

CENTREVILLE  
ACADEMY



# Student Handbook

---

2025-2026

CATIGERS.COM



## CENTREVILLE ACADEMY

*A graduate of Centreville Academy will be...*

### ***Grounded in Faith***

A Centreville Academy graduate is firmly rooted in the Gospel of Jesus Christ, possessing a deep understanding of biblical truth and its implications for daily life. With faith as their foundation, they demonstrate spiritual maturity, integrity, and a commitment to honoring God in all they do. They recognize that their ultimate purpose is to glorify God and reflect His love in their relationships, work, and service to others.

### ***Devoted to Development***

Academically prepared and intellectually curious, our graduates exhibit a passion for lifelong learning and a strong work ethic. They are equipped with the knowledge, skills, and habits of mind necessary to excel in higher education and professional endeavors. Through a rigorous curriculum and a culture of academic excellence, they develop critical thinking abilities, perseverance, and the confidence to pursue their goals with diligence and integrity.

### ***Contributing Member of Society***

A Centreville graduate understands their responsibility to be a contributing and ethical member of society. They are prepared to engage with the world in a meaningful way—whether in business, medicine, education, ministry, or other professions. Through a foundation of Christian character, leadership, and responsibility, they approach challenges with wisdom and seek to positively impact their communities, nation, and the world.

### ***Articulate in Words and Thoughts***

Effective communication is a hallmark of a Centreville education. Our graduates express themselves clearly, confidently, and persuasively, whether in written, verbal, or digital formats. They are thoughtful listeners and critical thinkers, able to engage in meaningful discussions, critique ideas with discernment, and defend their beliefs with grace and respect.

### ***Proficient with Technology***

Recognizing the importance of technology in today's world, Centreville graduates are skilled in the ethical and responsible use of digital tools and information systems. They are adept at leveraging technology for learning, communication, and professional development, ensuring they remain adaptable and prepared for the ever-changing demands of the modern workplace.

### ***Servant to Their Community***

With a heart for service, our graduates embody Christ-centered compassion and humility in their interactions with others. They understand the importance of empathy, cooperation, and selflessness, actively seeking opportunities to serve their neighbors, contribute to their communities, and make a difference in the world. Whether through missions, volunteerism, or professional service, they live out their faith by putting the needs of others before their own.

### ***Prepared for a Purpose-Driven Life***

Through a strong foundation in faith, academics, leadership, and service, a Centreville Academy graduate is prepared to step confidently into the next chapter of life, fully equipped to pursue excellence, make an impact, and glorify God in all they do.

## TABLE OF CONTENTS

Absences	24	Make-up Work	16
Academic Schedule	32	Mission and Purpose Statement	4
Academics	11	Outside Curriculum	12
Activity-Participation Fee	10	Philosophy of Discipline	17
After School Program	6	Plagiarism Policy	35
Cell Phone Policy	23/39	Pre-School Requirements	16
Chapel Program	5	Policies	33
Class Rank, Valedictorian, Salutatorian	12	Reporting of Grades	13
Classification of Students	13	Scholarship Recognition	11
Code of Conduct	21	School Communications	7
Dress Code	29	Specific Guidelines and Consequences	27
Drug and Alcohol Policy	32	Tardies	25
Eligibility Requirements	15	Technology Use Policy	40
Enrollment	8	Tiger Traits	19
Exam Exemptions	11	Tuition Payment Policy	38
Grading System	13	Types of Discipline	18

Graduation Requirements	14	Uniform Guidelines	30
Grievance Policy	10	Use of Facilities	7
Harassment Policy	37	Visitors & Parent-Teacher Conferences	5
Leaving School	25	Wednesday School	15
Lunch Account Delinquency	39	Withdrawal from School	39

# **1. 2025-2026 CONTRACT**

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

## **Recitals:**

- A. The governing body of Centreville Academy is its Board of Directors (hereinafter referred to as “Board”). The Board is elected by its membership, and each Board member serves for a five (5) year term. The Board is charged with and authorized under the by-laws to establish rules, policies and procedures relating to the operation of Centreville Academy.
- B. Centreville Academy maintains a relationship with the Midsouth Association of Independent Schools (MSAIS). Certain rules, policies and procedures set out by the MSAIS are adhered to by Centreville Academy.
- C. Centreville Academy may change, annul, or modify any rule, policy, or procedure at any time. Such rules, policies, and procedures may be published or posted from time to time and may be incorporated in the student handbook.
- D. Centreville Academy’s tuition and related fees for enrollment are established prior to the beginning of each school year. Centreville Academy relies on the prompt payment of tuition along with other fees, dues and donations for the continued and successful operation of the school.
- E. Centreville Academy agrees to provide the best possible education, considering budget restraints and other circumstances. Centreville Academy reserves the right to deny enrollment to any applicant who will not agree to or comply with this Contract, or with the rules, policies and procedures as may be established by its Board.
- F. Centreville Academy does not discriminate based on race, color, national, or ethnic origin in any manner or at any time, and complies with all state and federal laws. Students and applicants are afforded the rights, privileges, programs, and activities generally accorded to or made available to all students applying for admission or students who are enrolled. There is no discrimination in the administration of rules, policies and procedures, in scholarship or loan programs, or in athletics or any other school program.
- G. Centreville Academy offers certain programs for special needs children. It is the policy of Centreville Academy to notify the parent or guardian if a child qualifies for the programs offered.
- H. By signing this contract, I agree to have my name, address, and phone number published in a school directory. If you do not wish to have your information published, please let the office know, in writing, at time of registration.

## **IT IS RESOLVED, THEREFORE:**

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

## **I/WE HAVE READ & UNDERSTAND THIS CONTRACT & THE CENTREVILLE ACADEMY PARENT/STUDENT HANDBOOK.**

Name of Student(s): \_\_\_\_\_

Signature of Parent(s) or Guardian: \_\_\_\_\_

Signature of Representative of Centreville Academy: \_\_\_\_\_

## GENERAL INFORMATION

### BOARD OF DIRECTORS

The Centreville Academy Board of Directors operates in accordance with the Corporate Charter, By-Laws, and any applicable amendments, ensuring that policies align with the school's mission and objectives. The Board's primary responsibilities include establishing institutional policies, securing financial resources to support the school's programs, and appointing the Head of School. Additionally, the Board reserves the authority to amend, revise, or implement policies, rules, and regulations as necessary to serve the best interests of Centreville Academy.

Mr. Alton Boone  
Mrs. Resa Curry  
Mr. Blake Devall  
Mr. Eric Greene  
Mr. Shane Jeansonne

Mr. Joseph Nations  
Mr. Slade Priest  
Mr. Stephen Smith  
Mrs. Amy Tomb

### MISSION AND PURPOSE STATEMENT

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

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

- Academics
- Athletics
- Arts
- Personal and spiritual growth
- Community and global awareness

### STATEMENT OF FAITH

We Believe...

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

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

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

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

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

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

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

## NONDISCRIMINATORY STATEMENT

---

Centreville Academy does not discriminate with regard to student admissions on the basis of race, color, sex, religion, disability, national, or ethnic origin. Centreville Academy is committed to nondiscrimination in the administration of its educational policies, tuition assistance programs, athletic programs, and other school-administered programs.

## CHAPEL PROGRAM

---

At Centreville Academy, we believe that all aspects of life are opportunities for spiritual growth and glorifying God (1 Cor. 10:31; Col. 3:17). While every activity is approached with a Christ-centered perspective, certain experiences are intentionally designed to nurture the spiritual development of our students. Our chapel program serves as a foundational time for students to deepen their faith, strengthen their relationship with Christ, and apply biblical truth to their daily lives.

Through age-appropriate Bible study, worship, and prayer, chapel provides a space where students are encouraged to seek God's purpose and plan for their lives. Rooted in the mission of Centreville Academy, chapel discussions address real-life challenges while fostering a love for the Lord with all their heart, soul, and strength. All Centreville Academy students actively participate in the chapel program, ensuring that every child has the opportunity to grow spiritually, live out their faith boldly, and develop a lifelong foundation in Christ.

## **OBJECTIVES**

- To clearly present the message of salvation through Jesus Christ
- To address current/relevant issues and topics of today's society in a way that demonstrates God's commandments, mercy, and grace
- To provide an atmosphere of worship, celebration, and hope
- To train and equip our students for ministry on and off CA campus

## DEVOTIONAL AND PLEDGE OF ALLEGIANCE

---

A Christian devotional and the Pledge of Allegiance will be conducted on a daily basis during the announcements. All students are expected to stand and recite the pledge with their right hand over their heart, and listen respectfully to the morning devotional.

## VISITORS & PARENT-TEACHER CONFERENCES

---

Parents are cordially invited to visit the school and confer with the Head of School at any time concerning the work of their child. Conferences with teachers may be arranged on Tuesday, Wednesday, or Thursday afternoon. Teachers will be available from 3:30 p.m. to 3:45 p.m. or during their conference period. Please do not call the teacher at his/her residence. The guidance counselor or the administrative secretary will gladly schedule an appointment. Note: Parents are not allowed to go to the classroom to get your child or see the teacher. If this is necessary, report to the front office and we will make the appropriate arrangements.

## LUNCH

---

All students must report to and eat in the cafeteria during their assigned lunch period. This also includes those students who bring their own lunches or choose not to eat. Drinks will not be served or available except during break and lunch. No food or drinks (EXCEPT for bottled water) are to be taken out of the cafeteria, and no Chromebooks/MacBooks/iPads or cell phones are to be taken into the cafeteria during lunch or morning break. Conduct and behavior should reflect the Tiger Values. No one is allowed in the parking lots during lunch or morning break. Generally, lunch will be served in the cafeteria from 11:00 a.m. – 1:30 p.m. each day.

## AFTER SCHOOL PROGRAM

---

Centreville Academy offers an After-Care Program for students in grades K-6, available Monday through Friday from 3:00 p.m. to 6:00 p.m. in the after-care room. The program provides study time, playtime, and a snack break, though students must bring their own snacks. After-care is also available on early dismissal days for an additional fee.

Students who are not picked up by 3:15 p.m. will be taken to After-Care, and their account will be charged accordingly. Likewise, all secondary students remaining on campus after 3:45 p.m. without direct supervision by a CA faculty member must attend After-Care at the parent's expense.

### Rates:

- 1 child – \$10.00 per day
- 2 children – \$15.00 per day
- 3 children – \$20.00 per day
- Early Dismissal - \$15.00 per family
- A late pick-up fee of **\$5 per minute** will be applied beginning at **6:01 PM** for any student not picked up by 6:00 PM.
- Please note that after **25 accumulated late minutes**, families may no longer be eligible to use the after-care program.

We appreciate your cooperation in helping us ensure a smooth and timely dismissal process.

**\*To ensure proper staffing, parents must notify the office by noon if their child will be staying for After-Care.**

## PARENT-TEACHER COUNCIL

---

The Parent-Teacher Council (PTC) at Centreville Academy is a collaborative organization open to all parents, faculty, administration, and interested patrons of the school. The PTC plays a vital role in fostering community involvement and enhancing the student experience through various initiatives.

An Open House and business meeting are held each fall to provide updates and engage members in upcoming activities. The PTC organizes an annual fall fundraiser, with proceeds used to support classroom enhancements, playground improvements, and additional library or educational resources. Meetings are held regularly, and parents are notified in advance of dates and times.

Each spring, the PTC co-hosts Field Day in partnership with the CA Athletic Foundation, with a dedicated planning meeting to ensure a successful event. There are no membership dues—only a request for active participation and support to benefit the students and school community.

## CENTREVILLE ACADEMY ATHLETIC FOUNDATION

---

The Centreville Academy Athletic Foundation is a 501(c)(3) nonprofit organization dedicated to supporting and enhancing the school's athletic programs. Through generous contributions from sponsors and donors, the foundation helps provide essential equipment, facilities, and resources to ensure a high-quality athletic experience for student-athletes.

The foundation offers multiple sponsorship levels, with tax-deductible contributions benefiting various sports programs. Sponsors receive recognition through stadium signage, digital advertisements, and announcements at home games, along with exclusive benefits such as season passes and reserved seating.

By partnering with the Athletic Foundation, businesses and individuals play a vital role in strengthening Centreville Academy's athletic tradition. For more information or to become a sponsor, contact Brian Stutzman at [brian.stutzman@catigers.com](mailto:brian.stutzman@catigers.com).

## SCHOOL COMMUNICATIONS

---

### **School Website**

Access to the FACTS parent and student portals, school calendar, important announcements, and other useful information can be found on the school's website [www.catigers.com](http://www.catigers.com).

### **FACTS Parent and Student Portals**

All parents and students have a login on the FACTS portal to access information relevant to their family's CA experience including assignments, grades, announcements, etc.

### **Social Media**

News and events (including weather-related delays and closings) are posted on Centreville Academy's various social media channels. Stay connected on Instagram: @CentrevilleAcademy, Twitter: @CATigers; Facebook: /centrevilleacademy, and others.

### **Communication Protocol**

Students and Parents are encouraged to contact the school if there are questions or concerns.

- The first contact should be made by the student to the coach, teacher, counselor, or sponsor directly involved. In this way, the facts can be understood and discussed by those most knowledgeable about the concern.
- If the issue still cannot be resolved, the second contact should be made by the student and parent to the coach, teacher, counselor, or sponsor directly involved.
- If the issue still cannot be resolved, the third contact should be made by the parent to the Director of Athletics or appropriate Division Head.
- Finally, if concerns still remain, the parent should contact the Head of School. Following this procedure ensures that all involved in the issue are working together for a solution.

