-related activities such as athletic or co-curricular events. The MAIS has guidelines in place regarding the appropriate behavior of team members, coaches, sponsors, school personnel, students, family members, and fans in attendance at all MAIS-sponsored events. Furthermore, the MAIS has the authority to impose a monetary fine upon the school and/or deny entrance to any student, faculty or staff member, family member, or fan who fails to act with good sportsmanship.

While attending events on our campus, students are often not under the direct supervision of their parents or other adults. Although school personnel and other adults are assigned to CA extra-curricular events, they cannot be responsible for unsupervised students at all times. The administration asks all school families to please acknowledge that there must be certain behavioral guidelines in place for all children and students while on our campus. CA expects all those participating in or attending school-sponsored events to remain courteous, respectful, and cooperative while on school grounds. Disciplinary measures may be initiated should a student elect to behave otherwise. If the administration deems it necessary and feasible, children and students may be asked to stay under direct family or adult supervision. The administration reserves the right to maintain an orderly and safe environment and has full authority to ask any student or person whose behavior warrants to leave any CA-sponsored event. Students found outside of designated areas during extra-curricular activities or events will be directed to return to the appropriate area. Repeated infractions will result in the loss of privileges to attend such events.

## **Disruptive Items**

Any item or device found to be disruptive to a teacher or class will be confiscated and turned over to the school office. Appropriate disciplinary measures will subsequently be taken. The item in question may be held for a certain period of time as determined by the Head of School.

## **Cellular Phones and Electronic Devices**

The school recognizes the need for students to have devices that will enable them to remain in contact with their families, however, no type of cellular phone or electronic device is allowed in the classroom at any time. This includes, but is not limited to: phones, smart watches, Fitbits, or Apple watches. In addition, such devices are **not** to be in a student's possession while on campus. Students who drive are encouraged to leave their phones locked in their vehicles. Students who require cell phones for activities after school must check their phones in the office immediately upon arriving at school.

Any such devices observed within the classroom environment or in the possession of a student will result in the item being confiscated from the student and turned over to the front office.

(1) The item or device will remain in the office for 3 days and a parent or guardian will have to come get it. A \$25.00 fine will be assessed upon a first offense.

(2) A second offense will result in a \$50.00 fine and will remain in the office for 7 school days.

(3) Upon a third offense, the administration reserves the right to hold the phone or device for the remainder of the school year. Students are not allowed to use the office phones or any school phone without permission from a member of the faculty or staff. Doing so may result in detention or suspension.

Cameras, video cameras, or any other types of audio or visual recording devices are also prohibited unless permission is granted by a member of the faculty or staff. The same disciplinary measures as above will apply.

Any student found taking photographs or recordings of faculty, staff, or other students during school hours or school-related events without their permission and especially found posting such on the internet or any type of social media without their permission will be subject to suspension and possible expulsion.

## **Derogatory Remarks Online**

Students who post derogatory remarks online or on any type of social media regarding the school or any staff member will be subject to immediate disciplinary action including but not limited to suspension or referral for expulsion.



## Closed Campus

Students are not allowed to leave the campus during school hours without permission from the school office. Students who are leaving early are responsible for checking with teachers of classes missed to receive assignments. If a student needs to leave during the day, parents are requested to send a note for the student to be dismissed early. All parents are asked to arrange all doctor and dental appointments after school or on school holidays whenever possible. Parents arriving at the school to sign out their child must come to the office. The student must sign out in the office before leaving, and failure to sign out may result in out of school suspension. Some school sponsored events may require a student to leave school early. In these cases, only participants will be granted school sponsored absences.

## Use of the Gymnasium

The gym is not to be used before or after school for any activity unless approval is obtained from the Head of School. Students or persons not directly involved with such an activity should not remain in the gym or building after school has been dismissed for the day. **All activities must be supervised by a coach, sponsor, or other approved adult at all times.**

The gym floor is off limits during the school day with the exception of school assemblies, PE classes, and team sport practices. Students should enter and exit the building through the cafeteria doorway without going through the gym.

