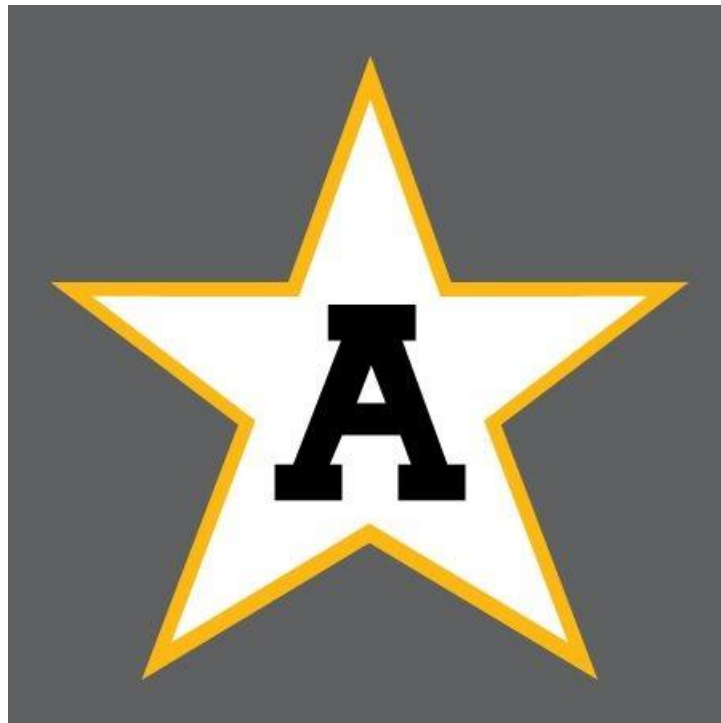


**Autauga Academy  
Parent/Student  
Handbook  
2023-2024**



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# AUTAUGA ACADEMY MISSION STATEMENT

Our mission at Autauga Academy is to ensure a quality education for traditional students. We provide this in a family environment that embodies Christian values, with small classes, a qualified faculty, and a fully accredited academic program. Autauga Academy ensures post-secondary success by offering a general and college preparatory curriculum.

## BASIC PHILOSOPHY

The academic and extracurricular programs are designed to prepare students to continue their formal education beyond high school and to meet the challenge of being good citizens of the United States and the world. Only by exposing our students to a program that challenges each of them to perform to the best of their ability can we ensure that they will be prepared to be successful and productive citizens of tomorrow.

Knowledge alone is insufficient in preparing our students. Autauga Academy is a Christian school, and as such our students are provided a Christian environment in which to work and grow. Personal honor, duty to God and country, good manners, and an appreciation for the worth of each individual are essential characteristics of the Autauga Academy student. The Academy strives to provide an atmosphere that will ensure that these characteristics are imbued in every student.

It is the responsibility of the Board of Directors (Trustees) to assure that the faculty and staff administers a program of quality education. In meeting this objective, each member recognizes the following educational principles:

1. Individuals differ in their mental ability, physical stamina, application, background of learning, and other factors that determine progress in an educational program.
2. Adequate educational opportunities must be provided for each individual to include a comprehensive program of academic subjects and extracurricular activities.
3. Guidance and counseling services are essential to student placement, scheduling of courses, activities, and evaluation of academic programs.
4. An educational opportunity must be provided for every individual eligible for enrollment in the school.
5. Individuals should be placed in programs of instruction and extracurricular activities by guidance and counseling procedures that include conferences with the pupils, parents, and teachers.
6. Students have the right to learn wherever instruction is presented on the Academy campus. Competent faculty, equipment, supplies, and instructional materials are absolutely essential to accomplish this program.
7. Clubs, athletics, and all other school-sponsored activities are considered supplementary and secondary to the academic program.
8. Because a student's right to learn is primary, self-discipline should be stressed and appropriate disciplinary measures for deviating from the Academy standards must be a part of the daily program.

# **AUTAUGA ACADEMY ALMA MATER**

Words and music by: Mrs. Catherine Wood  
Musical arrangement by: Kelvin Davis

*Hail to thee Autauga Academy  
Underneath a southern sky,  
May we to thy name be loyal;  
lift thy lamp of learning high.*

*May we never cease to struggle  
In the battle for the right.  
Teach us, guide us, give us courage,  
We would follow in thy light.*

## **MASCOT**

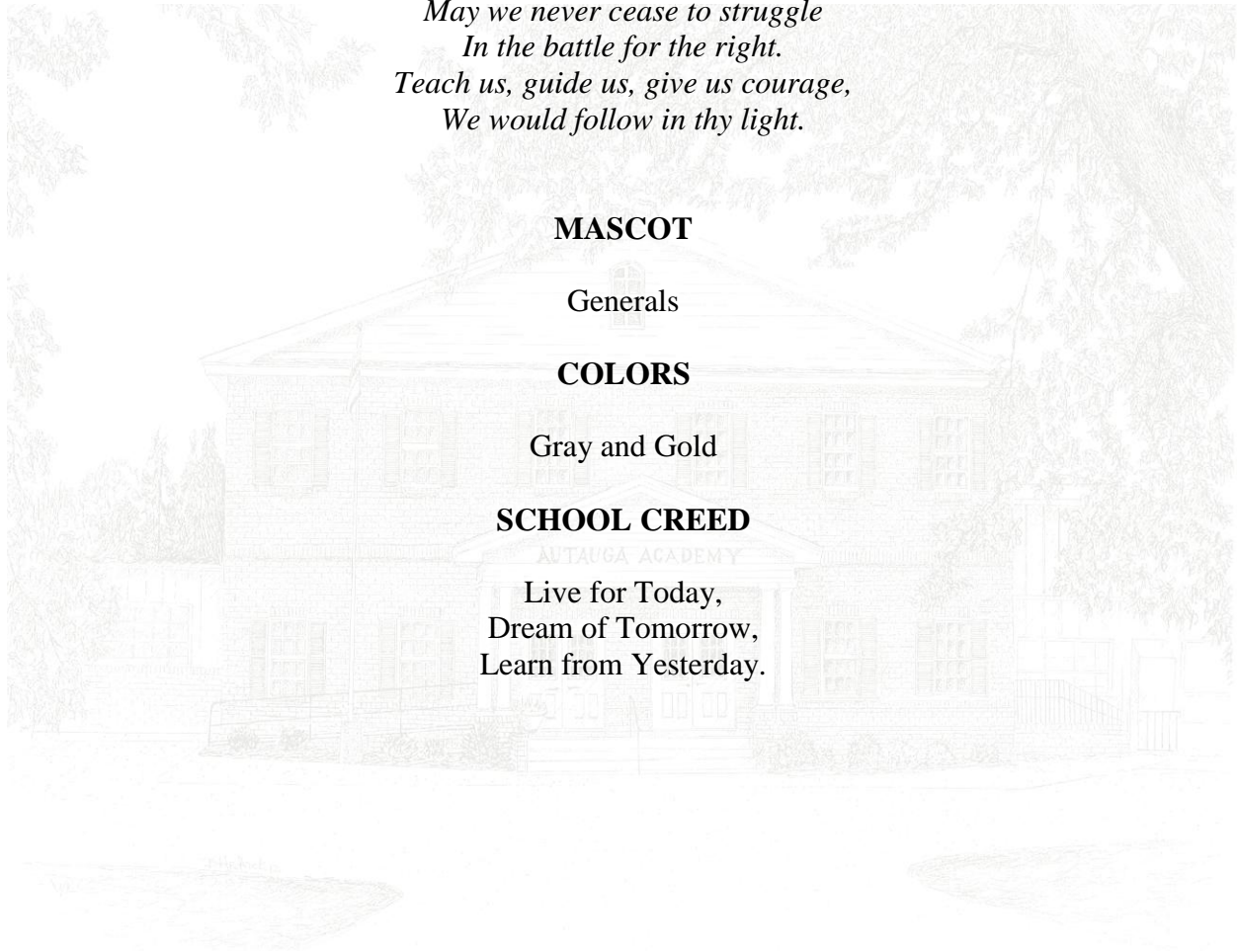
Generals

## **COLORS**

Gray and Gold

## **SCHOOL CREED**

Live for Today,  
Dream of Tomorrow,  
Learn from Yesterday.