### **Returning Calls**

During the day, the school frequently receives calls from parents who have received a call from the school asking the caller's identity since their Caller ID shows the call was made from Centreville Academy. Please understand that we may not know who made the initial phone call, but we will do our best to see that we get you in touch with the necessary person. **Be assured that the school will call repeatedly in the event of an emergency.** Additionally, please allow teachers and coaches until the end of the next school day to return your call. Due to their demanding schedules and responsibilities, they will respond as soon as they have the opportunity.

## USE OF SCHOOL FACILITIES

---

Throughout the year, all school facilities will remain closed and no school activities will occur on Sunday. Exceptions to this policy will only take place with the prior consent of the Administration. In any event, no activity on Sunday shall exceed a period of two (2) hours and shall only occur between the hours of 1:00 p.m. and 5:00 p.m. All school facilities are for the use of CA students, staff, and patrons in direct association with student activities. Civic and community participation is permitted, encouraged, and scheduled upon request with approval by Administration. All school activities shall have precedence over any other activity on the school campus.

## STUDENT SERVICES

---

**Transcripts** – A transcript will be sent for a student who has completed the required form. A fee of \$10.00 will be charged for each additional transcript mailed.

**Telephone** – The office telephone is a business phone and should NOT be used by students. Special permission will be granted for needed use of the phone at student services. Times to use these phones are before school, during break or lunch, and after school. No student will be called from class to answer the telephone, but in an emergency, he/she

will be called to the office. Students needing to check out of school must use the phone at student services. Students are not to leave class or study hall to use the phones except for situations of a critical nature. **Student Accident Guidance Services** – It is the goal of CA to help each student profit as much as possible from his/her school program and to assist in plans for further educational study after completing this school program. The counselor, administrators, and teachers are available to discuss with students and/or parents any problem or question relative to our educational program.

**The Guidance Program** – Includes the following: individual and group counseling (6-12), administration of a comprehensive testing program and interpretation of scores (K-12), orientation and consultation, scheduling and course of study planning, career orientation, college planning and application requirements and procedures, and curriculum consultation.

**Permits and Driver's License** – Students planning to obtain a driver's permit or license must contact student services to receive a Certificate of Attendance Form. Make your request well in advance of the time needed. MS Highway Patrol will not give a test without the certificate. The certificate is valid for 30 days and must be renewed.

## CA DIRECTORY INFORMATION

---

Under the Family Educational Rights and Privacy Act, schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Parents must notify CA in writing and request that said information not be disclosed about their child/children.

## ENROLLMENT

---

Admission to Centreville Academy will be at the discretion of the Headmaster once all records have been reviewed.

### **Transfer Students**

- Students must provide proof of credits received as part of a home-school program or from an institution accredited by the *Mid-South Association of Independent Schools*.
- Students must meet assessment guidelines for each subject to be determined by Centreville Academy.
- Students must earn their last four academic credits at the school from which they plan to graduate.
- Students transferring from another school must provide the office with the name and address of their previous school and complete a registration form. To facilitate the enrollment process, a copy of the student's transcript from their most recent school is strongly recommended at the time of registration. Admission will be considered *provisional* until official records are received from the previous institution.
- Students transferring from another school must have a satisfactory disciplinary record from their previous institution. Centreville Academy does not admit students who have been expelled from other schools. Admission will be *provisional* until official disciplinary records are received and reviewed.
- Students will not be eligible for transfer after the start of the final quarter of the academic year, provided that Centreville Academy can accommodate their current coursework or comparable classes and has available classroom capacity. Exceptions may be granted in extenuating circumstances with the approval of the Head of School.
- Student class placement will be made after a review of transfer documents by the Head of School and Counselor.

### **Student Enrollment Verification or Withdrawal**

School enrollment forms and academic records will not be released to any student unless a current Contract/Registration Form is on file and all financial obligations, including tuition and other fees, are current. Records will be withheld if any financial account is 30 days or more past due. The Contract/Registration Form serves as verification of student enrollment and must include an active address. This form must be completed and notarized

before a student can obtain a Driver's Permit or Driver's License. Additionally, academic records are required for withdrawal from Centreville Academy and enrollment in another institution.

## IMMUNIZATION VERIFICATION

---

Parents are responsible for providing relevant medical information on the back of the school registration form and updating it as needed throughout the year. In the event that a student requires medical attention while on Centreville Academy property or at a school-related event, they will be taken to the nearest medical facility.

Parents or guardians have the primary responsibility for their child's health and should ensure the school has current medical information, including any conditions, treatments, or special care requirements. For students with complex medical conditions, parents should work in collaboration with the school's administration to develop an individual healthcare plan. This plan will outline the school's role in managing the student's medical needs and responding to potential emergencies.

Additionally, it is the parent or guardian's responsibility to ensure that their child is well enough to attend school each day.

## **Medication Management**

At Centreville Academy, the administration of medication to students will be the sole responsibility of the school nurse. There is no legal obligation requiring school staff to administer medication, and while teachers and staff have a duty to ensure the health and safety of students, they are not required to provide medical care or medication administration. However, all staff members will have access to student medical information and be trained in appropriate emergency response protocols as needed.

Prescription medications should only be brought to school when absolutely necessary, meaning that the student's health would be at risk or their ability to participate in learning would be significantly impacted if the medication were not administered during school hours. Medications prescribed three times daily should be given at home—before school, after school, and at night—unless otherwise specified in writing by a physician. In exceptional cases, where a doctor has explicitly stated that a medication must be administered during the school day, the school nurse may administer the medication upon approval from the Head of School, provided a written request from the doctor is submitted.

Parents and guardians who prefer to personally administer medication during the school day may do so. Students are not permitted to carry or self-administer prescription medications unless they have an individual healthcare plan that requires immediate access to emergency medication for a specific condition.

Centreville Academy will only accept medications that are:

- Prescribed by a licensed medical professional (doctor, dentist, or nurse practitioner).
- In the original pharmacy-labeled container, including the student's name, dosage instructions, and prescriber details.
- Accompanied by a written request from the parent or guardian, which must include:
  - Student's name
  - Name of the medication
  - Dosage and method of administration
  - Time/frequency of administration
  - Potential side effects
  - Expiration date

Any changes to the medication regimen must be communicated in writing by the parent or guardian, along with updated prescription details from the prescribing healthcare provider. The school reserves the right to refuse the administration of medication if proper documentation is not provided.

This policy is designed to ensure the health, safety, and well-being of all students while maintaining compliance with best practices for medication management in a school setting.

## ACTIVITY-PARTICIPATION FEE

---

To encourage parent participation in our school, the Board of Directors has implemented an activity-participation fee. The activity fee is \$400.00. However, in our desire to create participation in school events, the parent, grandparent or older sibling(of the student) who is a former graduate of CA can volunteer to put in 10 hours of donated time at our school at sanctioned events rather than paying the fee. Your fee will be prorated. For example, if you only work 8 hours you will be assessed \$80.00, or if you work 5 hours you will be assessed \$200.00. Failure to do the work or pay the activity fee will result in report cards and/or diplomas being withheld from the students until such fee and/or work has been fulfilled.

## GRIEVANCE POLICY

---

Centreville Academy recognizes that harmonious relations with its employees, parents, and students can be maintained and improved through effective communications. The Board has adopted the following grievance procedures as a means to examine and resolve possible problems, which relate to the administration of policies of the school.

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

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

# ACADEMICS

## SCHOLARSHIP RECOGNITION

**Head of School's List** will include students with at least an overall average of 93 in all academic subjects and who have no unsatisfactory marks on work, study, and social habits. A pupil cannot be on the Head of School's List if he/she has any average below 93.

**Principal's List** will include students with at least an overall average of 90 in all academic subjects and who have no unsatisfactory marks on work, study, and social habits. A pupil cannot be on the Principal's List if he/ she has any average below 90.

**Honor Roll** will consist of those students who have an overall grade average of at least 80 in their academic subjects and who have no unsatisfactory marks on work, study, or social habits. A pupil cannot be on the Honor Roll if he/she has a failing grade in a subject.

## EXAM EXEMPTIONS

### SENIORS:

- Cumulative Academic Average of 90 for the entire course with no in-school or out-of-school suspensions;
- Cumulative Academic Average of 85 for the entire course with the following conditions:
  - A student must have 5 or fewer absences in a full-year course or 3 or fewer in a one-semester course. Excused absences count toward this total and are not forgiven. The only exceptions are school-related absences (including college visits). Extended illnesses of 5 or more consecutive days may be forgiven if proper documentation is submitted to the office on the day the student returns to school.
  - Have no detention hours due to tardiness during the entire school year or 1st semester for fall semester courses.
  - Have no more than 5 detention hours during the entire school year (No distinction for a spring semester course) or no more than 3 detention hours for a 1st semester course; and
  - Have no In-School or Out-of-School Suspensions during the entire school year.

### GRADES 9-11:

All students in grades 9-11 have the opportunity to be exempt from exams during the 2nd semester on a per class basis. This will include one semester courses taken in the spring. Exemptions will be based on grades, attendance, and behavior during the entire school year. Students in grades 9-11 who meet the following criteria will be exempt from taking 2nd semester exams on a per class basis:

- Cumulative Academic Average of 90 for the entire year
- Have been absent 5 days or less for a full year course or 3 days or less for a one semester course (School Related Absences, which now include college days, are the only exceptions);
- Have no detention hours due to tardiness during the entire school year;
- Have no more than 5 detention hours during the entire school year; and
- Have no In-School or Out-of-School Suspensions during the entire school year.

**NOTE: detention hours, tardies, and ISS/OSS stipulations are for the entire year, regardless of one semester courses taken in the spring. For example, if a child gets detention for tardies in the first semester, he/she would not be eligible to be exempt in a spring semester course.**

## OUTSIDE CURRICULUM

---

All outside curriculum coursework must be approved by the Head of School before the class begins. Failure to do so may result in no credit toward graduation requirements at Centreville Academy. Only two summer school credits may be applied to establishing athletic eligibility and may be applied for credit during one summer. Students are reminded that all English courses taken for the first time must be taken at CA. Students are also reminded that only four (4) new outside curriculum courses will be applied for credit toward graduation. It is the student's responsibility to know how many outside curriculum credits you have attained. Note: This does not include credit recovery course work that may be necessary to fulfill graduation requirements.

Grades for course work taken outside of Centreville Academy will be calculated into the student's cumulative grade average. However, these grades will NOT be used for consideration of Valedictorian, Salutatorian, Highest Honor Graduate, Honor Graduate, National Honor Society, or Beta Club.

Students transferring to Centreville Academy with letter grades and all outside curriculum course work will be converted to the following scale on the CA transcript:

**A+ = 100, A = 95, A- = 90, B+ = 89, B = 85, B- = 80, C+ = 79, C = 75, C- = 70, D+ = 69, D = 65, D- = 60, F=59**

*NOTE: The Administration of Centreville Academy reserves the right to adjudicate any course work that the school cannot schedule or offer at the appropriate high school level. In addition, special consideration (exception) may be made for any student with a documented learning disability to enroll in new course work.*

## PERMISSION TO ENROLL IN OUTSIDE COURSES

---

In order to earn high school credit for any course work taken outside of Centreville Academy, a student MUST have a permission form on file in the guidance office listing the course work and the accredited school where the course is to be taken along with signatures from the Head of School and counselor. This work includes but is not limited to online courses, correspondence courses, courses taken at an accredited high school, etc. At the issuance of permission from CA, the student must declare whether the course is for new credit or credit recovery.

## CLASS RANK, VALEDICTORIAN, AND SALUTATORIAN

---

Centreville Academy does not report class rank. Only the top ten students in the graduating class shall receive a class ranking. The student with the highest numerical grade average shall be recognized as the Valedictorian, and the student with the second highest numerical grade average shall be recognized as the Salutatorian. Only students completing the University Honors Track will be eligible for Valedictorian and Salutatorian (beginning with Class of 2029). A transfer student must have completed 6 semesters of high school curriculum at CA to be eligible for Valedictorian or Salutatorian. Early graduation deems a student ineligible for these distinctions.

## MR. AND MISS CENTREVILLE ACADEMY

---

Students eligible to be named Mr. or Miss CA must have been enrolled and attended Centreville Academy for their entire 10th, 11th, and 12th grade academic years.

## REPORTING OF STUDENT PROGRESS

---

Parents have access to their students' grades on a daily basis within FACTS Parent Portal. Report cards will be posted to student and parent accounts at the end of each nine (9) week grading period. Parents may log on to their parent portal for grades, absences, discipline, etc. at any time. For parents or students who are having difficulties logging on, please contact Alice LaCoste, [alice.lacoste@catigers.com](mailto:alice.lacoste@catigers.com)

## CLASSIFICATION OF STUDENTS

---

Students attending Centreville Academy will be classified according to the number of credits earned toward graduation as follows:

Freshmen – students promoted from the eighth grade

Sophomores – students who have completed 6 units of work

Juniors – students who have completed 12 units of work

Seniors – students who have completed 18 units of work

Each student in grades 6-8 must pass English, math, and science, & failure to meet these requirement(s) will result in retention for one year. If a student fails the same grade two consecutive years, the Administration reserves the right to determine promotion and retention. In grades 6-8 all math, English, and science course work must be taken at CA; any exceptions must be approved by the Administration. Any remedial coursework must be approved by the Administration before the class begins. Remedial work completed in summer school may be accepted at the discretion of the Administration.