## Methods of Discipline

CA elementary faculty and staff have been authorized to attend to classroom behavior at their assigned level and handle accordingly. The following methods are primarily for students in grades 7<sup>th</sup> -12<sup>th</sup>.

In an effort to administer and enforce a consistent code of conduct, disciplinary offenses have been divided into two categories, major and minor infractions. Methods of enforcing this code of conduct are regular detention, Saturday detention, in-school suspension, and out-of-school suspension. The following outlines our methods and procedures currently in use at CA:

- **Regular Detention:** Students who are assigned detention can only be excused with permission from the Head of School. Students who miss detention without a valid excuse will automatically receive a second detention or be moved to the next level of the disciplinary system.
- **In-School Suspension:** Will be assigned for an accumulation of minor infractions or at the discretion of the Head of School. A substitute teacher will be contracted to supervise each student assigned an in-school

suspension. An in-school suspension will be considered as an unexcused absence.

- **Out-of-School Suspension:** Will be assigned for major infractions, repeated offenses, or at the discretion of the Head of School. The length of out-of-school suspension will generally be from one to five days to be determined by the Head of School. Each day served will be considered as an unexcused absence. Students who are members of an academic club or organization will be placed on probation and have those privileges revoked for a period of one semester. Two out-of-school suspensions within the same quarter may result in expulsion.

**Any student serving suspension will be prohibited from any and all athletic or extra-curricular events for the day and duration of the suspension.**

## **Disciplinary Procedures**

When an infraction has occurred, the faculty or staff member in attendance will complete a CA Student Behavior Referral Form to be filed with the school office. It is the responsibility of the school office and administration to document and record the violation and notify the student, parent or guardian, and the teacher of the procedures involved.

All disciplinary notices assigned to students must be signed and dated by a parent or legal guardian and returned to the school office by 7:55 A.M. the following school day. Failure to adhere to this policy will result in a second disciplinary notice being assigned to the student.

**The CA Head of School reserves the right to assess and determine all disciplinary issues and assign the course of disciplinary action as deemed appropriate and necessary.**

## **Dress Code Violations**

**The CA Board of Directors has authorized the Head of School to act as final authority on all issues relating to the dress code.**

**All Dress Code violations will result in a disciplinary report to be filed in the school office. Each infraction will be entered into the school database in the office in the student's discipline record.**

**Students may be removed from class until a change of clothes is provided by the parent.**

**Loss of class time and work missed will not be allowed to be made up.**

**After three dress code violations in a semester, detention will be assigned. Reminder: 3 detentions in the school year will result in the student being subject to out of school suspension.**

# ATHLETICS AND EXTRA-CURRICULAR PROGRAMS

## Student Commitment

Athletic and extra-curricular programs are considered to be a vital part of the curriculum at CA. Expected outcomes include following MAIS, school, and individual team rules, developing self-discipline and improved self-esteem, learning the benefits of teamwork and the responsibilities of winning and losing, and exercising the qualities of leadership and loyalty. These learning experiences coupled with core subject knowledge and moral understanding will build a solid foundation for a young person's development into a mature and productive citizen.

Learning the value of team and commitment is a major program goal for CA athletic programs. Students who commit to a specific sport or activity should be encouraged to complete their commitment. Those students who choose to discontinue a sport or activity should discuss their intentions with the coach, sponsor, or Athletic Director prior to their withdrawal. Voluntary removal from a team situation may negate the athlete's attainment of a letter in that sport or activity.