## PREFACE

Autauga Academy is an independent, co-educational school. Founded in 1969, it is operated by the Autauga County Private School Foundation and its Board of Directors. Board members are elected to three-year terms by the foundation members at the annual foundation meeting held in May. **The Headmaster is responsible for the operation of the Academy, and all communication should be addressed to him. This book is an abbreviated list of the rules and regulations of Autauga Academy. Any situation that arises which is not covered by this handbook will be handled by the headmaster according to Board policy, or at his/her discretion.**

The academic and extra-curricular programs are designed to prepare students to continue their formal education beyond high school and to meet the challenge of being good citizens. Only by exposing our students to a program which challenges them to perform to the best of their ability can we ensure that they will be prepared to be successful and productive citizens of tomorrow.

Knowledge alone is insufficient in preparing our students. Autauga Academy is a Christian school, and as such our students are provided a Christian environment in which to work and grow. Personal honor, duty to God and country, good manners, and an appreciation for the worth of each individual are essential characteristics of the Autauga Academy student. The Academy strives to provide an atmosphere that will ensure that these characteristics are imbued in every student.

For a school to run smoothly, policies and rules must be known and accepted.

### **SCHOOL MAILING ADDRESS**

Autauga Academy  
497 Golson Road  
Prattville, AL 36067-7083

### **SCHOOL LOCATION**

497 Golson Road  
Prattville, AL

### **TELEPHONE**

(334) 365-4343

### **FAX**

(334) 365-7713

### **INTERNET ADDRESS**

[www.autaugaacademy.com](http://www.autaugaacademy.com)

### **E-MAIL**

[generals@autaugaacademy.com](mailto:generals@autaugaacademy.com)

### **ACCREDITATION**

Southern Association of Colleges and Schools (SACS)  
Alabama Independent School Association (AISA)

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Autauga Academy admits students without regard to race, religion, sex or national origin.

**AUTAUGA ACADEMY**  
**2023-2024 SCHEDULE OF TUITION AND FEES**

**TUITION**

**Mom's Day Out** (10 mo payment schedule)

2 day	\$210
3 day	\$275
5 day	\$405

**3 year old class/4 year old class** (10 mo schedule)

*3 & 4 year olds MUST be potty trained*

2 day	\$225
3 day	\$290
5 day	\$445

**Kindergarten through 12<sup>th</sup> grade** (12 mo schedule)

1 child	\$5,976	\$498/mo
2 children	\$11,748	\$979/mo
3 children	\$17,328	\$1,444/mo
4 children	\$22,692	\$1,891/mo

**FEES**

*Fees apply to K-12, unless noted otherwise.*

**Registration Fee**

*This fee is non-refundable*

MDO, Pre-K Registration Fee	\$40 per child
Application for Enrollment Fee	\$120 for the first child and \$60 for each additional child

**Textbook Fees**

K5	\$35
1 <sup>st</sup> -6 <sup>th</sup>	\$65
7 <sup>th</sup> -12 <sup>th</sup>	\$100

*All fees listed below may be paid at once or added to monthly tuition.*

<b><u>Annual Fee</u></b>	\$1200
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**Academic/Activity Fee**

K5-6 <sup>th</sup>	\$50
7 <sup>th</sup> -12 <sup>th</sup>	\$200
7 <sup>th</sup> -12 <sup>th</sup> Lab Fee	\$25

**Chrome Book Fee**

7 <sup>th</sup> -12 <sup>th</sup>	\$100
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**TUITION AND FEE PAYMENT OPTIONS**

Autauga Academy has partnered with FACTS Student Information System (SIS) for collection of tuition, fees, and other incidentals. Payment plan is selected during the online enrollment process. Payment options include the following: Annual, semester and monthly payments. Payment is selected during the online enrollment process. Payments not made in full are paid by automatic draft with flexible draft dates. *Discount is available for tuition paid in full.*

- All fees, except for the registration fee and book fees, can be paid on the same payment schedule as tuition payments.
- Classes, clubs, electives and athletics may require additional fees and/or dues and who will be billed through your FACTS account as an "Incidental" charge.
- Onsite Extended care is available for children in the 3 year old class-6<sup>th</sup> grade from 3:00-6:00 pm. Onsite Extended care is available for children in the MDO classes from 3:00-5:30 pm. An application is required.
  - 1 child \$160.00/mo  
\$45.00/week \$10.00/drop in
  - 2 + \$145.00/mo  
\$45.00/week \$10.00/drop in
- All other incidental fees and charges will be billed and paid through the FACTS account. This includes after school care, cafeteria, field trips, etc.

For questions regarding the billing process, contact Jennifer Reid at [jreid@autaugaacademy.com](mailto:jreid@autaugaacademy.com) or call 334-365-4343.

A convenience charge of 3% will be charged on credit/debit card transactions.

**CAFETERIA**

- Elementary lunch served daily.
- High school breakfast and lunch served daily.
- Meal cost is subject to change.
- Additional items are available for purchase.

# STUDENTS

## Section 1. Enrollment Standards

### A. Equal Opportunity Statement

The Autauga County Private School Foundation, 497 Golson Road, Prattville, Alabama 36067, also known as Autauga Academy, is an equal opportunity educational institution, admitting students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, athletic and other school-administered programs.

### B. Applicant Screening

Autauga Academy reserves the right to screen incoming students for academic and behavioral deficiencies and only accept those who meet our standards (K-12). Students expelled from another school will not be admitted to Autauga Academy for a period of one year. Students currently serving a suspension from another school will not be admitted until the suspension period is completed. Students who have a behavioral problem that may interfere with the teaching or learning process at Autauga Academy will not be admitted. Applicants will be required to pass a drug test.

### C. Transfers from Other Schools, Non-traditional Programs, and Home-schooled Students

1. Transfer Students-Temporary Placement: A transfer student may be accepted and placed temporarily in accordance with a report card or a grade sheet that is hand-delivered by the student and/or parents; however, the official transcript must arrive by mail, electronic mail or FAX from the previous school for official placement in a grade (elementary) or in specific courses (secondary). If the official transcript is not received within six weeks after temporary enrollment/placement, the school may move the student to a lower placement if deemed appropriate and inform the parents that the instructional/educational needs do not match the mission and/or the admissions policy of the school. If there is not a match between student instructional/educational needs and Autauga Academy's mission and/or its admissions policy, the student can be refused official admission.
2. The transfer of credits from other schools when it occurs in the middle of a grading period will require that school accept the transfer grades and take an average of both sets for the final grade.
3. Freshman, Sophomore and Junior Transfer Students from Non-Member Schools: Transfer students from non-member schools enrolled in grades 9, 10 or 11 must be advised of AISA graduation requirements. Transcripts must be reviewed to assure that transfer students can graduate with their class.
4. Senior Transfer Students from Non-member Schools: Senior transfers from non-member schools must meet the following criteria to be a candidate for graduation:
  - a. Provide a letter from the releasing school, signed by the principal, stating approval of transfer and that the student is a candidate for graduation. Transcripts and pertinent school records should accompany the letter.
  - b. Successful completion of required and elective courses and sufficient credits earned through grade 11 as evidenced by transcript to qualify for graduation at Autauga Academy.
  - c. Meet minimum requirements for graduation according to AISA policy which recognizes current Alabama or any other State Department of Education minimum requirements for graduation for senior transfers only from non-member schools.
  - d. Be a viable candidate for graduation from the school he/she is leaving. For example, if the school is an Alabama public school, the student must provide documentation of a passing score on all sections of the Alabama High School Graduation Examination and passing scores for the required courses through the 11th grade so that all the coursework requirements for graduation can be met during the senior year at Autauga Academy.
5. Transfer Students from Non-traditional Schools, PACE Programs or Home-schooling: Transfers from non-traditional schools, PACE Programs, and/or home-schooling must provide notarized statements of grade level(s) (elementary) and/or courses/subjects (secondary) passed in a non-traditional school, in a PACE program, or through home-schooling.
  - a. Elementary students transferring from a non-traditional school, a PACE Program or home-schooling are placed temporarily at the grade level to which they are promoted (if at the beginning of the year) or the level of current placement (if during the year) for two grading periods. At the end of two grading periods, the school determines if the student can function at this level or if he/she should be moved to a lower level.

- b. Secondary students transferring from a non-traditional school, a PACE Program, or home-schooling are placed temporarily in the subjects/classes/levels to which they are promoted (beginning of the year) or currently placed (if during the year) for two grading periods. At the end of two grading periods, the school determines if the student can function in the courses to which he/she has been assigned. Necessary changes are made at this time.
6. Transfer credits or grade placements from schools that are accredited by regional accrediting agencies that are a part of COGNIA or the National Council for Private School Accreditation (NCPSA) will be accepted without further validation.