## GRADING SYSTEM

---

Standard grades at Centreville Academy are as follows:

A 90-100

B 80-89

C 70-79

D 60- 69

F 59 and below

The lowest passing grade is 60. Numerical grades will be recorded on report cards and on permanent records. The marks for daily homework, participation, class work, and tests are combined to determine each nine (9) weeks grade. No (9) weeks tests will be administered. In the High School, the two nine weeks grades will count as eighty percent (80%) of the semester grade and the semester examination will count as twenty percent (20%) of the semester grade. In the Middle School, the two nine weeks grades will count as eighty-five percent (85%) of the semester grade, and the semester examination will count as fifteen percent (15%) of the semester grade. The yearly average will be determined by averaging the first semester grade with that of the second semester grade.

## GRADUATION REQUIREMENTS

All students will be required to satisfactorily complete one (1) of three (3) tracks of study.

	Academic	University	University Honors
English	4	4	4
Math	4	4	4
Science	4	4	4
Social Studies	4	4	4
Languages		1	2
Advanced Electives	1	1	1
Fine Arts	1	1	1
Electives *Must include HS Bible	4	5	4
<b>Total</b>	<b>22</b>	<b>24</b>	<b>24</b>

1. Beginning with the class of 2028 and beyond, graduation requirements will now include one (1) Bible Credit. Students must earn 24 credits on both University Honors and University Track. Only two (2) non-academic credits will count toward graduation requirements. Required electives: one (1) Bible credit, one (1) Fine Art credit, and one (1) Computer credit.
2. University Track will meet all Mississippi college requirements. \*Students are required to complete 4 credits of English, 4 credits of math, 4 credits of science, 4 credits of social studies, and 6 credits of academic electives as a part of their required credits. Required electives: one (1) Bible credit, one (1) Fine Art credit, and one (1) Computer credit.
3. University Honors Track will meet all major college requirements. \*Students are required to complete four (4) credits of English, four (4) credits of math, four (4) credits of science, four (4) credits of social studies, and six (6) credits of academic electives as a part of their required credits. Required electives: two (2) foreign languages, one (1) Bible credit, one (1) Fine Art credit, and one (1) Computer credit. University Honors Track is offered beginning with the Class of 2029.
4. University and University Honors Track must take Algebra I, Geometry, Algebra II, and a higher-level math; Biology I, Chemistry and/or A&P, and 2 higher-level sciences. University Track students must also take 1 year of foreign language. A student on University Track can graduate with Honors with a 93 or above cumulative academic average from CA courses in grades 9-12.
5. UNIVERSITY HONORS TRACK UPDATES You must earn four (4) full credits in Honors, AP, and/or Dual Credit courses. One (1) full credit must be earned prior to the senior year, and one (1) full credit must be earned from one of the following: Honors English, DC English, DC Math, DC Course as offered. University Honors Track must also earn two (2) credits of the same foreign language. The four (4) science credits must include biology,

chemistry, A &P, and Physics. You must earn three (3) full credits in honors courses. b. Graduation Distinctions for University Honors Track : Honors: 90-94.99 Highest Honors: 95 and above c. Only students enrolled in University Honors Track will be eligible for Valedictorian and Salutatorian. A transfer student must have attended Centreville Academy for six (6) semesters to be eligible for Valedictorian and Salutatorian. Early graduation deems a student ineligible for these distinctions.

6. A maximum of 2 classes can be taken in a single summer session. This includes dual enrollment courses, online courses, and/or correspondence courses from another accredited high school. NOTE: This does not include credit recovery coursework that may be necessary to fulfill graduation requirements. Students cannot take English, Science or Math as a new course off campus without administrative approval.

7. To enroll or qualify for an honors class and/or an AP class, students must meet the following criteria: a. Teacher recommendation b. Established test scores c. Established grade scores.

8. To enroll or qualify for dual credit courses at CA, students must meet the following criteria: a. Be classified as a senior b. Have a valid ACT score on file in the CA guidance office c. Minimum ACT composite score of 18.

## ELIGIBILITY REQUIREMENTS

---

No student will be permitted to participate in inter-scholastic contests for more than four (4) years after the start of his/her freshman year. He/she shall not be permitted to participate in inter-scholastic contests if he/she has reached the age of 19 prior to August 1st. In junior high athletics, a student is allowed to compete for three years after entrance into 7th grade.

Students are required to maintain an overall 70 or above average in all academic subjects if they are to remain eligible for extra-curricular activities. Student averages will be checked at 3-week intervals and at the end of each 9-week grading period. Any student not maintaining an overall 70 average, at the aforementioned intervals, will be placed on probation. Any student on probation, and not maintaining an overall C average during the next grading interval, will be ruled ineligible for games. Eligibility can be regained by acquiring an overall 70 average during the next or any following 3-week grading period. In order to be eligible for the next school year, students must pass 4 major subjects for the year.

A student who is absent from school all day on the day of an interscholastic contest will be ineligible to participate. If a student is absent four (4) periods or less, an excused absence must be given to be eligible to participate. A student missing over four (4) periods, but yet attends school, will be eligible if a doctor gives approval to the Head of School. The Administration retains the right to review special cases and to grant exceptions in cases of extenuating circumstances.

## WEDNESDAY SCHOOL

---

Wednesday School will consist of giving make-up tests. These make-up test sessions will be held from 7:00 a.m. until 7:50 a.m. on Wednesday morning and from 3:10 p.m. until 4:00 p.m. on Wednesday afternoon. Students are to schedule Wednesday School through the subject area teacher. Once these tests are placed in Wednesday School, they must be made up in the next two (2) assigned Wednesday School sessions. NOTE: The Wednesday School sessions (A.M. and/ or P.M.) count as one (1) session. Failure to take assigned tests will result in a grade of zero (0) being registered for that subject test. If there are very special circumstances that prevent a student from making up a test within the two (2) dates, permission must be granted from the Head of School and the assigning teacher prior to the expiration of the allotted time. DO NOT WAIT UNTIL THE 2nd CHANCE AND THEN PRESENT THESE CIRCUMSTANCES. Tests will not be made up during study hall or other class periods. If you have a test placed in Wednesday School, the test must be made up during this time. Extended absences will be worked out with the Head

of School. It is the responsibility of the student to know when the test(s) have been placed in Wednesday School. Jobs and athletic practices are not considered as special circumstances and students will not be excused from Wednesday School because of said situations. Students arriving after the testing session has begun will be allowed the time remaining in the testing session to complete their test(s). Note: Students will not be allowed to bring books, notes, paper, and/or other materials into the testing area. Only pencils and calculators, when necessary for the tests, will be allowed in the testing area. Scratch paper will be provided.

## MAKE-UP WORK

---

The student is responsible for scheduling make-up work with his/her teacher(s) within the timetable of one day for each day missed. Make-up work that is missed because of an unexcused absence will not receive credit. Students absent for extra-curricular activities are not excused from making up work missed. All assignments and/or tests missed are due as scheduled when returning to school.

## SCHEDULE CHANGES

---

You may change a class after approval by the Head of School. A subject must be dropped in the first two weeks of the semester in which the course begins. Dropping a class at a later date will result in a failing grade.

## PRE-SCHOOL REQUIREMENTS

---

Centreville Academy's Pre-Kindergarten program provides a nurturing, faith-based environment where young learners begin their educational journey with confidence and joy. Our program is designed to foster social, emotional, spiritual, and academic growth through hands-on activities, structured play, and age-appropriate instruction. With a focus on developing foundational skills in literacy, numeracy, and character, we prepare children not only for kindergarten success but for a lifetime of learning rooted in Christian values.

**Age for Entry Guidelines:** To ensure developmental readiness and alignment with academic standards, Centreville Academy follows specific age requirements for enrollment in our Pre-Kindergarten programs. These guidelines help provide the best possible start for each child's early learning experience.

- **K3:** Students must be **3 years old** on or before **September 1** of the school year.
- **K4:** Students must be **4 years old** on or before **September 1** of the school year.

**Toilet Training Requirements:** All students entering Pre-K must be fully potty trained. "Fully potty trained" means the child:

- Can recognize when they need to use the bathroom.
- Can communicate the need to go.
- Can use the toilet independently (including wiping, flushing, and washing hands).
- Pull-ups are not allowed.

**Accidents Policy:** Occasional accidents are expected at this age, but repeated incidents may indicate the child is not ready for the program. After three accidents in a week, parents may be asked to meet with the teacher to assess readiness. A child who is consistently unable to manage toileting may be asked to pause attendance until potty training is complete. Parents must provide a change of clothes (including socks and shoes) daily in case of accidents.

## CENTREVILLE ACADEMY PHILOSOPHY OF DISCIPLINE

### **Grades K3 – 12**

Centreville Academy is committed to the philosophy of providing excellence in education within a Christian environment conducive to the development of each child's mind, body, and spirit. An essential part of the school's mission is to promote the development of strong ethical and moral values in our students. Therefore, the following rules have been established to promote the highest standards of personal, ethical, and moral conduct possible through the objectives stated below:

1. To create and preserve the conditions essential to the orderly process of the school.
2. To prepare the student for effective participation in the next phase of life.
3. To instill the fundamental lessons of self-control and Christ-like behavior.

### COOPERATIVE SPIRIT

---

Centreville Academy values a positive and collaborative partnership between the school, students, parents, and guardians as essential to fulfilling its educational mission. The school reserves the right to terminate or decline the renewal of a student's enrollment contract if it determines that the actions—including those on social media—of a student, parent, or guardian disrupt or undermine this relationship or otherwise interfere with the school's ability to uphold its mission and values.

### DISCIPLINARY AUTHORITY

---

The Board of Trustees has given all disciplinary authority to the Head of School. In turn, the Head of School has delegated to the teachers some responsibility to administer discipline on a daily basis. Failure to adhere to the CA Handbook will result in offenders being disciplined in a manner prescribed by the Administration. When warranted in the sole opinion of the School Administration, a search of a student's person, phone, car, backpack, athletic bag, purse, or other personal property may be conducted by school personnel. The Head of School may impose disciplinary sanctions up to expulsion from the School. In the event of an expulsion recommendation by the Head of School, the Disciplinary Review Committee will vote to determine expulsion. The Disciplinary Review Committee will be composed of the Head of School and the Board of Directors. The Head of School holds the final decision on appeal of any case of expulsion. It shall be assumed that repeated or serious violations of the CA Code of Conduct, Tiger Traits, and /or CA Policies as determined by the Administration, may result in expulsion from Centreville Academy without a refund of fees.

## TYPES OF DISCIPLINE

The following are types of disciplinary actions that will be used by the CA Administration. These actions may be used individually or in combination, depending on the severity of the offense as determined by the Centreville Academy Administration.

**Community Service** –students may be assigned community service duties aimed at promoting responsibility and accountability. These tasks may include cleaning classrooms, common areas, athletic fields, or the cafeteria. In some cases, students may also be asked to serve as mentors for younger students, providing positive support and modeling appropriate behavior.

**Detention** –Detention will be held on Tuesday thru Thursday (more dates may be added near the end of a semester, if necessary). Students will be required to attend in the morning from 7:05 until 7:55. Saturday detention sessions may be assigned on an individual basis, as well.

Students are not to leave campus after morning detention. If a student misses morning detention and is at school, he/she will receive an additional (1) hour of assigned detention. All detention hours must be cleared at the end of each nine (9) weeks period. Failure to clear hours will result in a student not being allowed to take exams until all hours are cleared.

*NOTE: The accumulation of (10) or more hours will result in a student being placed in In-School-Suspension. During this time a student will be under the supervision of school personnel and will complete an additional academic assignment to be calculated in their quarter (9 weeks) grade.*

**In-School Suspension (ISS)** –Student(s) will be removed from class and placed in internal suspension at school. ISS can be from 1 to 5 days in length. The student in ISS is responsible for making up any/all school work missed during ISS according to the CA makeup policy outlined in this Handbook. Additionally, one (1) point will be deducted in each course from the student's final nine week average for each day assigned to ISS (not to exceed (5) five points in any nine week grading period). The accumulated points will be deducted from the final average of the nine-week term in which ISS occurred.

*NOTE: A student who has served various types of suspensions will not incur deductions in excess of five (5) points in each course he/she is currently taking in any nine-week term. A loss of extracurricular activity privileges due to in-school suspension will be left to the discretion of the Administration.*

**Out-of-School Suspension (OSS)** –OSS can be from 1 to 5 school days in length. During suspension, a student cannot be on campus and cannot participate in any extracurricular activities during the days of the suspension. The student is not eligible to resume extracurricular activities until the student resumes school attendance. The student who has been suspended is responsible for making up any work missed during the suspension period. The student in OSS is responsible for making up any/all school work missed during OSS according to the CA makeup policy outlined in this Handbook. Additionally, Two (2) points will be deducted in each course from the student's final nine week average for each day assigned to OSS (not to exceed 7 points in any nine week grading period). The accumulated points will be deducted from the final average of the nine-week term in which the suspension occurred.