## Extra-Curricular Guidelines

- All athletes are to be covered through a family insurance policy or have a parent or legal guardian signed waiver for participation.
- Voluntary supplemental insurance is available through the school.
- A student must not have reached their 19th birthday on or before August 1<sup>st</sup> of the school year in which said student wishes to participate in athletic activities.
- All students must complete an annual physical examination with a physician or medical provider's approval for athletic competition prior to participation in any CA team practice or activity. MAIS requires that each student's physical form be on file in the school office. All physicals remain in effect from July 1<sup>st</sup> to June 30<sup>th</sup> of the school year regardless of when the physical was completed.
- A student will not be permitted to take part in any school-sponsored or extra-curricular activity, practice, or event unless they are in attendance for at least a half day of school (11:30 A.M.). Exceptions may be granted for a doctor's appointment or other specified emergencies with prior approval from the administration.
- **Any student serving suspension will be prohibited from any and all athletic or extra-curricular events for the day and duration of the suspension.**

- **Students who participate in extra-curricular activities and are habitually tardy for school on the days following events will be subject to disciplinary action and possible dismissal from the athletic team or activity.**

### Extra-Curricular Eligibility

Under MAIS guidelines, to be eligible for extra-curricular athletics or activities a student must have earned four (4) major credits (English, Science, Math, Foreign Language, or Social Studies) during the previous academic year.

All students who participate in extra-curricular athletics or activities will have to fulfill the following requirements in order to gain and retain eligibility throughout the school year:

### **First and Second Semester Eligibility**

- To be eligible the first semester of a school year: a student must have accumulated four (4) major units (credits) the previous academic year. (Previous academic year is interpreted to be a complete year or any part of a school year in which a student is enrolled at either a member school or a non-member school.
- Students eligible at the beginning of a year: Any student athlete eligible at the beginning of the new school year shall be eligible for the entire school year.
- To be eligible for the second semester of a school year: A student athlete who is ineligible the first semester could become eligible the second semester if he or she passed four (4) major subjects during the first semester of that same academic year.
- A grade of incomplete for that grading term will be computed as a failing grade until the final grade is rendered. The final authority for any incomplete grade will rest with the Head of School.

At the end of each semester grading period, all students will have their grades checked for eligibility.

At the end of each semester grading term, a student who has more than one F on their term grade report, but still meets the MAIS eligibility requirements, will be placed on academic/athletic probation. The administration reserves the right to assign such students with a tutorial plan to improve grades in those areas of need. Student/athletes who fail to improve in areas of deficiencies may ultimately be declared ineligible. Final authority for eligibility rests with the Head of School and Athletic Director.

The final authority for any incomplete grade rests with the Head of School.

Once a student is considered to be ineligible, he will be unable to participate in extra-curricular activities or events after school. The student, however, will be able to participate in any extra-curricular or sports-related activities during regular school hours. Participation is defined as being able to engage in any practice session as well as being able to dress out for any inter-scholastic game or event.

## **CA Team Sports and Activities**

### **BOYS**

Varsity Football  
JV Football  
Pee Wee Football  
Varsity Basketball  
JV Basketball  
Pee Wee Basketball

Varsity Baseball  
JV Baseball  
Pee Wee Baseball

Track & Field

Varsity Swim Team  
JV Swim Team  
Pee Wee Swim Team

Varsity Golf

### **GIRLS**

Varsity Cheer  
JV Cheer

Varsity Basketball  
JV Basketball  
Pee Wee Basketball

Varsity Softball  
JV Softball  
Pee Wee Softball

Track & Field

Varsity Swim Team  
JV Swim Team  
Pee Wee Swim Team

## **CA Clubs and Organizations**

National Honor Society  
Fellowship of Christian Athletes  
Student Council  
Drama Club  
4-H

# STUDENT DRESS CODE

## Uniform Policy for Grades Pre-K3 through Grade 6

**Pants:** Khaki only

Must be a traditional uniform pant of cotton or cotton blend  
No cargo or painter-style pants allowed  
Capri pants are acceptable provided they meet all other requirements.

**Shirts:** Solid navy long or short sleeved, polo style shirt with a collar

CA navy dri-fit or cotton t-shirt sold by the Booster Club  
No cap sleeves allowed  
Emblems other than the CA Crest shall be no larger than the size of a quarter.

**Shorts:** Khaki only

Must be no shorter than 7-inch inseam and appropriate in diameter of leg  
No rough or frayed hems are allowed.