## Section 2. Admissions Procedures

### A. Admissions Requirements

1. Completion of an Application for Membership to the Autauga County Private School Foundation and payment of membership fee.
2. Scheduling an orientation meeting with the Headmaster. The purpose of this meeting is to discuss enrollment forms, school policy, financial obligations and the required grade placement test.
3. Scheduling an entrance exam for all students requesting admission to the Academy. All students, except pre-school and K-5 students, will be tested by school staff. A minimum score of 65% on the test is necessary for unconditional admission. Students scoring below 65% may be admitted on probation for one semester per Headmaster discretion pending a review of discipline history, transcripts, high-stakes assessment scores, etc. under the following conditions:
  - Must maintain passing grades in all subjects (65% or better)
  - No significant behavioral issues with teachers, staff or administration, no office referrals, no suspensions (in school or out of school).
  - No more than 5 absences or 5 tardies.Failure to comply with all of these terms of probation will result in termination of enrollment.
4. Completion of a Records Release form, which the administrative staff will forward to the student's former school for release of official school records. These records should indicate that the student would meet the Autauga Academy philosophy and academic objectives. Hand-carried documents are not acceptable.
5. Providing the following proof of age and immunization documents: the student's original birth certificate, Social Security card, and an up-to-date State of Alabama Immunization Record. These forms are required before any student is registered. Students who meet the enrollment criteria, and who are six years old on or before September 1, are entitled to admission to the school. If an underage child transfers from another recognized public or private school, the entry age can be waived upon recommendation of the headmaster, and approval of the board, provided the child has successfully completed one semester's work and is recommended by the former school for admittance. Students who are 19 years old before the beginning of the scholastic year may not enter school without special permission from the board.
6. Completion of a Registration Contract and Statement of Cooperation and Financial Responsibility form. Tuition and fees are due upon registration.
7. Preschool students must be 18 month to enter MDO1, 2 years of age by September 1<sup>st</sup> to enter MDO2, 3 years of age by September 1<sup>st</sup> to be admitted into the K3 program, 4 years of age by September 1 to be admitted into the K4 program, and 5 years of age by September 1 to enter into the K5 program. All preschool students in K3, K4, K5 must be fully toilet trained.

The above and foregoing procedures will be carried out in all instances, except in a situation where the application for enrollment is made during the course of the school year. At such time, the Headmaster, in his discretion, may, following the initial meeting and completion of placement exams, accept the child or children on a probationary status pending completion of the remaining procedures.

## Section 3. Financial Obligations

### A. Payment of Tuition/Fees

1. Foundation membership dues are payable at the time of application. Annual dues are payable at the time of registration.



2. The driver's education fee is due at the beginning of the term in which driver's education will be taught.
3. Tuition is payable in one lump sum at registration: or in twelve equal payments beginning in June and ending in May.
4. All tuition payments are due in advance on the first of each month. When a new student enters school during the month, the tuition payment will be prorated for the number of days the student attends that month.

**B. Late Payments**

1. Payments not received by the 10<sup>th</sup> day after payment date are considered past due and a 10% late fee will be assessed. Additionally, if not received by 30 days past due any and all children associated (attending Autauga Academy) with the delinquent past due fees shall immediately be withdrawn and suspended from participation in any and all Autauga Academy extracurricular activities until such a time that all payments have been collected and outstanding debt cleared and approved by Board of Directors.
2. If payment is not received before that month's Board meeting, the student will not be allowed to return to school the day following the Board meeting. Such action does not relieve the responsible party from financial obligation for payment of tuition or fees pursuant to their contract.
3. All tuition obligations must be met before a student enrolls for the second semester of the school year, unless satisfactory arrangements have been made with the Board President.
4. Final report cards, diplomas, and/or transcripts will not be released until all financial obligations to the school are met. Further, seniors may not participate in graduation exercises unless all financial obligations to the school are met.

**C. Returned Check Fees**

1. A fee of \$30.00 will be charged for each of the first two checks returned by the bank.
2. After two checks are returned for insufficient funds, only cash money order or cashier's check will be accepted for payment.

**D. Student Withdrawal**

1. In the event a student is withdrawn from school before year end, the responsible party is still obligated to pay the full year's tuition and fees unless the withdrawal is for a bona fide family move out of the area, a medical condition, or a bona fide financial hardship as determined by the Board of Directors.
2. Records will not be released until all financial obligations are satisfied.
3. Once all financial obligations are met, records will be released to the new school upon written request of that school. Records will not be released to students, parents or guardians.
4. A withdrawal form should be completed and retained in the office stating the terms of the withdrawal.

**E. Interscholastic Fine for Adverse Conduct**

As stated in the Alabama Independent School Association (AISA) Athletic Handbook all AISA coaches and student athletes must always present themselves as models of what the AISA is striving to achieve in its athletic programs. Concurrently, our parents and fans must be constantly reminded that they also represent their school before the public and therefore must abide by the rules of good sportsmanship.

**IT IS THE RESPONSIBILITY OF EACH SCHOOL BOARD, ADMINISTRATOR AND THEIR COACHING STAFF TO BE SURE THAT:**

(Located in the AISA Athletic Handbook)

1. Everyone representing the school is well-mannered, well-groomed, and properly attired.
2. Their athletes meet all AISA eligibility requirements.
3. All AISA athletic policies and procedures have been followed.
4. Their faculty, parents, and students have been educated as to the importance of good sportsmanship and conduct.
5. Fan control is maintained, taking all measures to accomplish it, by both the host and the visiting school.
6. AISA game officials are properly protected and respectfully treated as they perform their duties.
7. Alcoholic beverages or people under the influence are not allowed into an AISA sports arena, onto an AISA playing surface, or into an AISA dressing room before, during, or after an AISA athletic event.
8. Recognizable security is on site at all AISA sanctioned athletic events.
9. No derogatory or slanderous statements, signs, posters, or other displays.
10. **THE AISA WILL NOT TOLERATE AND/OR CONDONE DEMONSTRATIONS OF POOR PROFESSIONALISM OR SPORTSMANSHIP, ESPECIALLY DISPLAYS WHICH LEAD TO**

**ALTERCATIONS AND/OR FORFEITURE. THE AISA ATHLETIC COMMITTEE AND THE AISA STATE BOARD WILL TAKE A VERY FIRM AND RIGID STAND IN MATTERS OF THIS CONCERN AND WILL LEVY HARSH SANCTIONS ON THOSE INVOLVED.**

**Note:** *Any person guilty of unsportsmanlike involvement with the players, coaches, officials, and/or other fans before, during, or after any AISA interscholastic event may be fined \$500.00 and the school(s) represented by the involved may be placed on a minimum of one (1) year probation. All fines are due to the AISA office within thirty (30) days. Schools are responsible for all fines levied.*

As stated in the "General Information" section of the AISA Athletic Handbook:  
(Located in the AISA Athletic Handbook)

XII. **Conduct Rule:** Coaches and players that are ejected from contests in all sports will receive the following penalties:

1. Players:
  - a. First Ejection – a warning or reprimand.
  - b. Second Ejection – a suspension for one game.
  - c. Third Ejection – a suspension for the remainder of the season.
2. Coaches:
  - a. First Ejection – a warning or reprimand plus a \$250.00 fine.
  - b. Second Ejection – a suspension for one game plus a \$500.00 fine.
  - c. Third Ejection – a suspension for the remainder of the season plus a fine to be determined by the Athletic Committee.

**Note:** It is the responsibility of the school to notify *in writing* the AISA office of any ejection of a coach or player *within 48 hours*. There will be a \$100.00 fine for failure to report ejections. A player or coach ejected for conduct reasons *from any playoff and/or* final game of the sports season will be fined *\$250.00*.

Any school associated faculty, staff, student, parent, Foundation Member, and Board Member guilty of unsportsmanlike involvement with the players, coaches, officials, and/or other fans before, during, or after any AISA interscholastic event may be liable and culpable for all fines levied against their represented school.

The Headmaster in advisement with the Board of Directors will determine the legitimacy and severity of the alleged unsportsmanlike involvement and/or adverse conduct by any of the aforementioned individual(s) by examining the facts surrounding said incident. Upon examination of all presented facts the Board of Directors will vote on the reimbursement and/or waiver sum to be paid, equal to or less than levied AISA fine, to the school by the individual(s) involved. The Board President will notify the individual(s) involved in writing of the Board of Directors decision.