*NOTE: A student who has served various types of suspensions will not incur deductions in excess of seven (7) points in each course he/she is currently taking in any nine-week term. All out-of-school suspensions will result in a loss of extracurricular activities for the period of suspension.*

**Social Probation** –Social Probation is the suspension from participation in or attendance at school sanctioned activities that occur outside of school hours, including but not limited to: athletic contests, musical/dramatic performances, school club events, ceremonial events such as homecoming, prom, and commencement. Additionally, school-based privileges including driving privileges, attendance at assemblies, field trips, and other similar privileges may be suspended. Social Probation may last up to, but will not exceed nine weeks (45 school days).

**Expulsion** –The Head of School may impose disciplinary sanctions up to expulsion from the School. In the event of an expulsion recommendation by the Head of School, the Disciplinary Review Committee will vote to determine expulsion. The Disciplinary Review Committee will be composed of the Head of School and the Board of Directors. The Head of School holds the final decision on appeal of any case of expulsion. Any student expelled from CA will be dismissed without a refund of tuition or fees. Repeated violations may be dealt with in a more severe manner, up to and including expulsion

## TIGER TRAITS

One of Centreville Academy's valued Guiding Documents is our Tiger Values. These values and traits ensure a proper atmosphere for learning and development of character traits in students. The following Tiger Traits are expectations the school has for each student.

### DURING ASSEMBLIES

When entering an assembly or program, enter quietly and remain quiet during the entire time spent there. Give your attention to the speaker; DO NOT disturb the ones around you by making comments or any other talking. Never boo, hiss, whistle, or stomp your feet regardless of your opinion of a program; however, always remember to applaud courteously. Chromebooks/Macbooks/iPads and phones are not allowed in chapel programs or other assemblies, and students are not to read or do other types of work during these chapels or assemblies.

NO food, drinks, gum, candy, etc. is to be carried into or used in an assembly except at school-sponsored events where concessions are sold.

Students are to sit, by grades, in the assigned areas at all assemblies. During pep rallies, students may sit in any seat within the designated grade level seating area.

### CLASSROOM BEHAVIOR

The following are the standard classroom policies. In addition, teachers may have special regulations not listed here. Students are bound by both the following rules and by the instructor's special rules. Each of these rules is informed by the general principle that all students should conduct themselves in a Christ-like manner at all times.

1. Students are to be in their seats when the tardy bell rings. They are not to leave their places in the classroom without permission.
2. Each student is to have all the necessary materials for class: text(s), workbooks, notebooks, charged iPads/MacBooks, etc...
3. Students are to be attentive and participate actively in all class activities assigned by the teachers. They are not to do work for another class or to read other than class materials, unless given explicit permission to do so by the instructor. Materials for another class or for non-class activities should not be on a student's desk.
4. Each student is to refrain from talking without permission and from talking to others while instruction is going on or study periods or tests are underway; noise making, forced laughter, etc. are also unacceptable.

5. Students are not to congregate around an instructor's desk without permission. All items on the teacher's desk are considered personal; students are not to touch or read papers, grade books, etc.
6. Students are to avoid any action that is distracting to the learning procedure under way in the classroom, especially harassing other students, taking books, poking and kicking others, pushing desks, throwing or shooting items around the room, passing notes, etc.
7. Students are responsible for the cleanliness around their chairs and on their desks. Students are to clean-up around their desks at the end of each class.
8. Students are not to use vulgar, obscene, suggestive, or insulting expressions, overt demonstrations of disapproval, any behavior that is disruptive to the classroom situation; they are not to argue about tests, grades, or punishments during the class, but rather they should see the teacher after class in order to resolve such difficulties in a respectful manner.
9. The location of desks, the condition of windows, blinds, thermostats, and lights are the teacher's responsibility; students are not to regulate these unless directed to do so by the teacher.
10. Students should always knock before entering a classroom when a class is in session. Respect and politeness are expected at all times.

### **IN THE HALLWAYS**

---

Good conduct is expected in the halls. Never play, run, hit, push, shove, use abusive or vulgar language, or loiter in the halls. When meeting others in the hall, pass to the right of each other. Keep food, drinks, gum, candy, etc. out of the building. Unless they have special permission as indicated by a hall pass, students are to be in the halls only at the beginning and closing of school and during class changes.

### **DURING LUNCH AND BREAK**

---

Always display a pleasing manner during the time while eating lunch and at morning break. Students are not allowed to carry Chromebooks/Macbooks/iPads and/or phones into the cafeteria during lunch or break.

Respect the place of others by never crowding, pushing or trying to get ahead. The saving of seats and isolating someone is never allowed.

Practice proper table manners and assist in the smooth operation of our cafeteria by placing trash in the containers provided when completing lunch and/or break. Food, drinks (EXCEPT for bottled water), gum, candy, etc. are not to be taken from the cafeteria. Students are not to go into the halls of the building during lunch or break without special permission. Students may use the restrooms in the cafeteria. Please do not sit on the cafeteria tables, and assist in keeping the area clean by placing your trash in the proper receptacles. Failure to keep the cafeteria clean will result in a loss of break privileges. The parking lot is off limits.

### **IN THE SCHOOL GENERALLY**

---

Students are expected to respect constituted authority, abide by school regulations, avoid loud talking, profanity, pushing, running, whistling, loitering, and crowding. Students are to be ladies and gentlemen at all times, uphold the high ideals of Centreville Academy, help keep school property clean and neat and use the sidewalks and keep our grass attractive.

## AT SCHOOL SPONSORED EVENTS

---

Always display good sportsmanship when attending an event. Visiting teams and officials are our guests and should be treated as such. Centreville Academy spectators are to cheer for their own teams and not against anyone else. Remember when attending school functions or school sponsored events, you will be expected to follow the same code of conduct that is applied during a regular school day. Profanity, derogatory remarks, and the like have no place at any event in which CA participates.

The possession or use of tobacco products, vapes, alcoholic beverages, and/or illegal drugs is strictly prohibited on campus, on any form of transportation arranged by the school, or at any school-sponsored activity whether held on or off campus. Likewise, students are prohibited from attending any activity as described above after having consumed alcoholic beverages and/or illegal drugs in any amount.

## OUTSIDE OF SCHOOL

---

Any conduct outside of school that is unlawful or would tend to undermine the mission and vision of Centreville Academy may subject the student to disciplinary proceedings including expulsion from the School.

## CODE OF CONDUCT

Centreville Academy's Code of Conduct applies to any student on school property and at any school-sponsored activity. The Code of Conduct promotes Christian principles, ethics, and values while providing a safe environment in which students may flourish and thrive.

## ACADEMIC INTEGRITY AND HONESTY

---

Centreville Academy defines academic honesty as completing all academic work without cheating, lying, stealing, or receiving assistance from any other person or any source of information, including AI not appropriately credited or authorized. Becoming educated inside a biblical worldview includes learning to act and study with integrity. To encourage truthfulness in academic work, the following standards will be maintained. Although there may be cases in which students accidentally represent work that is not theirs as their own, this section primarily describes intentional Academic Dishonesty. The following are some examples of cheating and are to be understood as not being all-inclusive:

- Reveal answers to other students.
- Lending homework in or out of class.
- Copy homework, reports, projects, or any other instance in which a student is representing someone else's work as their own.
- Possess or pass notes under, around, or on their desk.
- Giving or receiving answers on quizzes, tests, or examinations during or immediately surrounding such times.
- Violating test procedures as defined and explained by the classroom teacher.
- Entering an academic testing situation with an unfair advantage.
- Using any unauthorized software or online application to produce assignment content for a student.
- Forgery is defined as the alteration of a document or negotiable instrument with intent to defraud; signing another's signature to a document with intent to defraud.
- Plagiarism - is a specific type of academic dishonesty where one presents another's ideas or expressions exclusively as one's own, whether intentionally or unintentionally. Any student who uses borrowed material

of any kind and does not provide documentation for that material has committed plagiarism. Please reference the Plagiarism Policy in this Handbook for additional guidance.

If a student commits an act of academic dishonesty, he or she may receive a grade of zero (0) on the respective assignment. In addition, any student who aids another student in an act of academic dishonesty may receive a grade of zero (0) on the respective assignment. Academic Dishonesty is a serious offense that violates both academic integrity and our code of conduct.

Failure to adhere to Centreville Academy's Code of Conduct will result in offenders being disciplined in a manner prescribed by the Head of School.

## STEALING

---

Any student who commits the act of stealing must make restitution, may face legal action, and may be disciplined in a manner prescribed by the Administration.

## POSSESSION OF A WEAPON AND THREATS

---

A student having in his/her possession and/or displaying, using, or threatening to use any weapon, or an instrument that could be classified as a weapon, may be disciplined in a manner prescribed by the Head of School and may face legal action. Such discipline can be immediate expulsion from Centreville Academy for a period to be determined by the Head of School and indicated in the official expulsion papers given to the students and/or parents.

Any student, family member, or any other person making a threat toward Centreville Academy, the faculty, staff, Head of School, Board of Trustees, and/or another student shall immediately be suspended and turned over to the appropriate authorities.

A threat shall be defined as the following:

1. Any statement or deed, written or verbal, which carries the implication of physical or bodily harm
2. Any statement or deed, written or verbal, which carries the implication of physical harm, destruction, or mayhem.
3. Any statement or deed, written or verbal, that carries the implication of the threat to use a bomb, firearm(s), or other dangerous instrument or contraband material

Any student or family member making said threat(s) are subject to having their contract terminated without a refund of fees.

## POSSESSION OR USE OF TOBACCO, VAPES, ALCOHOL, AND/OR DRUGS

---

Tobacco use of any kind, including E-Cigarettes (Vapes), is prohibited on campus, in any form of transportation arranged by the school, or any school-sponsored activity whether held on or off campus.

The purchase, possession, and/or use of alcoholic beverages, is prohibited on campus, in any form of transportation arranged by the school, or any school-sponsored activity whether held on or off campus. Likewise, students are prohibited from attending any activity as described above after having consumed alcoholic beverages, in any amount.

The purchase, possession, selling and/or use of any illegal drug or substance is prohibited on campus, in any form of transportation arranged by the school, or any school-sponsored activity whether held on or off campus. Likewise, students are prohibited from attending any activity as described above after having consumed illegal drugs or substance, in any amount.

The school administration reserves the right to search persons, vehicles, and belongings if it has reason to believe a student is carrying tobacco, vapes, alcohol, drugs, or other illegal substances. The school administration has the discretion to contact local law enforcement to conduct these searches. Failure to adhere to CA's Code of Conduct will result in offenders being disciplined in a manner prescribed by the Head of School.

Please reference the Drug and Alcohol Policy in this Handbook for additional guidance.

## MARRIAGE AND PREGNANCY

---

Students who are married will not be accepted for enrollment. Students who are married during the school term may be dismissed upon knowledge of such marriage by the administration. Parents (either the mother or father of a child) will not be accepted for enrollment. Upon knowledge by the administration of the pregnancy or childbirth of an enrolled student, the prospective mother and/or father may be dismissed from Centreville Academy.

## INVOLVEMENT IN BREAK-IN OR VANDALISM

---

A student who has been involved in a break-in and/or malicious damage to the school or school property shall be suspended with readmission to the school contingent upon the financial compensation for said damages, or at the discretion of the Head of School, shall be terminated from Centreville Academy without a refund of fees. The student may be subject to legal action. Any minor acts of vandalism will require a student to make restitution for damages. Students are asked to protect this property by not littering, writing on desks, lockers, walls, or in any other way that would damage school property or any property at a school sponsored event or trip. Failure to adhere to CA's Code of Conduct will result in offenders being disciplined in a manner prescribed by the Head of School.

## CELL PHONES

---

At Centreville Academy we understand the need for cell phones because of their convenience and the safety they provide our students.

Cell phones and other personal communication devices must be placed in the designated storage holder at the start of each class period. Students are expected to store their devices immediately upon entering the classroom and may retrieve them only at the end of the period (7th-12th) or school day (elementary) or upon dismissal while exiting the room. Watches with communication capabilities will be subject to the same rules as cell phones. Each teacher may determine whether students are required to place these watches in the designated cell phone storage holders.

**Under no circumstances (unless instructed by a CA staff member) is photographing or audio/video recording allowed anywhere on the school premises; violators will face disciplinary actions, including but not limited to loss of cell phone privileges or other disciplinary consequences as deemed appropriate.**

Any other electronic device which is not explicitly approved for use by students at CA is not permitted on campus. Unapproved electronic devices, including Personal Chromebooks/Macbooks, and/or Personal Laptops, iPads, iPods, Radios, tape recorders, electronic games, or any similar items are not permitted at school. Calculators are to be used only in classes where they are required and allowed. Games are not to be played on calculators at school. No cards or games of chance of any type are allowed. Any said items will be confiscated from the student immediately and turned over to the Head of School. Failure to adhere to CA's Code of Conduct will result in offenders being disciplined in a manner prescribed by the Head of School. Please reference the Cell Phone Policy in this Handbook for additional guidance.

## DANGEROUS INSTRUMENTS AND CONTRABAND

---

A student shall not possess, handle, or transmit a knife, razor, ice pick, explosives, fireworks, cigarette lighter, matches, chains, or any other object which can be considered a dangerous instrument or any contraband material.

Failure to adhere to CA's Code of Conduct will result in offenders being disciplined in a manner prescribed by the Head of School.