**Belts:** Brown and Black only

**All pants or shorts with belt loops require a belt.**  
**(Grades PreK-3 through 3rd are not required to wear a belt)**

**Shoes:** All students are required to wear athletic/tennis shoes.

**(No Crocs, boots, Hey Dudes, Sanuks, or open-toed shoes)**

**Skorts/Skirts:** Khaki or CA school plaid

Skirts must have built in shorts or shorts worn under

**Jumpers:** CA school plaid or khaki. Students may wear a uniform white shirt under jumper or CA navy shirt.

**The CA Board of Directors has authorized the Head of School to act as final authority on all issues relating to the dress code. Any violation of the dress code will result in the parent(s) being notified to provide the appropriate uniform.**

**CA school plaid may be purchased online from:**

<https://www.inkas-uniforms.com/> plaid #45

<https://youngfashions.com> plaid #20

<https://shaheens.com> plaid #53

<https://familyschooluniforms.com> plaid #53

<https://www.educationalapparel.com/> plaid #53

## Uniform Policy for Grades 7 through 12

**Pants:** Khaki only

Must be a traditional uniform pant of cotton or cotton blend  
No cargo or painter-style pants allowed  
Capri pants are acceptable provided they meet all other requirements.

**Shirts:** Solid navy long or short sleeved, polo style shirt with a collar

CA navy dri-fit or cotton t-shirt sold by the Booster Club  
No cap sleeves allowed

**Shorts:** Khaki only

Must be no shorter than 7-inch inseam and appropriate in diameter of leg  
No rough or frayed hems are allowed.

**Belts:** Brown and Black only

All pants or shorts with belt loops require a belt when wearing uniform shirts tucked-in.

**Shoes:** All students are required to wear closed-toe and closed-heel shoes

**(No Crocs or open-toed shoes)**

**Skirts:** Khaki or CA school plaid

Skirts must have built in shorts or shorts worn under

**The CA Board of Directors has authorized the Head of School to act as final authority on all issues relating to the dress code. Any violation of the dress code will result in the parent(s) being notified to provide the appropriate uniform.**

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<https://shaheens.com> plaid #53

<https://familyschooluniforms.com> plaid #53

<https://www.educationalapparel.com/> plaid #53

## Field Trips and Special Events

All students shall be required to have a navy-blue polo shirt with a CA crest emblem to be worn on field trips and any special event days at CA as identified by the school administration. This official school uniform shirt shall be worn with belted khaki pants or the CA plaid skort or skirt.

## Outerwear and Pullovers

Outerwear and pullovers worn in the classroom or school buildings must be solid navy or purchased **ONLY** through the Booster Club or CA athletic group that your child participates in. Outerwear purchased outside of the Booster Club or CA athletic group can only be worn on designated Rebels for a Cause days or casual Friday. **CA uniform guidelines must be maintained for all clothing worn under outerwear or pullovers.**

## Casual Day

Fridays will be considered "casual day" throughout the school year. Traditional blue jeans (plain denim) and a CA t-shirt purchased through the CA Booster Club or CA athletic group that your child participates in can be worn. CA sweatshirts or pullovers may be worn when the weather warrants such. CA wind suits are also acceptable only on game days. Abuse of the dress code policy may result in elimination of "casual day" at the discretion of the Head of School.

- Jeans with slits, tears, holes, or frayed edges will **not** be allowed.

## General Guidelines

- All articles of clothing must be appropriately sized
- All pants must be of a traditional fit. Pants must have a sewn hem with no holes, tears, or frayed edges. Pants with slits in the bottom hem will be allowed provided they are hemmed and meet all other guidelines. **No sagging allowed.**
- No painter-style pants or pants with cargo or excessive pockets will be allowed.
- Students must have shoes on at all times.
- Students must be properly and neatly groomed at all times. Good hygiene is strongly encouraged.
- No hats, caps, or bandanas shall be worn on campus at any time.
- No earrings shall be worn by female students on any body parts other than the ears. A male student shall not wear earrings of any type.
- Any extreme hair style that detracts from the educational process will be deemed inappropriate for school at the discretion of the Head of School. This includes hair styles with excessive coloring or "striping" or excessive hair extensions including feathers.
- No facial hair shall be worn by any male student. All haircuts shall be neat and of an appropriate length as determined by the Head of School.
- No visible tattoos while wearing school or athletic uniforms will be allowed.
- **No artificial fingernails will be worn by any elementary or junior high students**



## TRANSPORTATION

A transportation service is available for all Claiborne Academy students. Bus and van routes are organized for transportation to and from specific demographic areas. Routes and fees are determined each year according to student need and cost of operation of vehicles. CA presently has two bus routes, Homer/Athens and Haynesville/Sarepta.