If reimbursement of any fine portion is warranted from any school faculty and/or staff member that sum will automatically be deducted from said school employees pay as and when determined by the Headmaster and Executive Board. All other represented reimbursement of fines will be billed to said individual(s); time limits for payment of reimbursable fines will be coordinated between responsible individual(s), Headmaster, and Board of Directors. Failure to pay levied fines may result in dismissal from employment (school staff or faculty), student enrollment, and/or restriction from attending any or all future AISA interscholastic or school sponsored event.

## Section 4. Class and Curriculum Requirements

The curriculum and programs of instruction, including required and elective subjects, will meet graduation criteria established by the State Department of Education and AISA accreditation standards.

### A. Class Size Limits

- 20 – Kindergarten
- 22 – Grades 1 - 3
- 25 – Grades 4 - 6
- 28 – Grades 7 - 12

## **B. Instructional Time and Credits**

1. The length of the Academy school year will be a minimum of 1,026 academic instructional hours, for grades K-12, exclusive of privilege days, in-service days, teacher workshops, and holidays, as established by the Alabama Independent School Association.
2. The school day shall be at least six hours, exclusive of lunch and break periods. In emergency situations, a full day of school may be counted if actually in session for four hours according to AISA standards.
3. Any subject offered in grades nine through twelve that meets for a minimum of 140 clock hours of recitation and that is successfully completed by the student must carry a unit of credit. This credit must be counted toward graduation as an elective or required unit of credit.
4. It is possible for a student to earn seven credits during the regular school year and two additional credits in summer school, making a total of nine credits earned in a time span of twelve months that may count toward graduation.
5. Students will attend school in person. Virtual attendance is reserved only for emergency situations as deemed necessary by the Headmaster.
6. Students may not enroll in nor receive credit for courses taught in summer school, night school, correspondence, or tutorial courses taught by a certified teacher without written approval by the Headmaster.
7. Students may not enroll in any course named above, if that course is normally scheduled during the school year at Autauga Academy, unless they are repeating that course for a passing grade or having a scheduling difficulty.
8. Grades and/or credits rendered for courses approved by the Headmaster will be made a part of the student's permanent record.

## **C. Promotion Criteria**

1. A skills checklist is used to evaluate students in K3, K4 twice a year. K5 students are evaluated 8 times a year coinciding with progress report and report card dates. A K5 student must complete 75% of the performance skills checklists by the fourth evaluation in order to be promoted to the next level.
2. A student enrolled in grades one through six will be retained if the yearly numerical average is 59 or below in reading, math or language.
3. If a student in grades K5 through 8<sup>th</sup> grade, repeats a grade, either at another institution or at Autauga Academy, and fails for the second time, he or she must withdraw from Autauga Academy. If a K5 student starts K5 at the age of 6, he or she may only be retained one other year.
4. For grades seven and eight, whether a student passes or fails a subject is determined by the yearly average for that subject. Seventh and eighth graders who have a yearly average 59 or below in three or more classes must repeat the grade.
5. For grades nine through twelve, each semester grade stands on its own.
6. Students in grades 7-12 who fail one course must take that course in summer school. Students who fail two courses must take them during summer school and enter the next grade on academic probation. Courses cost \$300.00 per ½ course credit. A half credit is 60 hours. Summer school hours are 7:00 a.m.-12:00 p.m.. Make-up days will be \$50.00 per day. A student may not miss more than 3 days of summer school. Missing more than 3 will result in dismissal and no credit. Summer school courses must be completed by the first week of August. Parents will incur the cost of summer school. Summer school fees are subject to change.
7. Double promotion or acceleration is not allowed in grades K-12.
8. Homeroom Classification:

Freshman	Promoted from 8th grade
Sophomore	6 Credits earned
Junior	12 Credits earned
Senior	19 Credits earned

## **D. Graduation Requirements**

1. Autauga Academy offers an advanced diploma and a standard diploma.
2. All credits earned toward graduation must be earned in grades nine through twelve and in compliance with state and AISA requirements. Twenty-six credits are required for graduation with a standard diploma as follows:

Standard Diploma	Credits	Athletic Diploma	Credits	Advanced Diploma	Credits
English	4	English	4	English	4
History	4	History	4	History	4
Math	4	Math	4	Math	4
Science	4	Science	4	Science	4
Physical Education	2	Physical Education	2	Physical Education	2
Foreign Language	0	Foreign Language	1	Foreign Language	2
Health	.5	Health	.5	Health	.5
Fine Arts	.5	Fine Arts	.5	Fine Arts	.5
Computer Science	.5	Computer Science	.5	Computer Science	.5
Lifetime Fitness	.5	Lifetime Fitness	.5	Lifetime Fitness	.5
*Electives	5	*Electives	5	*Electives	5
Total Credits	25-27	Total Credits	26-28	Total Credits	27-29

\*Electives – 7 credits possible

3. All students must complete community service hours. Each student must earn 20 hours of community service per year in grades 7-12.
4. The Headmaster, with Board approval, may also include additional required courses for graduation.
5. A course in Driver Education is recommended for every student and should be offered in the tenth grade. This course may be given in conjunction with health, physical education, recreation, and safety. Driver education is a half credit course.
6. A course (or courses) in Health Education is required for junior and/or senior high students as an elective with appropriate credit granted based on the length of the course(s).
7. No more than seven units earned below the tenth grade may be counted toward graduation. Students may take required subjects above their grade level with written permission from the headmaster.
8. Except in cases of bona fide change of residence, or other equally valid circumstances, a student shall not graduate from Autauga Academy unless he/she has been in continuous attendance during the entire school year immediately preceding the date of graduation. If a twelfth grade student transfers to the Academy and desires to be a candidate for graduation at the end of the year, the Headmaster must obtain written approval of the transfer and a statement of the student's candidacy for graduation from the chief administrator of the discharging school. The letter of approval together with necessary memoranda should be filed with student's permanent record.
9. High school diplomas will be issued only upon recommendation of the Headmaster and approval of the board. Autauga Academy will not grant certificates of attendance instead of diplomas, nor will the school issue a diploma as a result of GED tests, or any other tests. Both standard and advanced diplomas are available from Autauga Academy.
10. Students who do not earn the required credits for graduation will not be allowed to participate in graduation exercises.
11. All financial obligations to the school must be paid in accordance with Section B of this Student Policy. If financial obligations are not satisfied, the student will not be allowed to participate in graduation exercises.

#### E. Grading Scale

For coursework and conduct:

100 - 90	A (Excellent)
89 - 80	B (Good)
79 - 70	C (Average)
69 - 60	D (Below Average)
59 or below	F (Failing)

#### F. Exam Exemptions

1. Students in grades 7-12 will take 1<sup>st</sup> Semester Core Exams (math, English, science, social studies, and foreign language) with an option to be exempt from electives if grades warrant exemption. To be exempt from taking 2<sup>nd</sup> Semester Exams students must have an "A" in class, "A" in conduct, and no more than five absences (either excused or unexcused) for that semester. Four tardies will count as one absence.
2. Students who are suspended from school at any time during the semester are not eligible for exemption.
3. Students who are expelled from school will not be allowed to take any semester exams.

**G. Standardized Tests**

All students in grades 1-9 will take National Standardized Achievement tests or the equivalent each year. Students in grades 10-12 will take PSAT, NMSQT, ASFAB and ACT tests. Students 10-12 will incur the cost for these tests.

**H. Advanced Placement (AP) Courses (Not Offered at this Time)**

1. To be eligible for enrollment in an AP course, students must meet the following criteria:
  - a. Written faculty referral.
  - b. Satisfactory completion of pre-requisite courses, if any (i.e. AP calculus requires satisfactory completion of advanced math).
  - c. An overall Academic Grade Point Average GPA of at least 3.5 in that particular discipline (i.e. a student who wishes to take AP English must have an overall GPA of 3.5 in English to be eligible for AP English).

2. AP courses will be given a weighted GPA value according to the following scale:

Numerical Grade	Letter Grade	GPA Value
100 – 90	A	5
89 – 80	B	4
79 – 70	C	3
69 – 60	D	2

Students will not be given a weighted GPA value for any grade lower than a “C.”

3. To be eligible for the weighted GPA value, students must meet the following criteria:
  - a. Completion of all coursework.
  - b. Completion of the official AP exam at the end of the term. Students who choose not to take the exam will not have the advantage of the weighted GPA value.
4. Advanced Placement courses will only be offered in years when the number of students creates an affordable demand for a teacher.