## DISRESPECT TOWARD A FACULTY MEMBER OR STAFF

---

A student found to be insubordinate or disrespectful, manifesting physical contact, or resulting in a verbal threat toward any member of the faculty or staff, will be disciplined in a manner prescribed by the Head of School. Threatening a member of the faculty, staff, or Board of Directors will result in immediate out of school suspension for a period to be determined by the Head of School.

## OFF LIMIT AREAS

---

**Parking Lots:** Upon arrival at school, students are not to sit in or on vehicles. Students are not to go to the student parking lot at any time during the school day, including lunch and break, without appropriate permission from the Head of School. At the end of school, students are not to loiter in the parking lot but are to get in their cars and leave campus immediately.

**Hall Areas During Lunch/Break:** Students are not to wander in the halls of the building. Disregard of off-limit areas will result in appropriate disciplinary action from the Head of School.

**Elementary Building:** The elementary building and classrooms are off-limits for secondary students (7-12), unless they are attending an assigned class.

## ABSENCES

---

Excused absences are given for illness of a student or serious illness in the immediate family, death or funeral in the immediate family, or a court summons. The Head of School may excuse other absences.

A doctor's statement, parent's phone call, or direct contact should verify each excuse. On the day of the student's absence, parents are asked to email the office, Amy Havard (amy.havard@catigers.com) by 8:45 a.m. stating that your son/daughter will be absent and the reason for that absence. All absences will be considered unexcused unless specifically excused by the Head of School, or parental contact is made by email or in person with a valid reason for the absence prior to the student's return to class. The administration of CA reserves the right to excuse or not excuse all absences. The office staff will randomly check students who are reported absent; however, we cannot be responsible for students who leave home and do not report to school. Parental request is not considered a valid reason for an absence. Any absence due to a personal or private nature may be discussed with the Head of School. Please notify the office well in advance of planned absences.

A student may forfeit the right to receive credit for the year, regardless of the grades earned or the reason for absences, when total absences exceed twenty (20) for a one-year course or ten (10) for a one-half-year course. A student must be present in class for at least sixty-three percent (63%) of the actual class period to be counted as present. Any student who misses more than eighteen (18) minutes of a class period—unless for official school business—will be marked with an unexcused absence for that class. Absences due to school-sponsored activities are not counted in this total. In the case of an extended illness, medical documentation is necessary the day of the student's return.

All absences (including doctor visits) that are not School Related Activities will count toward the set number of 20 absences per class (10 for a semester class). College Days will be recorded as School Related Activities. Seniors will be allowed to take 3 college days during the school year, and Juniors will be allowed to take 2 college days.

We do recognize that extenuating circumstances may occur. A student whose attendance has otherwise been regular may ask to extend the maximum number of absent days by submitting a brief letter appealing for credit. This letter should include the reasons for absences and an explanation of any extenuating circumstances. This letter can be

emailed directly to the Head of School. This letter of appeal is required even if the office has been notified of absences as they occurred. Even with accepted extenuating circumstances, there may be times when a student is not able to receive credit due to the nature of the class and work missed.

Any exception to these rules must be approved by the Head of School. Even though the school will make an effort to notify you of excessive absences, it is the responsibility and accountability of the parent(s) and student(s) to avoid this excess.

## TRUANCY

---

School attendance at Centreville Academy is mandatory. Any student found to be absent from school without proper permission from CA, or failing to follow the policy on school absences and dismissals, will be disciplined in a manner prescribed by the Head of School.

## TARDIES

---

Students arriving to class after the 7:55 a.m. bell must first check in at the office before attending class to receive a class admission slip. Students will be allowed to accumulate 3 tardies per nine weeks without consequence. The 4th tardy in a 9 week grading period will result in one hour of detention. The 5th tardy will result in 2 hours of detention, and the 6th hour will result in 2 additional hours of detention. Should a student receive a 7th tardy in a 9 week grading period, that student will be placed in ISS for one day. Continued tardiness will be dealt with on a more severe basis. Tardies will not be excused or unexcused, with the exception of school-approved tardies. Examples of school-approved tardies will be traffic issues determined to be extreme by the Head of School in the morning or when a teacher keeps a student late for the next class. Parents will not be allowed to excuse a child's tardiness.

## LEAVING SCHOOL (CHECK-OUT PROCEDURE)

---

No student may leave campus at any time, including after detention, without obtaining permission from the Head of School. Requests for early dismissal should be confined to illness or items of an emergency or critical nature. Parental request by email should be submitted to the office, Amy Havard (amy.havard@catigers.com) by 8:45 a.m. on the day of a planned early dismissal.

If a student comes to school late or checks out early and, as a result, misses a test or quiz, the student is required to take the test or quiz before leaving school for the day. Failure to comply with this rule will result in a grade of zero (0) on the test or quiz. Further, the student is required to turn in all assignments that are due that day prior to leaving school for the day or the student will receive a grade of zero (0) on the assignment. This rule does not apply to a student who is required to check out early due to an illness or injury.

The above rule does not apply to a student that comes to school late or checks out early for approved school related extracurricular activities. However, that student is required to turn in all assignments that are due that day prior to leaving school for the day or the student will receive a grade of zero (0) on the assignment. Unexpected dismissal due to illness or emergencies will be granted only upon telephone or personal contact. Lunches and personal errands are not considered emergencies or to be critical in nature. When possible, we encourage parents to arrange dental and doctor appointments after school, on Early Dismissal Days, or on Saturday.

Parents who come to school to pick up a student are asked to come by the office and someone will get your student. The office staff will also deliver to your student anything that is brought to the school.

Students are to sign out before being officially dismissed from school. Under no circumstances will a student leave the campus for any reason without first obtaining school approval and checking out in the office.

Students in grades K3–6 may not be checked out after 2:15 p.m. After this time, all students must be dismissed through the regular pick-up line.

A pattern of numerous early dismissals will result in a school/parent conference, and the possibility of make-up time or other actions as prescribed by the Head of School. Parents should realize that a student's grades might suffer due to class absences. The Head of School reserves the right to excuse or not excuse all absences.

## PHYSICAL CONTACT

---

Public displays of affection, physical contact, kissing, and hand holding are inappropriate behaviors. It is important for all students to understand that while certain behaviors may be viewed as correct in one social situation; they may be viewed as incorrect at another time or place.

## SELLING OF MERCHANDISE

---

Students may not sell any product for any reason at school or school-sponsored activities unless it is for a school-sponsored activity or event and has been approved by the Head of School.

## TRANSPORTATION

---

Driving on the campus of Centreville Academy is a privilege. Failure to operate the vehicle safely and responsibly will result in the loss of this privilege. All drivers must follow these regulations:

1. Drive thoughtfully and carefully at all times.
2. There must be no speeding, reckless driving, over-acceleration, racing of engines, or squealing of tires. At no time are students to be on the outside of a moving vehicle.
3. No students are to be in or on a parked car on the CA campus.
4. Any students driving on the CA campus must have a valid Driver's License.
5. Playing loud music before, during, and after school hours is prohibited on the CA campus.
6. Do not park in the teacher parking, reserved parking, or handicapped parking.
7. Speed limit on campus is 5 M.P.H. in and around the parking lots. The speed limit is 15 M.P.H. on the main entrance and exit roads of the campus.
8. Students will not be allowed to relocate their vehicles to the baseball field or to the football fieldhouse at any point during the school day.
9. No one is allowed to park inside the fence at the football field unless approved by the Head of School.

## SUBSEQUENT VIOLATION OF POLICY OR ELEMENTS THEREOF

---

It shall be assumed that repeated or serious infractions of the Centreville Academy's Code of Conduct, Tiger Traits, and/or Policies as determined by the Head of School may result in expulsion from CA without a refund of fees.

## SPECIFIC GUIDELINES AND CONSEQUENCES

### LEVEL ONE INFRACTIONS

A level one infraction involves behavior that is generally distracting or disruptive to the learning environment and/or to the day-to-day operations of the school. Penalties may include reprimand, referral, community service, detention, or ISS and are at the discretion of the Head of School. Referrals are given for minor discipline infractions. An accumulation of referrals will result in disciplinary action that may include before-school detention, ISS, or other action. Number and timing of referrals may result in different actions. Students will be informed of these consequences clearly and often by teachers, coaches, staff, and the Head of School. Once a student has received his/her initial detention (for 3 referrals), every subsequent referral received during that term will result in an additional detention until the end of the nine weeks. The sixth referral will result in ISS. A referral received after the ISS may cause the student to receive OSS. Although teachers will not reteach during the detention period, handouts and other assignments will be made available to the student.

The following are examples of Level One infractions. This list serves as a guideline and is not exhaustive; additional behaviors may be classified as Level One infractions at the Head of School's discretion.

- Unauthorized access to campus buildings
- Possession of school keys/unauthorized badges
- First cell phone policy violation per school year
- Disrespect toward or defiance of any school faculty or staff member (may be elevated to a higher-level infraction depending on the severity or context of the incident).
- Violation of CA acceptable use policy (may be elevated to a higher-level infraction depending on the severity or context of the violation).
- Unexcused tardiness
- Regularly leaving class for extended bathroom breaks that result in missed instruction.
- Dress code violations (may be elevated to a higher-level infraction depending on the severity, frequency, or context of the violation).
- Violation of classroom rules
- Excessive tardiness (after the 4th tardy per quarter)

### LEVEL TWO INFRACTIONS

Level Two infractions constitute serious violations of school policies that pose a threat to the physical and/or psychological well-being of individuals or the broader school community. These offenses reflect a disregard for the rules, values, and expectations that ensure a safe, respectful, and productive learning environment. Consequences for Level Two infractions may include before-school detention, ISS, OSS, and in extreme or repeated cases, expulsion. The severity of the penalty will be determined at the discretion of the administration, based on the nature of the infraction, the student's intent, disciplinary history, and the overall impact on the school community.

The following are examples of Level Two infractions. This list serves as a guideline and is not exhaustive; additional behaviors may be classified as Level Two infractions at the Head of School's discretion.

- Cheating on a test or project (plus a grade of zero on the test)
- Repeated offenses or classroom disruptions
- Abusing school property
- Habitual tardiness (more than 10 in one quarter)
- The use of profanity or vulgar language in the classroom, on campus, during athletic activities, or while representing Centreville Academy in any capacity
- Disrespect for authority

- Public displays of affection
- Campus disturbances
- Threatening or verbally abusing another student
- Repeated violation of dress code
- Possession or use of dip or chewing tobacco on school grounds or school related activities
- Possession of vaping paraphernalia on school grounds or school related activities\*
- Failure to attend an assigned detention
- Any behavior not corrected by a Level 1 discipline method
- Vandalism (to include restitution)
- Skipping school or leaving campus without permission

### LEVEL THREE INFRACTIONS

---

Level Three infractions include behaviors that significantly disrupt the learning environment, threaten the safety of others, or are harmful in nature. Penalties for these violations may include ISS, OSS, and/or expulsion. The Head of School may implement additional corrective strategies as deemed appropriate, except in cases involving immediate and serious safety threats. When appropriate, a behavior intervention plan will be developed following a Level Three infraction.

The following are examples of Level Three infractions. This list serves as a guideline and is not exhaustive; additional behaviors may be classified as Level Three infractions at the Head of School's discretion.

- Possession or dissemination of pornographic materials (includes digital possession and distribution)
- Stealing (to include restitution)
- Fighting or provoking a fight
- Making threats involving weapons or using threatening language—such as the word "kill"—whether spoken, written, or communicated through text messages, social media, email, or any other form of communication
- Possession of prescription drugs and/or intent to distribute
- Possession, or use of, or intent to distribute alcoholic beverages on campus or at school related activities
- Threatening faculty or staff or other students
- Possession of a firearm or other weapon\*
- Any action, which poses a danger to other students, faculty, or staff.
- Destruction or major damage to school or campus
- Molesting students, sexual harassment, or indecent behavior
- Infractions occurring after two suspensions
- Student convicted of a felony
- Any behavior not corrected by Level 2 discipline method
- Positive drug test

## DRESS CODE

Students are expected to dress in a manner that reflects modesty, Christian values, common sense, and neatness. All students are required to wear the approved Centreville Academy uniform each day. With the exception of khaki pants and shorts, all uniform apparel must be purchased from Lands' End. Items such as footwear, belts, socks, hair accessories, and undershirts may be purchased from any vendor but must comply with school guidelines. Clothing should be clean, modest, in good condition, and free of rips, frays, or holes. Hats are not permitted on campus between 7:55 a.m. and 3:08 p.m., unless part of an approved fundraiser or event. Perfume and cologne are discouraged due to allergy concerns. Students are expected to maintain good personal hygiene, including clean hair, regular use of deodorant, and brushing teeth. To minimize costs, families are encouraged to make practical, limited selections within the approved uniform options.

A student found to be in violation of the dress code at Centreville Academy, unless the violation can be corrected immediately, will result in offenders being disciplined in a manner prescribed by the Head of School. Students will not be allowed to go home to change. If a student must come out of class to correct the violation, he/she will receive consequences as deemed appropriate by the Head of School. Repeated violations of any aspects of the dress code will be handled progressively by the Head of School.