### **Bus and Van Rules**

Student riders are expected to adhere to all aspects of the CA code of conduct and to the regulations listed below:

- The bus or van driver is in complete charge of the vehicle at all times.
- Students shall obey and be respectful of the driver at all times.
- Students may be issued assigned seats at the discretion of the driver.
- Students should be ready to board the bus or van upon its arrival to the designated stop. Drivers are not authorized to wait on any student.
- There will be no boarding or unloading until the bus or van has come to a complete stop. Once students are seated, they should face the front and sit properly and quietly for the duration of the route.
- There will be no standing for any reason once the bus or van is in motion.
- Students are strictly prohibited from throwing any sort of item from the bus or van windows and from holding any item out of the windows. In addition, a student may not put their head, arms, or legs out of the windows. Any violation of these rules may result in immediate and permanent removal from the bus or van service.
- There should be no conversation with the driver while the vehicle is in motion.
- Students are not to vandalize or deface the bus or van in any manner. Any student who willfully damages any part of the bus or van will be subject to immediate and permanent removal from the transportation service. In addition, the student and the student's family will be required to restore the damaged property at their own expense.
- It is the responsibility of each rider to keep the bus or van clean at all times. No trash is to be thrown on the floor or left on the vehicle for any reason.
- There will be no throwing of items, fighting, spitting, or offensive language of any kind. Any violation of these rules may result in immediate and permanent removal from the bus or van service.
- There will be no eating or drinking on the bus or van. Gum chewing is also strictly prohibited due to improper disposal and damage to property.
- No student may board the bus or van for any reason without the driver in attendance or remain on the bus or van without the driver in attendance.

**The Head of School reserves the right to act as final authority on all disciplinary issues relating to the bus or van service.**

### **Transportation Violations**

Violation of these rules will result in disciplinary action, and a written report will be issued by the driver to the Head of School to be filed in the school office. Consequences will be as follows:

**1st Offense:** Written warning issued by driver to be signed by a parent and returned.

**2nd Offense:** Loss of riding privileges for one week.

**3rd Offense:** Loss of riding privileges for one month.

**4th Offense:** Loss of riding privileges for the remainder of the school year.

### **Student Vehicles**

Students are permitted to drive their own motor vehicles to and from campus. A student must be a licensed driver and have proof of insurance, proof of registration.

The observed speed limit on campus is five (5) miles per hour with the speed limit on Academy Road (side street running perpendicular to Highway 79) being fifteen (15) miles per hour. Students are **not** permitted to ride on the exterior of a vehicle or drive a vehicle registered to another student driver. In addition, students are not permitted to drive with excessively loud music on the school campus or on Academy Road.

Violation of these rules may result in the loss of driving privileges for a certain period of time as determined by the Head of School. Significant or repeated violations may result in permanent suspension of driving privileges.

# CA SCHOOL BOOSTER CLUB

## **Active Participation**

An active Booster Club is vital to the present and future success of the school. All parents should ensure that their active participation in their child's education is demonstrated by their active membership in the Booster Club.

The Booster Club sponsors several major events throughout the school year with the funds raised from these activities being used to support the general operation of the school.

## **Fundraising**

Fundraising will include but is not limited to the following:

- Back-to-School BBQ
- Halloween Carnival
- Annual Auction
- Money Raffle
- Rebel Run (5K)
- T-Shirt Sales

The Athletic Department, including individual groups and teams, sponsors several fundraisers throughout the school year as well.