**I. Dual Enrollment**

In accordance with AISA policy, Autauga Academy allows students to enroll in a dual enrollment course under the following conditions:

1. Courses taken at the post-secondary institution for which high school credit is possible must not be available at Autauga Academy.
2. Dual enrollment is offered only to 11<sup>th</sup> and 12<sup>th</sup> grade students, unless approved by the headmaster.
3. A student may earn no more than two units per year in dual enrollment courses.
4. Written approval from the Headmaster or his designee for dual enrollment for each specific course must be present in the student’s cumulative folder. A copy of this written approval must also be filed with the AISA.
5. Six hours of instruction daily must be assured for all dual enrollment students.
6. Students must have an overall GPA of at least 3.0 in all core subjects to be eligible to enroll in dual enrollment courses.
7. The grading scale for dual enrollment courses (college courses) will be according to the following scale and also count toward high school credit.

Numerical Grade	Letter Grade
100 – 90	A
89 – 80	B
79 – 70	C
69 – 60	D
59 or below	Failing

8. Dual enrollment courses will be given a weighted GPA value according to the above AP Course schedule.
9. No transportation responsibility (if any is needed) will be assumed by Autauga Academy.
10. In awarding high school credit, the following criteria will apply to dual enrollment courses:
  - a. One semester = ½ credit.
  - b. Two semesters = 1 credit.

**J. Advanced Diplomas**

1. Course Requirements:
  - a. In order to be eligible for an advanced diploma, students must have completed the requisite number of credits outlined in Section 4.D., above.

- b. Candidates for advanced diploma must take the highest level of course work available in each subject area every school year, as determined by the Headmaster and subject to the approval of the Academic Committee.
  - c. These credits should include the following courses: Algebra II, Pre-Calculus, Calculus and the highest mathematics available, Biology, Anatomy, Chemistry, Physics, and two foreign language credits.
  - d. Advanced diploma students who fail a dual enrollment course or any other course, forfeit the advanced diploma and will receive a standard diploma.
2. Community/School Service Requirements:
- a. In addition to advanced coursework, all advanced diploma students must complete a school/community service requirement at the rate of 20 service hours per school year grades 7-12.
  - b. All school/community service hours must be documented and confirmed by Autauga Academy.

**K. Valedictorian/Salutatorian Selection**

1. Criteria:
- a. The student(s) must be enrolled in an advanced diploma program for four of four high school years.
  - b. The student(s) must have attended an accredited high school (AISA, SACS, or equivalent) for four years.
  - c. The student(s) must have attended Autauga Academy for four complete, consecutive semesters at the high school level.
  - d. During the twelfth grade year, the student must be enrolled in the highest level available in each of the four core courses:

<b>English</b>	<b>Math</b>	<b>Social Studies</b>	<b>Science</b>
Dual Enrollment or Advanced English 12	Calculus or Advanced Math or Trigonometry	Government and Economics	Physics

2. Determination:
- a. The Valedictorian is the student with the highest GPA in the core subjects of math, English, science, social studies, and foreign language during grades 9-12. Physical education grades are not part of the core subject GPA calculation.
  - b. The Salutatorian is the student with the second highest GPA as defined above.
  - c. In case of a tie, numerical averages may be calculated.

## Section 5. Behavioral Standards

**A. Attendance**

1. Absences
- a. An absence is defined as “non-attendance in a regularly scheduled class or activity.”
  - b. In accordance with Alabama law, a student will be excused for an authorized absence from school for any one of the following reasons:
    - (1) Personal illness of the student.
    - (2) Death in the immediate family.
    - (3) Inclement weather dangerous to the life or health of the student as determined by the Headmaster.
    - (4) Legal quarantine/medical or legal documentation.
    - (5) Emergency conditions as determined by the Headmaster.
    - (6) Prior permission of the Headmaster and consent of the parent or guardian.
    - (7) Participation in activities away from school that are part of the instructional program, and supervised by a faculty member.
  - c. Students will be permitted to make up all major assignments and other work missed during an excused absence within three school days.
  - d. Teachers are not required to re-teach lessons, but students may be given a reasonable opportunity to learn the missed lessons.

- e. At the secondary level, students are responsible for contacting the teacher(s) to arrange for make-up assignments.
  - f. Students who are absent on the day prior to a test will be required to take the scheduled test on the day given, if the test was announced ahead of time on a day when the student was in attendance.
  - g. Unexcused absences are absences for any reason other than those listed above as excused, or absences due to suspension.
  - h. Students with an unexcused absence **will not** be allowed to make up the work missed. Instead, a grade of zero (0) will be recorded for all missed assignments, including exams.
  - i. Teachers will not attempt to deny the right of a parent or guardian to keep a pupil out of school. Educators may, from an educational point of view, disagree with a parent or guardian, or disapprove of their actions. Teachers and principals must recognize parental rights and their own professional responsibilities.
  - j. When a student has incurred the seventh absence in a semester, the headmaster will notify the parent or guardian in writing that the student is in danger of losing course credit due to excessive absenteeism.
  - k. When a student has incurred the tenth absence in a semester, the student and the parent or guardian must have the approval of the headmaster and a review committee to receive course credit.
2. Explanations for Absences
- a. In accordance with Alabama law, a parent or guardian must explain the cause of every absence incurred by the student(s) in his/her care. Students returning to school after an absence must bring a written note for the absence signed by the parent or guardian.
  - b. The office will verify all notes via phone call to the parent or guardian.
  - c. Elementary school students should present their written excuse to their teacher.
  - d. Upper school students should report to the office and present their written excuse. The office staff will prepare a pass marked “excused” or “unexcused” for the student to present to the teacher. If the student does not present a written excuse, he/she must see the headmaster, who will use his discretion in handling the situation.
3. Tardiness
- a. School begins each day promptly at 7:50 a.m. Students will be tardy at 7:55 a.m. Being late to school is disruptive and must be avoided. Late students must check in through the office and obtain a pass to enter class.
  - b. Four tardies will equal one absence.
  - c. Students who are excessively tardy will face disciplinary action by the Headmaster at his/her discretion.
  - d. When a student accumulates 4 tardies in a class, he or she will be referred to the office for detention.  
The discipline assigned will be as follows:
    - 1). 4 tardies-2 hours of morning detention/work detail from 6:45-7:45 a.m.
    - 2). 8 tardies- Two days of in school suspension
    - 3). 12 tardies-Saturday school/work detail from 8:00 a.m.-12:00 noon. Students attending Saturday school will be required to pay \$100.00 cash per session to the supervising teacher.
    - 4). Tardies will reset after the student receives 12 and attends Saturday school.
4. Leaving Campus/Class Early
- a. Students who must leave campus during school hours for any reason must check out through the school office by presenting a written note signed by their parents/guardian. Check outs will be limited to two (2) per 9 week periods. The office will verify all notes via phone call to the parent or guardian. The office should keep notes from parents on file for a year.
  - b. Students will be allowed to check out for medical/dental appointments, illness, or family emergencies. Parents wishing to take their children out of school for any reasons other than those listed above should obtain approval from the Headmaster at least two days in advance.
  - c. Students who check out early, and who return before school is dismissed, must check in through the office.
  - d. **Any student who leaves campus without authorization will be suspended.** Under such circumstances, readmission will be contingent upon the student signing a written pledge not to leave campus without authorization. Any parent who encourages a student to leave campus without authorization will also be required to sign such a pledge.
  - e. Students who are readmitted under the above-mentioned circumstances will be placed on probation for six weeks.