These specific rules are to be followed by all students:

**Boys:** All shirts must be neatly tucked so the belt line is visible in the front, back, and sides, during the school day (Folded is not acceptable and is a violation of the dress code). Hairstyles must be clean, neatly styled, and not extreme or distracting to the learning environment. Overly large or tall hairstyles are not allowed. Hair should be kept out of the eyes, enabling the student's face to be clearly seen. Coloring techniques other than those of natural color are not appropriate for CA students. Males are to be clean shaven (no stubble, goatees, beards, or mustaches). No earrings and/ or body piercing decorations are allowed regardless of location (tape coverings are not allowed). Students may not display tattoos while a student at CA. Any student having a tattoo must have it covered at all times, including during an athletic practice or contest.

*These guidelines apply to students even beyond the school day's end; students must abide by them at events on campus and at Centreville Academy-related events off-campus (e.g., dances, games where CA is playing, CA-sponsored or chaperoned trips, performances, etc.).*

**Girls:** Wearing apparel should reflect modesty, Christian values, and traditional taste. All items of clothing must be worn in a modest fashion so as not to expose any undergarments, bare shoulders, back or midriff areas, or cleavage. Foundation garments should be worn so as not to be visible under clothing. All tops must fall below the belt line when sitting or standing. Black leggings may be worn in cool weather months. Modesty shorts are required under skirts and dresses for elementary students. Hairstyles/hair-colorings that are extreme or designed in any unusual manner, in the opinion of the Head of School, to distract or draw attention will not be permitted. There must be no designs, names, or lines cut into the hair. Earrings for girls will not be worn attached to any part of the body other than the ear lobe. Earrings or other jewelry that is designed, in the opinion of the Head of School, to distract or inappropriately draw attention will be prohibited. No body piercing decorations are allowed regardless of location (tape coverings are not allowed). Students may not display tattoos while a student at Centreville Academy. Any student having a tattoo must have it covered at all times, including during an athletic practice or contest.

*These guidelines apply to students even beyond the school day's end; students must abide by them at events on campus and at Centreville Academy-related events off-campus (e.g., dances, games where CA is playing, CA-sponsored or chaperoned trips, performances, etc.).*

**NOTE TO BOTH BOYS AND GIRLS:** Walking shorts, skorts (for girls), and skirts (for girls) must be no longer than knee length and no shorter than fingertip length when arms are extended at the sides. These items may be worn year-round.

## UNIFORM GUIDELINES

Centreville Academy's uniform dress code is designed to help create an educationally conducive, non-distracting environment in which all students are dressed in a clean, neat, and modest fashion. All students will wear uniforms every day. All uniform apparel, with the exception of khaki pants/shorts, must be purchased from Lands' End Uniform. Clothing should always be modest, clean, and in good condition. Tattered, frayed, or torn clothing is not appropriate. Good personal hygiene is required (e.g. using deodorant, brushing teeth, clean hair, etc.). Hats are not to be worn on campus between 7:55 am – 3:08 pm unless it is an approved fundraiser or school event. Perfume/Cologne is discouraged due to allergies. Centreville Academy recommends that each student make minimal selections within these uniform options to minimize costs but provide adequate clothing selections for the student during the school year.

### Boys K3 to 1st Grade Required Uniform

- Khaki pants- flat or pleated front; elastic or belted waistband (no cargo pockets or elastic banded ankles)
- Black, white, gray, or purple polo style shirt with a monogrammed official CA logo
- Only outerwear purchased from Lands' End or officially approved by the school may be worn

### Boys 2nd to 12th Grade Required Uniform

- Khaki pants- flat or pleated front; belted waistband (no cargo pockets or elastic banded ankles)
- Black, white, gray, or purple polo style shirt with a monogrammed official CA logo
- Belt (6th-12th grades only) (Brown or Black)
- Only outerwear purchased from Lands' End or officially approved by the school may be worn

### Girls K3 to 2nd Grade Required Uniform

- Khaki or plaid (Tommy Hilfiger only) skort
- Black, white, gray, or purple polo style shirt with a monogrammed official CA logo
- Black or purple pleated dress with a monogrammed official CA logo
- Privacy shorts must be worn under the dresses
- Only outerwear purchased from Lands' End or officially approved by the school may be worn
- Black leggings may be worn under dresses and skorts

### Girls 3rd to 12th Grade Required Uniform

- Khaki or plaid (Tommy Hilfiger only) skort
- Black, white, gray, or purple polo style shirt with a monogrammed official CA logo
- Only outerwear purchased from Lands' End or officially approved by the school may be worn
- Black leggings may be worn under skorts

**ALL STUDENTS MUST WEAR AN APPROVED CA UNIFORM TOP UNDER ANY OUTERWEAR PIECES.**

**Belts:** Boys (6th through 12th grade) are required to wear a belt at all times.

**Headwear:** Hair accessories may be worn by female students and may be purchased from Lands' End Uniform or any vendor, but must be neutral in color, or black, gray, purple, white, yellow gold, or a combination of these colors. Accessories must not be designed to distract or draw attention in the opinion of the Head of School.

**Undershirts:** Boys are encouraged to wear an undershirt under a uniform top. Undershirts are limited to the following colors: white, grey, black, and purple. Undershirts should have no emblem, writing, or visible design.

**Socks:** Boys socks should be SOLID white or black and may be purchased from any vendor. Socks are to be worn with all athletic shoes. Should a boy choose to wear pants and dress shoes, dress socks will be allowed as long as there is no distinguishable pattern or character.

**Leg Wear:** Girls may wear black leggings with uniform skorts. Yoga pants are not acceptable as leggings. Girls socks should be SOLID white or black and may be purchased from any vendor. Socks or leggings should be SOLID in color with no design or appliqué.

**Footwear:** The following styles of shoes are acceptable under the Centreville Academy Secondary Uniform Code:

#### **Boys Shoes**

1. Any color closed toe/heel dress or casual shoe
2. Sneakers
3. Boots - neutral colored (Boys may only wear boots with khaki pants in the normal manner.) Boots may not be worn with shorts.
4. Prohibited shoes - flip-flops, shower shoes, beach shoes, slippers or those resembling said shoes will not be allowed. Shoes with laces must have laces.

#### **Girls Shoes**

1. Any color dress or casual shoe with a closed toe/heel
2. Sneakers
3. Prohibited shoes - flip-flops, shower shoes, beach shoes, slippers or those resembling said shoes will not be allowed. Shoes with laces must have laces.

### **SPECIAL ACTIVITIES**

---

There may be special activities that will call for exceptions to the Centreville Academy Uniform Code. The Head of School will approve these days prior to such events and will provide guidelines for that activity prior to that event.

### **EXTRACURRICULAR ACTIVITIES**

---

Students are not required to wear their uniform to extracurricular events unless otherwise specified in advance by administration, coaches, or the event sponsor.

### **SPIRIT DAYS**

---

On designated "Spirit Days" students are permitted to wear approved Centreville Academy spirit wear. These shirts must be approved by the Head of School. All students are required to wear uniform bottoms with CA Spirit Wear. If caps are allowed, they must be worn at the appropriate times and properly. No sunglasses are to be worn in the classroom. NOTE: Spirit Dress Days are not "free dress days." Student attire must adhere to the Dress Day theme, or meet CA spirit wear guidelines and/or uniform guidelines.

## “GAME DAY” ATTIRE

---

Coaches who wish to purchase or have the students purchase gameday suits or t-shirts for the teams to wear to school on game days will now follow these guidelines.

- No Fleece pants will be worn to school.
- CA team warm-ups may be worn (top and bottom), but only as a team. Either the entire team is to wear it, or the entire team is to be in school uniform.

At all times, including spirit days and game days, students are required to dress in a manner consistent with the spirit and modesty of the CA dress code. No clothing displaying alcoholic beverages or symbols, inappropriate logos, pictures, profanity, or vulgar, provocative, or suggestive themes or wording is allowed. Shirts displaying alcoholic beverages, bars, saloons, tobacco, or such inscriptions are not allowed. Clothes with holes are not permitted. The Administration of CA reserves the right to pass judgment on future modes of dress not outlined at this time.

## DAILY ACADEMIC SCHEDULE

The school maintains four (4) daily academic schedules. Daily academic schedules are subject to change as may be required for the orderly administration of the school.

## CLUBS/ORGANIZATIONS

Clubs and organizations are formed and approved by administration.

# CENTREVILLE ACADEMY POLICIES

## DRUG & ALCOHOL POLICY

The primary purpose of the school's drug and alcohol policy is to protect the health, safety, and welfare of Centreville Academy students by eliminating alcohol and drugs from all aspects of school life. The policy will be broadly interpreted so as to effectuate its purpose. The school administration reserves the right to search persons, vehicles, and belongings if it has reason to believe a student is carrying alcohol, drugs, or other illegal substances. The school administration has the discretion to contact local law enforcement to conduct these searches.

Failure to adhere to CA's Drug & Alcohol Policy will result in offenders being disciplined in a manner prescribed by the Head of School.

### POSSESSION OR USE OF ALCOHOLIC BEVERAGES

The purchase, possession, and/or use of alcoholic beverages, is prohibited on campus, in any form of transportation arranged by the school, or any school-sponsored activity whether held on or off campus. Likewise, students are prohibited from attending any activity as described above after having consumed alcoholic beverages, in any amount.

### POSSESSION, ILLEGAL USE, OR SALE OF DRUGS

Any student found using, possessing, purchasing and/or selling any illegal, non-prescribed drug or substance at school or at a school function or activity, or who is caught, arrested, or convicted off campus of using, possessing, purchasing and/or selling any illegal drug or substance may be disciplined in a manner prescribed by the Head of School. Centreville Academy reserves the right to require drug and alcohol testing at the discretion of the administration.

### SMOKING, E-CIGARETTES (VAPES), AND SMOKELESS TOBACCO

Tobacco use of any kind, including E-Cigarettes (Vapes), is prohibited on campus, in any form of transportation arranged by the school, or any school-sponsored activity whether held on or off campus. Any student found using or in the possession of said items may be disciplined in a manner prescribed by the Head of School

### CA DRUG/ALCOHOL PREVENTION POLICY - GRADES 9-12

All students are required to comply with Centreville Academy's comprehensive Drug/Alcohol Prevention and Testing Policy. The policy includes all students in grades 9-12 and consists of the following components:

#### **Drug Testing Program**

#### **General Information**

- All students in grades 9-12 are subject to drug testing (using urine and/or hair samples) at any time during the school year.
- The CA testing program will include the following nine-panel screen: amphetamine, barbiturates, benzodiazepines, cocaine, carboxy-thc (marijuana), methadone, opiates, propoxyphene, pcp. The drugs to be included in the test may be increased or decreased at the discretion of the Head of School.
- All positive tests will automatically be confirmed by a second test (using the same specimen) for the purpose of confirming that no error has occurred.

- If a student tests positive for a prescription drug that is included in item 2 above, a Medical Review Office (MRO) will investigate the validity of the prescription. If the student has a valid prescription for the drug in question, the test will be considered negative. However, if the student does not have a valid prescription the test will be considered positive.
- Periodic random testing will be conducted during each school year at the discretion of the Head of School. All students' names will remain in the selection pool regardless if he/she has been tested previously. The administration has the discretion to test any student that is suspected of illegal drug use at any time.
- Any student who enrolls at CA after a school year has begun will automatically be included in the next random drug testing.
- A student's refusal to consent to drug testing will result in immediate expulsion from Centreville Academy. Likewise, any student who attempts to submit OR submits a falsified urine or hair sample during drug testing will immediately be expelled from Centreville Academy.

### **First Positive Test**

- The Head of School will notify parents/guardians of the results of the test.
- A student who tests positive (level one) will be required to attend a meeting with his/her parents and the Head of School. At this time it will be suggested that the student meet with a drug assessment counselor. The cost of this evaluation will be the sole responsibility of the student's family or guardian.
- Once a student has tested positive, he/she is subject to periodic retesting anytime during the school year as determined by the Administration.
- The student will receive three (3) days of out of school suspension (OSS) for the first positive test.

### **Second Positive Test**

- The Head of School will notify parents/guardians of the results of the test.
- A second positive test (regardless of the year in which it occurs) will result in a student being required to undergo a drug evaluation and assessment program. The length and manner of counseling will be determined on a case-by-case basis upon recommendation by the evaluation and assessment program and approved by the Head of School. A student's refusal to complete treatment determined by the counselor will result in immediate expulsion from Centreville Academy.
- The student will receive five (5) days of out of school suspension (OSS) for the second positive test.

### **Third Positive Test**

- The Head of School will notify parents/guardians of the results of the test.
- A third positive test (regardless of the year in which it occurs) will result in a student being immediately and permanently expelled from Centreville Academy.

### **Alcohol Testing**

- All Centreville Academy students in grades 9-12 are subject to a breathalyzer test at any time during the school year.
- All students (including guests) could be asked to submit to a breathalyzer test to gain admission into any school sponsored dance under the supervision of the Centreville Academy administration.
- A positive test result will deny the student into the dance and a parent/guardian will be required to pick him/her up.

- Any student having a positive result will be immediately placed in out-of-school suspension for a minimum of three (3) days and may be disciplined in a manner prescribed by the Head of School.

## CENTREVILLE ACADEMY PLAGIARISM POLICY

The faculty at Centreville Academy is committed to teaching students how to become ethical users of information and ideas. It is our responsibility not only to educate students in the research process and mechanics of writing and proper documentation but also to hold these students accountable for honest work. Whether an assigned project is in a visual, written, or spoken format, students are expected to reference all sources of information accurately consulted for the project. Plagiarism is regarded as a serious offense and will not be tolerated by Centreville Academy. It is an expectation that all departments and students adhere to and enforce this policy.