## **B. Conduct and Discipline**

1. General Rules of Conduct - Students who attend Autauga Academy are expected to behave in a manner exemplifying courtesy, concern for others, safety, responsibility, and respect for property. The following general rules for behavior should be observed by all students:
  - a. Students should be at school and in class on time. They should bring all materials to class, and be prepared to work.
  - b. All food and drinks should be consumed in the lunchroom.
  - c. Students may not receive or order food service delivery. (ex.-DoorDash, GrubHub, UberEats, etc.)
  - d. Students should respect and care for all school and personal property, including equipment, books, grounds, and facilities. Vandalism or destruction of property is strictly prohibited.
  - e. Students should exhibit respect to all faculty members. Verbal and/or physical disrespect will not be tolerated.
  - f. Students are not permitted to bring any electronic devices without permission from the headmaster. Chrome books and laptops have been approved for student use.
  - g. Students should walk quietly and orderly in the halls.
2. Disciplinary Factors
  - a. Disciplinary action will be reserved for undesirable behavior, occurring on school campus, or in connection with off campus activities sponsored and supervised by school personnel.
  - b. The Headmaster and faculty will utilize to the fullest all practical means of helping students with problems and inducing them to accept and act according to the standards of conduct approved by the Board before extreme measures are taken, such as suspensions.
  - c. Punishment will be adapted to the needs and the backgrounds of students.
  - d. The faculty and staff are authorized to defend themselves and protect students in the classroom with physical force if deemed necessary and right.
  - e. Guidelines for disciplinary action per quarterly grading period are:
    - 1st Offense - Warning to student.
    - 2nd Offense - Student sent to the office and parents are contacted by the Headmaster/Asst Headmaster.
    - 3rd Offense – Saturday school/work detail from 8:00 a.m.-12:00 noon. Students attending Saturday school will be required to pay \$100.00 cash per session to the supervising teacher.
    - 4th Offense - One day suspension to be served out of school.
    - 5th Offense - Three day suspension out of school.
3. Disciplinary Actions
  - a. Detention – Saturday School
  - b. Suspension – an unauthorized absence ranging from one to three days. All work missed while a student is on suspension may not be made up. A grade of zero (0) will be given on all assignments. In addition, the student’s semester grade will be reduced by one (1) point per day for the first suspension of the year, and three points per day for the second suspension of the year. Students facing a third suspension in one year will be considered for expulsion. A suspension cannot be carried over from a previous year to a new school year. Parents or guardians, and the board president will be notified immediately when a student is to be suspended.
  - c. Expulsion – immediate and permanent removal of a student from school. The Board will vote on any expulsion based on recommendations by the Headmaster. When a student is to be recommended for expulsion, the Headmaster should notify the parents or guardians of the student and the Board President immediately. The Board President will call a special board meeting for consideration of the matter.
4. Behavior Appropriate to Detention – Saturday School  
All of the behaviors described below are causes for detention, and may or may not lead to suspension:
  - a. General misconduct or behavior unbecoming to a student.
  - b. Profanity or vulgarity.
  - c. Defiance of authority.
  - d. Disobedience.
  - e. Damaging school property.
  - f. Dressing inappropriately for school.
  - g. Chewing gum.
  - h. Misuse of technology.



5. Behavior Appropriate for Suspension

All of the behaviors described below are causes for suspension and may or may not lead to expulsion:

- a. Threatening physical harm to school personnel or other students.
- b. Gambling.
- c. Smoking. The use or possession of tobacco products, electronic cigarettes, or vaping products by students is strictly prohibited while the student is under the jurisdiction of the school.
- d. Dishonesty, including cheating, stealing and forgery.
- e. Truancy.
- f. Fighting.
- g. Using or possessing fireworks.
- h. Possessing pornographic materials.
- i. Misuse of technology involving disruptive/offensive messages or executables as described in General Board Policy.

6. Behavior Appropriate for Expulsion

All of the behaviors described below are conducts appropriate for expulsion, but may be, at the discretion of the Headmaster and the Board, dealt with in a manner less severe than expulsion, but which is appropriate for the student and the school. The reasons for the discipline will be clearly expressed and made a part of the student's record.

- a. Possessing a deadly weapon including, but not limited to, a gun, knife, ice pick, or explosives of any kind.
- b. A serious breach of conduct such as assault, verbal or physical, on any school personnel or other student.
- c. Arson.
- d. Vandalism.
- e. The use of tobacco products (in any form), electronic cigarettes, or vaping products while on campus, or at any school function, is strictly prohibited. **Any student found to be abusing, using, distributing, possessing, or transferring such substances, legal or illegal, may be expelled.**
- f. Using, abusing, distributing, possessing or transferring drugs, alcohol or any other illegal substance while on or off campus or at any school function, as well as refusing to undergo drug/alcohol screening or testing positive during drug/alcohol screening.
- g. Less serious, but continuing misconduct, for which a student has been previously suspended.

## Section 6. Athletics and Physical Education

### A. Organization and Purpose

1. The Board supports a well-rounded program of physical education and athletics by providing qualified personnel, appropriate supervision, and necessary facilities.
2. Athletics will be provided at the school when student interest and the suitability of the activity justify a schedule of practice and games.

### B. Eligibility

1. Students who do not attend the Academy may not participate in school-sponsored, AISA-sanctioned athletics or athletic practices.
2. Students who attend the Academy must meet the academic standards recommended by the AISA Athletic Manual in order to be eligible to participate in athletics at the Academy.
3. Students who make an F in any subject on a report card, during a nine week grading period, will be suspended from all extracurricular activities, including athletics, for a two (2) week period. During this time, the student will be allowed to continue to practice, but will be suspended from all activities and/or athletic contests. The student will be present at home games, under the supervision of the coach, but will not be allowed to travel to away games. During this suspension from extracurricular activities, the student must enroll in at least one session per week in the student resource center at the expense of the student or his/her parents/guardians. On the second Friday following the first day of the suspension, grades will be checked. If the student has passing grades, he or she will be allowed to participate in extracurricular activities again. If the student is still failing, he or she will remain on suspension. Grades will be rechecked when progress reports are issued. If the student has passing grades, he or she will be allowed to participate in extracurricular activities again. However, if the student is still failing, he or she will be suspended until report cards are issued again.

4. Students and athletes may not check-out on activity/game day earlier than the established check-out time. Failure to abide by this rule will result in the student and/or athlete receiving a score of zero (0) on all classroom assignments in the missed classes and he or she will not be allowed to participate in the activity or athletic contest. If the violation is not discovered until after the activity or athletic contest has taken place, the student will be penalized in the subsequent athletic contest or extra-curricular event. (Athletic practices are not extra-curricular events.)
5. To participate in extra-curricular activities, including athletics, a student must be at school on time (by the beginning of first period.) The student must remain at school for the entire day on the day of the activity, contest, or event. Participants must also be on time and remain at school the entire day after an activity, contest, or event to be eligible for the next athletic event. Exceptions to this policy must be excused by the Headmaster in advance.
6. If a student quits a sport, the student is ineligible to participate in any other sports for the remainder of the school year, unless approved by both the Headmaster and Athletic Director.

**C. Officials**

1. AISA officials will be used to officiate all athletic events with other member schools.

**D. Age Requirements**

Each coach is responsible for guiding his/her student athletes through practices, scrimmages and games appropriate for their age and level of play. These activities are conducted so that the physical welfare, health, and safety of the participants are protected and fostered. The coach is responsible for teaching physical skills, moral values, sportsmanship, ethical conduct and fair play, in accordance with school philosophy. All activity should always be conducted in an appropriate educational environment.

1. AISA Age Restriction for student athletes:
  - a. A student is eligible for Junior High competition the entire year if his/her 16<sup>th</sup> birthday falls **on or after August 1** and is enrolled in the 9th grade or below.
  - b. Student-Athletes who will be **19 years of age prior to August 1** will be ineligible for AISA interscholastic athletics.
  - c. A student-athlete cannot compete in two (2) football games the same day.

The school Headmaster and Athletic Director will make the eligibility determination on whether a student athlete is physically and mentally capable to perform and participate in an athletic event above the student's athlete current age group. The school Headmaster and/or Athletic Director may solicit eligibility determination from the Board of Directors when appropriate.

## Section 7. Student Activities and Clubs

**A. Organization and Purpose**

1. All organized activities and clubs must adhere to board policies and objectives. The purpose and activities of these groups will be subject to review by the headmaster and each one will have a faculty sponsor assigned by the Headmaster.
2. The sponsor or an authorized substitute approved by the Headmaster will attend all meetings.
3. The purpose of all organizations is to be beneficial to the school.

**B. Membership**

1. Each organization will give the Headmaster copies of its constitution and by-laws, including a statement of purpose, and membership requirements, and a roster of its membership. This roster will be kept up to date when new members are admitted and/or members dropped.
2. Students who make an F in any subject on a report card, during a nine week grading period, will be suspended from all extracurricular activities, including athletics, for a two (2) week period. During this time, the student will be allowed to continue to practice, but will be suspended from all activities and/or athletic contests. The student will be present at home games, under the supervision of the coach, but will not be allowed to travel to away games. During this suspension from extracurricular activities, the student must enroll in at least one session per week in the student resource center at the expense of the student or his/her parents/guardians. On the second Friday following the first day of the suspension, grades will be checked. If the student has passing grades, he or she will be allowed to participate in extracurricular activities again. If the student is still failing, he or she will remain on suspension. Grades will be rechecked when progress reports are issued. If the student has passing grades, he or she will be allowed to participate in extracurricular activities again. However, if the student is still failing, he or she will be suspended until report cards are issued again.