Plagiarism is stealing another person's thoughts and/or ideas and passing them off as your own. The Modern Language Association (MLA) Handbook (9th Edition) stipulates three major forms of plagiarism:

- Failure to give appropriate acknowledgment when repeating another's wording or particularly apt phrase.
- Paraphrasing another's argument and presenting it as your own.
- Presenting another's line of thinking and presenting it as your own.

Plagiarism also includes the use of artificial intelligence (AI) to produce schoolwork. Students should use common sense when determining what it is we should cite. Failure to utilize proper citations is plagiarism.

Turning in a paper already written for another class is self-plagiarism, therefore, cheating. Even if the paper is moderately reworked, you have not done enough analytical thinking and writing to constitute a new assignment. The best option in cases where it is justified is to discuss it with your teacher.

Assistance on papers by parents, friends, or siblings is very common. However, it is inappropriate for these individuals to do any form of writing or rewriting of the text. Copyediting, on the other hand, is acceptable. This includes offering editing advice on grammar, spelling, and common errors.

Plagiarism on any writing assignment may result in the issuance of an immediate zero (0) on that assignment, and the student may be disciplined in a manner prescribed by the Head of School.

### DEFINITION OF PLAGIARISM

Plagiarism is defined as:

- Copying of another person's ideas and/or works, whether intentional or not, in whole or in part, from a print or non-print source, and using those ideas or works as one's own.
- Deliberate and/or consistent lack of proper documentation and citation in the project or paper.
- In-text documentation that is not reflected in the Works Cited page.

### TEACHER RESPONSIBILITIES

Centreville Academy teachers are to provide the following at the beginning of the paper or project:

- An assignment sheet with detailed instructions;
- A rubric outlining assessment at all points of the process and for the final product;
- Clear guidelines regarding acceptable amounts of help from peers or other adults.

- Assisting students who are having difficulty in the location and evaluation of information;
- Assisting students in how to manage time and deadlines throughout the research process;
- Conferencing with students on formatting and composing the project or paper.

## STUDENT RESPONSIBILITIES

- Submit authentic work; • Follow the project instructions and deadlines assigned by the teacher;
- Ask questions and seek help from appropriate persons (teachers, Administration, peers);
- Follow the research and MLA or APA Style Guide per teacher direction;
- Cite in-text or in-project sources correctly and accurately;
- Format Works Cited pages correctly and accurately.

## PLAGIARISM VIOLATIONS

If a teacher has sufficient reason to believe that a student has plagiarized, the teacher must determine the level of plagiarism according to the criteria below.

### DEGREES OF PLAGIARISM

- I. A first-degree violation may occur due to ignorance or inexperience on the part of the student. An example of plagiarism at this level may involve a student using a paragraph or a few lines of text without citing the material properly; however, most of the paper is the student's own work.
  - A. Recommended procedures for first-degree violations are outlined below; any one or more procedures may be chosen:
    1. A make-up assignment at a more difficult level
    2. A grade reduction on the original assignment
    3. Notify parents of the violation
- II. A second-degree violation is considered a more serious plagiarism offense. Examples of this violation include use of one or more paragraphs of another's ideas and/or works without correct citation. Incorrect citation may often take the form of improper paraphrasing. Although some of the work is the student's, it is evident that much of the work has been taken from other sources and not referenced.
  - A. Recommended procedures for second-degree violations are outlined below; any one or more procedures may be chosen:
    1. A grade reduction on the original assignment.
    2. A letter in the student's academic file detailing the offense.
    3. Notification to National Honor Society and/or Beta Club advisor, if appropriate.
    4. Disciplinary action taken by Administration, including parent notification.
- III. A third-degree violation is a severe case of plagiarism and indicates the majority of a student's work has been taken from another source or sources and not referenced. An example may be the use of a purchased term paper or other materials as one's own. This violation may involve improperly acquiring information and/or intentionally altering it, i.e. citing sources that are not actually sources. In addition, a third-degree violation occurs when a student has been found guilty of plagiarism in a prior instance.
  - A. Recommended procedures for third degree violations are outlined below; any one or more procedures may be chosen:
    1. A recommendation that no credit be given for the original assignment.
    2. A letter in the student's academic file detailing the offense.
    3. Notification to National Honor Society and/or Beta Club advisor, if appropriate
    4. Disciplinary action taken by the Head of School, including parent notification.

## CENTREVILLE ACADEMY HARASSMENT POLICY

Harassment is a behavior, which is unwelcome and repeated; it is not Christ-like and will not be tolerated. Some forms of harassment are also unlawful. In schools, harassment can happen when:

- A student harasses another student
- An adult harasses a student
- A student harasses an adult
- An adult harasses another adult

Harassment is ongoing verbal and/or physical attacks against a person. It includes intimidation in all forms. It is done with intent to disrupt physically and/or emotionally. This can be done by an individual or by a group gathered together to harass someone. Harassment can be physical, racial, verbal, or sexual.

## PHYSICAL HARASSMENT

---

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

## PHYSICAL HARASSMENT

---

- Name-calling or putting others down
- Using offensive names, making suggestive comments or other forms of sexual harassment
- Using abusive language to others
- Making degrading comments about another's race, culture, gender, religious or social background
- Ridiculing a person or making derogatory comments about his or her body, face, or clothing
- Writing derogatory graffiti about others
- Writing crude notes or crude drawings about others
- Spreading rumors about students or their families
- Belittling another student's abilities and achievements
- Posting, texting, or sending derogatory statements via digital media, i.e. email, internet blogs, cell phones, etc.

*Any student who engages in any harassing behaviors toward another Centreville Academy student may be disciplined in a manner prescribed by the Head of School.*

## CENTREVILLE ACADEMY SEXUAL HARASSMENT POLICY

Centreville Academy is committed to ensuring that the students have a school free from sexual harassment and therefore recognize the need to have and enforce a sexual harassment policy. Sexual harassment includes any unwelcome sexual advance, request for sexual favors, and any other verbal, visual, or physical conduct of a sexual nature that meets the following criteria:

1. Any unwanted or inappropriate sexual attention that includes touching, looks, comments, or gestures.
2. Verbal conduct such as epithets, derogatory or obscene comments, slurs or sexual invitation, sexual jokes, propositions, suggestive insulting, obscene comments, or gestures or other verbal abuse of a sexual nature;
3. Graphic, verbal commentary about an individual's body, sexual prowess, or sexual deficiencies;
4. Flirtations, advances, leering, whistling, touching, pinching, assault, coerced sexual acts, blocking normal movements;
5. Visual conduct such as derogatory or sexual posters, photographs, cartoons, drawing or gestures or other displays of suggestive objects or pictures;
6. Retaliation for having reported or threatened to report sexual harassment

This behavior is unacceptable at Centreville Academy and all CA functions. While Centreville Academy encourages the individual(s) who believe they are being harassed to firmly and promptly notify the offender that his or her behavior is unwelcome, Centreville Academy also recognizes this may be ineffective or impossible; therefore, the following steps should be followed in reporting a sexual harassment complaint:

1. Report the incident and the complaint to the Head of School.
2. All complaints will be investigated thoroughly and promptly. Should complaints prove to be legitimate; the offending student will be subject to disciplinary action that may result in the student being terminated from CA without a refund of fees.

*Note: The fraternization of teachers and students is strictly prohibited*

## CENTREVILLE ACADEMY TUITION PAYMENT POLICY

Timely tuition payments are essential to ensuring the continued operation and financial stability of our school. They allow us to meet payroll obligations, maintain facilities, and provide quality programs and resources for our students.

### TUITION PAYMENT OPTIONS

---

Tuition must be paid in one of the following methods:

1. Payment in full at the beginning of the school year with a check, cash, or online payment via FACTS. A four percent (4%) discount is allowed for full payment by June 16, 2025.
2. Payment in two equal installments due on June 16, 2025 and November 30, 2025. A two percent (2%) discount is allowed for two installment payments.
3. Ten (10) equal monthly installments beginning in August, with bank draft. You may select to have your account drafted on the 1st or 15th of each month.
4. Twelve (12) monthly installments beginning in June, with bank draft. You may select to have your account drafted on the 1st or 15th of each month.

### TUITION DELINQUENCY PENALTIES

---

Monthly tuition payments not paid within ten (10) days of the contract date are considered delinquent.

1. If a monthly tuition payment is not actually received within ten (10) days of the contract date, a late charge of \$25.00 will be added to the account.
2. An additional \$25.00 late charge will be added for each additional month said account is in arrears.
3. Any payment of tuition and/or fees that is returned by the bank for insufficient funds or other reasons will result in an additional charge of \$40.00.
4. Tuition and/or fees for August must be paid before a student can begin the fall session.
5. Patrons whose tuition and/or fee payments are one (1) month in arrears will be required to make weekly payments in person at the school business office until the account is brought current.
6. Patrons whose tuition and/or fees payments are in arrears and delinquent to the extent of two (2) monthly payments will have their student(s) immediately dismissed from school.
7. Final grades and transcripts will be withheld while the tuition and/or fees are in arrears.
8. If tuition and/or fees are in arrears, the student may not register until the account is current.
9. Students may not participate in graduation exercises of any kind to include Baccalaureate, if their account is in arrears.
10. The business office does not mail monthly statements concerning tuition payments.

11. It is important to contact Centreville Academy's Accounts Receivable Department by calling 601-645-5912 with information regarding withdrawal of your child from Centreville Academy.
12. Students will not be allowed to take any semester or final exams if the account is in arrears.
13. Any refund due to withdrawal or dismissal from school will be at the discretion of the Head of School

*NOTE: Release of any report cards, cumulative records, and/or transcripts is dependent on all fees (tuition, lost book fees, etc.) being paid in full at the Business Office. No exams will be given until all tuition is current.*

## LUNCH ACCOUNT DELINQUENCY PENALTIES

---

Lunch, aftercare, and other prepay accounts with a negative balance are considered immediately delinquent.

1. If an account has a balance exceeding \$25 in the negative, the account will be suspended.
2. Students with suspended prepayment accounts will not be allowed to charge break or lunch to the account.
3. Accounts suspended due to prepayment penalties will be blocked from all FACTS services except for making payments on the account.
4. Any account that is suspended will be charged a \$25 reactivation fee.

## MID-YEAR ENROLLMENT

---

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

## WITHDRAWAL FROM SCHOOL

---

To initiate a student withdrawal, parents must contact the school office to begin the official process. A withdrawal form must be completed and submitted before any transcripts or academic records will be released. Students must return all textbooks, library books, school or team uniforms, and equipment, and collect their progress reports from teachers. A \$200 withdrawal fee will be charged at the time of withdrawal. Tuition for the full month in which the student withdraws is required, regardless of the withdrawal date. Please note that Centreville Academy has a no-refund policy for student withdrawals; any exceptions are at the sole discretion of the Head of School.

## CENTREVILLE ACADEMY CELL PHONE POLICY

Having cell phones on and/or in use is strictly prohibited during class. When the cell phone or other electronic device of communication is visible or possession of a student during academic classroom hours, he/she may be subject to the following disciplinary action:

**1st offense:** The phone will be turned over to the office, a parent will have to come pick the phone up from the office, and 3 hours of detention will be assigned. In addition, the student will be required to turn the phone into the office at 7:50 am to be retrieved at 3:08 pm for five (5) consecutive school days.

**2nd offense:** The phone will be turned over to the office, a parent will have to come pick the phone up from the office and pay a twenty-five dollar (\$25) fine, and 5 hours of detention will be assigned. In addition, the student will be required to turn the phone into the office at 7:50 am to be retrieved at 3:08 pm for ten (10) consecutive school days.

**3rd offense:** The phone will be turned over to the office, a parent will have to come pick the phone up from the Head of School and pay a fifty dollar (\$50) fine, and the student will be placed in internal suspension (ISS). In addition, the

student will no longer be allowed to carry a cell phone on the Centreville Academy campus. If a student is caught with a cell phone on campus after the third offense, the student will receive one (1) day out of school suspension (OSS).

Repeated violations will be dealt with in a more severe manner. Anytime a phone is confiscated, the teacher will turn the phone in to the office and a parent will have to come pick the phone up from the office.

Parents: cell phones are not to be used at school except as aforementioned. If you need to contact your child, please call the office and, in the case of an emergency, we will be happy to deliver the message or get your child to the phone.

Under no circumstances (unless instructed by a Centreville Academy staff member) is photographing or audio/video recording allowed anywhere on the school premises; violators will face disciplinary actions, including but not limited to loss of cell phone privileges or other disciplinary consequences as deemed appropriate.

## CENTREVILLE ACADEMY TECHNOLOGY USE POLICY

### INTRODUCTION

Centreville Academy recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st Century technology and communication skills. To that end, we provide access to technologies for student and staff use.

This Acceptable Use Policy outlines the guidelines and behaviors that students are expected to follow when using computing technologies in school, including any electronic device used on the Centreville Academy campus. Students are expected to follow the same rules for good behavior and respectful conduct online as offline. Misuse of school resources can result in disciplinary action. Centreville Academy makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies. Users of the Centreville Academy network or other technologies are expected to alert school faculty or administration immediately of any concerns for safety or security.

### PURPOSE

The purpose of this Policy is to provide the students, faculty and staff of Centreville Academy with notice of what conduct shall be deemed acceptable with regard to the use of Technology, as the term is defined herein below.