3. Students and athletes may not check-out on activity/game day earlier than the established check-out time. Failure to abide by this rule will result in the student and/or athlete receiving a score of zero (0) on all classroom assignments in the missed classes and he or she will not be allowed to participate in the activity or athletic contest. If the violation is not discovered until after the activity or athletic contest has taken place, the student will be penalized in the subsequent athletic contest or extracurricular event. (Athletic practices are not extracurricular events.)
4. To participate in extra-curricular activities, including athletics, a student must be at school on time (by the beginning of first period.) The student must remain at school for the entire day on the day of the activity, contest, or event. Participants must also be on time and remain at school the entire day after an activity, contest, or event to be eligible for the next athletic event. Exceptions to this policy must be excused by the Headmaster in advance.
5. No organization may change the time or place of its meetings or hold a special meeting without the consent of the Headmaster and/or sponsor.
6. Trips made by any club, class, or school organization must have Headmaster approval. The sponsor or authorized substitute plus an appropriate number of chaperons, approved by the Headmaster, should accompany the group on any trip. Additional chaperons will depend on the size, age, and make-up of the group, and nature of activities. Each student must have on file in the office an Academy release form signed by the parents.
7. Special programs or activities conflicting with the program of instruction or related school activities will not be scheduled for students during school hours. Programs or activities for which a student is required to pay admission will not be scheduled in school or on school grounds during school hours unless approved by the Headmaster and board president.
8. Students who are caught cheating or suspended will forfeit the right to serve as an officer in any class, club, or other school organization. Students who have been caught cheating or have been suspended in the past will forfeit the right to serve as an officer, as well.

## Section 8. Vehicles

### A. General Guidelines

1. Only licensed drivers will be permitted to drive on campus.
2. The speed limit on campus is 10 miles per hour.
3. Students are not permitted on the buses during school hours.
4. In case of accident or injury, notify the Headmaster or his delegated assistant immediately.
5. A written report on each school accident should be filed in the school office.
6. Insurance is provided as part of membership.

### B. Parking Guidelines

1. Parking spaces are assigned by office staff.
2. Students are responsible for seeing that their vehicles are properly parked in the assigned spaces.
3. Students should leave their vehicles immediately upon arriving on campus. Students are not allowed to go to vehicles during school hours.
4. The Headmaster will designate the appropriate time for students to move cars from senior parking to athletic practice parking.

## Section 9. Awards and Honors

### A. Boys and Girls State Candidates

1. Participation Requirements: Participation in Boys and Girls State is limited to rising seniors recommended by the Headmaster or local American Legion Chapter. Students should also have exhibited an interest in government as evidenced by Social Studies grades and involvement in student government.
2. Candidate Selection Criteria: Candidates are selected based on the following 100 point scale.
  - a. Interest in Government (Social Studies GPA in grades 9-11)
 

3.5 – 4.0 GPA	15 points
3.0 – 3.4 GPA	10 points
  - b. Leadership
 

(Holds or has held an office or	20 points
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participated in leadership programs)

- c. Faculty/Headmaster Evaluation 20 points
  - d. Scholarship (Overall GPA)
    - 3.7 – 4.0 GPA 25 points
    - 3.3 – 3.6 GPA 20 points
    - 3.0 – 3.2 GPA 15 points
  - e. Community Service (Documented volunteer work or church service) 20 points
3. Tie Selection: In case of a point total tie, each candidate must submit an essay.

**B. HOBY (Hugh O’Brien Youth) Leadership Candidate**

- 1. Participation Requirements: HOBY Leadership Candidates must be rising juniors.
- 2. Candidate Selection Criteria: Candidates are selected based on the following 100 point scale.
  - a. Essay (Topic related to leadership/heroes) 15 points
  - b. Leadership (Holds or has held a student office) 20 points
  - c. Faculty/Headmaster Evaluation 20 points
  - d. Scholarship (Overall GPA)
    - 3.7 – 4.0 GPA 25 points
    - 3.3 – 3.6 GPA 20 points
    - 3.0 – 3.2 GPA 15 points
  - e. Community Service (Documented volunteer work or church service) 20 points

## STUDENT POLICY AND PROCEDURES

### COMPUTERS

The computers in both the elementary classrooms and upper school labs are for educational and enrichment purposes only. All hardware, peripheral devices, software and data stored within or upon each workstation is the property of Autauga Academy, and should not be considered private. All computers are subject to audit and inspection at any time. In using the computer labs/school internet access/cellular data, students should observe the following rules:

- 1. Students using the Internet must be **directly** supervised by a faculty member at all times. **Students who misuse the Internet by creating, distributing or opening disruptive/offensive messages or executables of a sexual or violent nature will be immediately suspended for three days. The second such offense will result in expulsion.**
- 2. The Technology Committee will approve all software for use at the Academy. Use of software, CDs, etc. brought from home is strictly prohibited without prior permission from the Technology Committee.
- 3. Students are not permitted to change the settings on any computer.
- 4. Students should not share passwords.

### CONDUCT

Students who attend Autauga Academy are expected to behave in a manner exemplifying courtesy, concern for others, safety, responsibility, and respect for property. The following general rules for behavior should be observed by all students:

- 1. Students should be at school and in class on time. They should bring all materials to class, and be prepared to work.
- 2. Students may not leave school early unless they are attending an official school function, or have approved parental permission.
- 3. All food and drinks should be consumed in the lunchroom.
- 4. Students may not receive or order food service delivery. (ex.-DoorDash, GrubHub, UberEats, etc.)
- 5. Students should respect and care for all school and personal property, including equipment, books, grounds, and facilities. Vandalism or destruction of property is strictly prohibited.
- 6. Chewing gum is not permitted on campus at any time.

7. The use or possession of tobacco products, electronic cigarettes, or vaping products by students is strictly prohibited while the student is under the jurisdiction of the school. (in any form)The use or possession of inhalants, drugs, or alcohol while on campus, or at any school function, is strictly prohibited. **Any student found to be abusing, using, distributing, possessing, or transferring such substances, legal or illegal, may be suspended or expelled.**
8. Students should exhibit respect to all faculty members. Verbal and/or physical disrespect will not be tolerated and may lead to suspension and/or expulsion if warranted. Students should exhibit respect for fellow class members as well. Fighting, verbal and/or physical disrespect will not be tolerated. Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, and it is a violation of Autauga Academy policy and will not be tolerated or condoned. Sexual harassment should be reported to the Headmaster or any responsible faculty member. The Headmaster will make recommendations regarding disciplinary action on a case-by-case basis.
9. Cheating is a violation of God's law. Personal honor is an integral part of Autauga Academy's traditions. Violators will receive zeros on the assignments involved; will not be allowed to make up the work. Students who are caught cheating will forfeit the right to serve as an officer in any class, club, or other school organization. Cheating may also result in suspension or expulsion.
10. Students are not permitted to bring any electronic devices without prior permission from a teacher.
11. Elementary students may not have cell phones, tablets, iPods, smart watches and other electronic communication devices.
12. Students in grades 7-12 will be allowed to use cell phones and smart watches in the lunchroom during break and lunch. Use of cell phones and smart watches will not be allowed in the hallways and in the bathrooms. Use of cell phones, and smart watches in the classroom will be determined by the supervising faculty member. If an electronic device is used, seen in use, or is heard in areas that have been deemed inappropriate the device will be taken by staff. As with other items the school deems inappropriate, the school reserves the right to confiscate at any time.
  - *First offense* – cell phone is confiscated, taken to Headmaster and student picks the phone up after school.
  - *Second offense* – cell phone is confiscated, taken to Headmaster, parents are called to come pick the phone up from office and pay \$25.00 for the return of the phone.
  - *Any additional offences*- cell phone is confiscated, Saturday school/work detail from 8:00 a.m.-12:00 noon. Students attending Saturday school will be required to pay \$100.00 cash per session to the supervising teacher.
13. Street shoes are not permitted on the gymnasium floor.
14. Students should walk quietly and orderly in the halls.

At the discretion of the Headmaster, students who violate the rules of conduct will be subject to the following forms of punishment: detention, suspension, and expulsion. All of the following behaviors are causes for **detention and may lead to suspension**: general misconduct or behavior unbecoming to a student; profanity or vulgarity; defiance of authority; disobedience; damaging school property; chewing gum; misuse of technology.