### TECHNOLOGY

"Technology," as used in this Policy, means any electronic communication tool, system or process, including, but not limited to, telephones, cellular telephones, computers, software, the internet, web sites, or internet related software and communication tools. For example, technology encompasses all cellular and SMS text messages, e-mail, instant messenger sessions, newsgroups, on-line forums, and file sharing and/or bittorrent clients. "CA Technology," as used in this Policy, means any technology owned, controlled or provided by Centreville Academy.

### WHO IS COVERED

This Policy covers the use of Technology and/or CA Technology, as defined below, by all Centreville Academy students, patrons, faculty and staff (collectively "users") in any way which directly or indirectly affects CA.

## HOW THIS POLICY APPLIES

---

This Policy applies to the use of Technology and/or CA Technology by any user, regardless of his/her location, in any way that affects or relates to (1) Centreville Academy, its students, faculty, administration or staff, (2) any event or extracurricular activity involving CA, or (3) any CA-sponsored group.

## PARENT/GUARDIAN RESPONSIBILITIES

---

Generally Talk to your children about values and the standards that your children should follow on the use of the internet just as you do on the use of all media information sources such as television, cell phones, videos, movies, and music.

## DUTY OF PARENT OR GUARDIAN TO MONITOR OUT OF SCHOOL USE

---

It is the parent's or guardian's responsibility to verify that their student's use of technology is in compliance with the law and all of Centreville Academy's policies. Failure to monitor a student's use of technology may result in serious consequences.

Personal websites, blogs, and/or social media accounts are not monitored by CA. However, users who engage in behavior unbecoming of a member of the CA community through the use of technology may be disciplined in a manner prescribed by the Head of School. Any information that Centreville Academy, in its sole discretion, finds is obscene or constitutes a threat, defamation, copyright infringement, or other illegal activity will be reported to the appropriate authorities.

## RESPONSIBILITIES OF THE STUDENT OR USER

---

Generally The Centreville Academy wireless network is intended for educational purposes. All activity that takes place over the network or using school technologies can be recorded and retained. Access to online content via the CA wireless network is restricted in accordance with this policy and federal regulations, such as the Children's Internet Protection Act (CIPA).

Users of CA Technology must take full responsibility for what they publish, transmit or possess. Users of CA Technology must connect equipment and install software in a manner that meets the technical and security standards set by Centreville Academy. Users are also responsible for keeping their account information confidential at all times.

A certain measure of caution and awareness is required by Users to ensure the efficient and trouble-free use of CA Technology. While Centreville Academy has systems in place to combat viruses, spyware, spam, and other computer "bugs," Centreville Academy will not be responsible for damage to a user's technology which results from viruses, spyware, spam, or any other use of CA Technology. Users are responsible for adequately protecting and maintaining their own Technology.

## PRIVACY

---

Users should have no expectation of privacy with regard to any information created, received, sent or stored in conjunction with their use of CA Technology. Centreville Academy may access, view, investigate and delete any and all information stored on or created with CA Technology. Centreville Academy may do so without cause and without prior notice to the user.

When making use of CA Technology, users are responsible for keeping their personally identifiable information, which may include, but is not limited to, a user's telephone number, address, age, gender, date of birth, credit card data, Social Security and Driver's License numbers etc., strictly confidential.

## NETWORK CONNECTIVITY

---

Centreville Academy makes no guarantee that the school's wireless network will be up and running 100% of the time.

### HOT SPOTS, VPN's, AND 3G/4G/LTE

---

Students are not permitted to connect to the internet using a "hot spot," a VPN (Virtual Private Network), 3G/4G/LTE wireless account, or any other access to the internet while at school. Only the Centreville Academy wireless network may be utilized during the school day.

### DOWNLOADING APPS

---

Teachers may require students to download software applications or educational materials, including textbooks, that have applications to their specific course content. These applications will be pushed out to the students' device by the Centreville Academy IT Department.

### WEB ACCESS

---

Centreville Academy provides students with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing can be monitored and web activity records can be retained indefinitely. Users are expected to respect that any web filtering software is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow Centreville Academy protocol to alert a member of the school faculty or administration. Parents are encouraged to use parental control settings on electronic devices to limit or disable specific use of their student's devices.

### EMAIL

---

Centreville Academy will provide users with a Gmail account for the purpose of school-related communication. Availability and use may be restricted based on school policies. As users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown origin; should use appropriate language; and should only communicate with other people as allowed by Centreville Academy policy or their teacher. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. There shall be no expectation of privacy associated with this email account. The account is the property of Centreville Academy, and all messages may be monitored.

### COLLABORATIVE CONTENT

---

Recognizing the benefits collaboration brings to education, Centreville Academy may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

### SECURITY

---

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

### NETIQUETTE

---

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner. Users should also recognize that along with valuable content online there is also unverified, incorrect, or inappropriate

content. Users should use trusted sources when conducting research via the Internet. Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

## PLAGIARISM

---

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

## PERSONAL SAFETY

---

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

## CYBER-BULLYING

---

Cyber-bullying will not be tolerated. Harassing, dissing, denigrating, impersonating, pranking, excluding, and cyber-stalking are all examples of cyber-bullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyber-bullying can be a crime. Remember that your activities are monitored and retained.

## INSPECTION

---

Students may be selected at random to provide any electronic device for inspection.

## LIMITATION OF LIABILITY

---

Centreville Academy will not be responsible for damage, harm or theft to student-owned computers or other electronic devices. While Centreville Academy employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. Centreville Academy will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

## ACCEPTABLE USES OF TECHNOLOGY

---

Use of CA Technology is a privilege, not a right. Users may make use of CA Technology for purposes of education, academic research, and Centreville Academy related activities and communications.

A non-exhaustive list of acceptable uses may include, by way of example only, the following:

- Use school technologies for school-related activities
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline
- Treat school resources carefully, and alert staff if there is any problem with their operation
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online
- Use school technologies at appropriate times, in approved places, for educational pursuits

- Cite sources when using online sites and resources for research
- Recognize that use of school technologies is a privilege and treat it as such
- Be cautious to protect the safety of myself and others
- Help to protect the security of school resources

## UNACCEPTABLE USES OF TECHNOLOGY

---

No User may use any Technology to do the following:

- steal, forge, lie, cheat, plagiarize, or masquerade;
- bully or threaten; • disseminate confidential information;
- tamper with, misuse, damage, interfere with, or destroy the technology of another;
- upload, download, post, or transmit content that is obscene, threatening, harassing, defamatory, libelous, invasive of another's privacy, hateful, or racially/ethnically motivated; or
- incite violence or the imminent threat of violence.

CA Technology exists to advance the mission of Centreville Academy. Centreville Academy will manage these resources accordingly. Users may not do any of the following with CA Technology:

- access the account of another;
- generate activities which consume more than a user's fair share of either system time or network bandwidth [ex: sending chain letters] or adversely affect system performance;
- fraudulently log into any computer;
- forge email headers or manipulate other identifiers in order to disguise the origin of any system or network activity;
- attempt to determine the passwords of others or obtain privileges on any computer to which a user is not entitled;
- possess, willingly receive or distribute obscene material;copy, install or use any data in violation of applicable copyrights or license agreements [Downloading and distributing movies, songs and software without authorization from the owner of the copyright is a violation of copyright law. The Recording Industry of America and Motion Picture Association of America can and do aggressively sue to enforce their copyrights.];
- utilize any software or communication protocol not provided by Centreville Academy, including IP forwarding, bridging, ARP proxying, IP masquerading, DHCP, Network Address Translation (NAT), IP/IPX tunneling, SOCKS, application layer proxies, SSH, bittorrent and/or peer-to-peer (P2P) software, or any similarly enabling technology;
- add new or unauthorized devices such as hubs, switches, gateways, routers, access points and/or servers of any kind to existing CA Technology;
- use any CA Technology for advertising or commercial purposes, including unsolicited commercial e-mail [Commercial sponsorship of academic projects, e.g., the inclusion of banner ads on a project web site, is strictly prohibited without written approval.];
- use any CA Technology for partisan political activities;
- install any software on CA Technology without written approval;
- violate this Policy off-campus anywhere in the world using CA Technology; or
- possess any software, resource or equipment whose purpose is to effect one of the violations listed in this Policy; or
- attempt to violate any provision of this Policy.

A non-exhaustive list of unacceptable uses may include, by way of example only, the following:

- “hacking” or “jailbreaking” of a school-owned electronic device
- Spamming-Sending mass or inappropriate emails\
- Gaining access to other student’s accounts, files, and/or data
- Using the school’s internet/Email accounts for financial or commercial gain or for any illegal activity
- Participating in credit card fraud, electronic forgery or other forms of illegal behavior
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment
- Transmission of or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Bypassing the Centreville Academy web filter through a web proxy, 3G/4G/LTE, Hotspot, or VPN
- Using another student’s computer or electronic device
- Illegal installation or transmission of copyrighted materials
- Any action that violates existing School policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Using unapproved chat rooms, or sites selling term papers, book reports and other forms of student work
- Gaming during Class. Games played outside of class should be games that are presentable to our faculty and staff.
- Attempting to find inappropriate images or content
- Engaging in cyber-bullying, harassment, sending sexually explicit photos, arranging to meet someone online or disrespectful conduct toward others
- Trying to find ways to circumvent the school’s safety measures and filtering tools
- Agreeing to meet someone met online in real life
- Using any technologies for illegal activities or to pursue information on such activities
- Attempting to hack or access sites, servers, or content that isn’t intended for my use

## PENALTIES

Failure to adhere to CA’s Technology Policy will result in offenders being disciplined in a manner prescribed by the Administration. Civil liability and criminal penalties may also be imposed.

## ACKNOWLEDGMENT AND SIGNATURES

All students and parents must sign a document acknowledging they have reviewed these policies and agreed to be bound by them. When you have read these policies and are ready to sign them, please download the Acceptable Use Policy Acknowledgment Form located in the back of this handbook at Appendix 2. This form must be completed and signed by both a parent/guardian and the student. You can also download this policy in .pdf form for your records.

**APPENDIX 1**  
**2025-2026 STUDENT HANDBOOK ACKNOWLEDGMENT FORM**  
**TO PARENTS AND STUDENTS**

The Centreville Academy handbook was written as a guide to the student and to the parent. We strongly believe in our school's policies. These policies have full administrative approval and are authorized by the Centreville Academy Board of Directors. As a student, patron, or teacher of Centreville Academy, I understand and agree to these policies and pledge to work toward their implementation for continued betterment of our school.

Parent's/Guardian's Signature \_\_\_\_\_

Student's Signature \_\_\_\_\_

\_\_\_\_\_  
Date Filed in Office

\_\_\_\_\_  
Homeroom Teacher

## APPENDIX 2

### 2025-2026 ACCEPTABLE USE POLICY ACKNOWLEDGEMENT FORM

I hereby release Centreville Academy and its personnel from any and all claims and damages of any nature arising from my child's use of, or inability to use the school technology, including but not limited to claims that may arise from the unauthorized use of any computer or electronic device to purchase products or services.

I understand that it is impossible for Centreville Academy to restrict access to all controversial materials, and I will not hold the school responsible for materials accessed on the network. I also agree to report any inappropriate use CA Technology to the school Administration.

I accept full responsibility if and when my child's use of technology is not in the school setting and understand that my child is subject to the same rules and agreements while not in school.

I have read and discussed the CA Acceptable Use Policy and Appendix 3 - APPROVED LIST OF OTHER ELECTRONIC DEVICES, with my child and agree to abide by the rules set forth therein.

Parent's/Guardian's Signature \_\_\_\_\_

Student's Signature \_\_\_\_\_

\_\_\_\_\_  
Date Filed in Office

\_\_\_\_\_  
Homeroom Teacher

## APPENDIX 3 2025-2026 APPROVED LIST OF CA-ISSUED DEVICES

Students may only use school issued iPads and MacBooks on campus at Centreville Academy, and only for educational purposes consistent with CA's Acceptable Use Policy and the following rules of conduct:

### **Using Your Centreville Academy-Issued Device at School**

Centreville Academy iPads ("Device") are intended for use at school each day. In addition to teacher expectations for Device use, school messages, announcements, planners, calendars and schedules may be accessed using the Device. Other uses of the Device during class times can result in disciplinary measures.

### **Charging Your CA-Issued Device's Battery**

Devices must be brought to school each day in a fully charged condition. Students need to charge their Device each evening. Keep in mind that this process can take up to five (5) hours to fully charge the Device depending on the percentage of battery life remaining.

### **CA-Issued Device Left at Home**

If students leave their Device at home, they are responsible for getting course work completed as if they had their Device present.

### **Loaner Centreville Academy-Issued Device**

Loaner Devices will be available for rent at the rate of \$5 per day for students who forget to charge or bring their Device. Students who repeatedly (three or more times in a semester grading period) fail to bring their Device to school or fail to maintain a fully charged battery will be assigned detention.

### **Passwords**

School-owned Devices will be password protected with a password being assigned at the time of leasing or for loaners. Students are required to set a password for student-owned Devices and are prohibited from sharing their password with others.

### **Screensavers/Background photos**

Students are to choose wallpapers for their Device which reflect modesty and would in no way offend others.

### **Sound, Music**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

### **Gaming**

Students are NOT permitted to use gaming apps on school issued devices. Teachers always reserve the right to do random "flip checks" during instructional time.