Suspensions are unauthorized absences and any work missed while a student is on suspension may not be made up. A grade of zero (0) will be given on all assignments. In addition, the student's semester grade will be reduced by one (1) point per day for the first suspension of the year, and three (3) points per day for the second suspension of the year. Students who face suspension for the third time will be brought before the Board of Directors and considered for expulsion.

All of the following behaviors are causes for **suspension and may lead to expulsion**: threatening physical harm to school personnel or other students; gambling; using, abusing, distributing, possessing or transferring tobacco or electronic cigarettes/vaping products in any form, drugs, alcohol or any other illegal substance while on or off campus or at any school function, dishonesty, including cheating, stealing and forgery; truancy; fighting; using or possessing fireworks; possessing pornographic materials; misuse of technology involving disruptive/offensive messages or executables.

All of the following behaviors are causes for **expulsion**: possession of a deadly weapon; a serious breach of conduct such as assault, verbal or physical, on any school personnel or student; arson; vandalism; refusing to undergo drug/alcohol screening or testing positive during drug/alcohol screening; less serious, but continuing misconduct, for which a student has been previously suspended.

## CONFERENCES

Parent/teacher conferences may be scheduled before 7:15 a.m., during a teacher's planning period, or after 3:15 p.m. Conferences may not be conducted during instructional time, homeroom, carpool line, in the classroom doorway, at a school event, or in the presence of other students. Appointments must be communicated and agreed upon by both parties in writing or by phone.

## DRESS CODE-ELEMENTARY AND HIGH SCHOOL

The appearance of Autauga Academy students should reflect self-respect and the mission and belief statements of this school. The dress code must be followed at every school activity on campus, or off. When a student is observed to be in violation of the code, the parent will be required to bring the needed clothing to the school. If it is impossible for the change to be made the student will be held out of class for the remainder of the day. The student's grade for each class will reflect his or her unexcused absence. Parents are urged to supervise their child's dress on a daily basis. The dress code reflects standards for biological male and biological female students. All references to "male" code are for biological male students. All references to "female" code are for biological female students.

**Hair-**Must be clean, well-groomed, of a natural color and style (no shaved Mohawks, etc.) Biological male students may not have facial hair, or hair that touches their eyebrows, extends over their collar or extends below their earlobe. Male students' hair may not measure/stand greater than two (2) inches off the head. Males may not wear earrings. Biological female students may wear earrings, but females with multiple holes may wear no more than two sets of earrings. Students may not have body piercings, body alteration, gauging, or tattoos visible. Male students may not wear nail polish.

No article of clothing or accessory may contain or suggest improper language or behavior.

All clothing must be neat, clean, and in good repair (no cut off shorts.) No skin may show through jeans or pants from waist to top of the knee for both biological male and biological female students. Undergarments are mandatory for all students.

Shoes must be worn at all times and be appropriate to the activity. Slides, flip-flops, and house shoes are not allowed for male or female students. Crocs must be worn with the back strap on the heel. Only tennis shoes will be allowed during P.E.

Hats may not be brought into or worn in the building. No blankets may be brought into or worn in the building.

Tops worn by biological females must have a nominal amount of loose fabric, must have straps that are at least two inches wide, must cover the midriff, must not show cleavage, must not be see through, and may not have cut outs in the back.

Bottoms must have a nominal amount of loose fabric. High school females' dresses and skirts should be no shorter than 6 inches above the knee, when measured while kneeling. High school students' shorts should be no shorter than 6 inches above the knee, when measured while kneeling. High school students may not wear overalls. Elementary girls may wear shorts and skirts no shorter than XX inches above the knee, when measured while kneeling. Boys will wear khaki pants, jeans, khaki type shorts, and athletic shorts with a drawstring and pockets. Wind suits must have drawstrings and pockets. Pants or shorts with words on the rear are not allowed. Girls may wear leggings with dresses and tunic tops that meet the dress code. Leggings may be worn with t-shirts or sweatshirts that cover to mid-thigh. Girls may not wear jeggings or yoga pants.

Dress code violations are subject to Administrative judgment.

**Autauga Academy has adopted in totality the AISA student appearance policy.** This policy will be in effect and enforced during the school day and at any academic and/or athletic event in which an Autauga student participates. Please note that this policy applies to all Autauga students whether or not you are participating in any AISA academic and/or athletic event. If you are present as an Autauga spectator at home or away, the student appearance policy will be in effect.

**The AISA Student Appearance Policy is as follows:**

**I. Body Art**

A. Students may not participate in AISA state level events and/or activities with exposed permanent body art (tattoos).

B. Students may not participate in AISA state level events and/or activities with exposed temporary body art which is insensitive, derogatory, and/or deemed inappropriate by state officials. Face painting is not allowed by athletes.

**II. Body Decorations/Piercing**

A. Students may not participate in AISA state level events and/or activities with exposed body decorations (piercing). Exemption: Females may wear no more than one earring per ear.

\*Note! No jewelry or body decorations are allowed at any level in AISA athletics.

**III. Facial Hair / Hair Styles etc.**

A. Students may not participate in AISA state level events and/or activities with:

- 1). Facial hair below the lobe of the ear and/or below the nose.
- 2). Spiked and/or other non-traditional hairstyles deemed inappropriate by state officials.
- 3). Unnatural and/or non-traditional coloration of the hair.

AISA state officials (state events) or the host school head of school (interscholastic events held at a host school) will be the final authority to determine acceptable dress and appearance at AISA events and/or activities. Schools will be fined \$250.00 for failure to follow this policy. The host school's head of school is responsible for reporting the incident in writing to the AISA office with supporting evidence.

Failure to comply at state events may result in student and/or school disqualification by the AISA directors.

Note: The direct responsibility to enforce compliance with the above stated policy is delegated to the school's head of school.

## **DRUG TESTING**

In keeping with its commitment to maintain a drug-free environment, Autauga Academy has implemented a drug testing policy. **All students in grades 7-12 will be subject to urine drug testing for "just cause," and to random and periodic searches, to included urine and/or hair sample drug testing.**

All testing will occur through an independent agency selected by the Autauga Academy Board of Directors. Families will bear the expense of testing students. The fee will be assessed. All test findings will be reported to the Headmaster, following confirmation by a medical review officer.

"Drugs" are defined as any substance capable of producing physical, emotional or mental changes in individuals who consume them, including alcohol. "Just cause" is defined as the reasonable suspicion of drug abuse, use, distribution, possession or transfer, whether on or off school grounds. In such cases, the school reserves the right to use detection techniques and to inspect for the presence of drugs in all school property assigned to students, including, but not limited to clothing, personal items, lockers, desks, book bag, athletic bags, purses, and vehicles on school property. Such inspections will be conducted by the Headmaster or his designee.

All students found guilty of any drug violation will be disciplined according to Autauga Academy's disciplinary procedure for such behavior.

## **EXTENDED DAY CARE**

An optional Extended Day Care program is provided for a fee to working parents of preschool and elementary school children. **This program is not offered on school holidays.** Preschool and Elementary students who do not leave at 3:15 must be signed into the extended care program unless they are participating in an extracurricular practice or activity, and are under the direct supervision of a faculty or staff member or an adult volunteer coach or sponsor who has been approved by the headmaster.

After school care begins at 3:15 p.m. each day, and ends at 6:00 p.m. for students in K3-6<sup>th</sup> grade. Extended care is available for MDO students until 5:30 p.m. Students who attend after school care should remain with classroom teachers through carpool and be checked in to extended care at the conclusion of carpool. **Parents or caregivers must come inside the school to sign children in/out each day. This is very important.** Parents arriving after 6:00 p.m. to pick up their child(ren), will be assessed a late fee of \$20.00 for every 10 minutes after 6:00 p.m.

All children enrolled in Extended Day Care will be expected to follow the rules established by the Elementary Coordinator. Children who exhibit continued behavior problems will be asked to leave the program. When major discipline problems occur, the parent or guardian will be contacted by the extended care worker, Elementary Coordinator, or the Headmaster. Emphasis on the value of good behavior at all times will ensure a safe program that is fun for everyone.

Payment of monthly fees for extended care begins in August and continues through May. For those participants who choose to pay weekly or daily, the fee begins in August. All fees are outlined on the Schedule of Charges.

## **EXTRACURRICULAR ACTIVITIES**

**Athletics:** Autauga Academy supports teams in cheerleading, football, basketball, baseball, soccer, softball, volleyball, track, golf, weightlifting and other athletics as deemed appropriate by the Board of Directors for students in grades 7-12. If a student quits a sport, the student is ineligible to participate in any other sports for the remainder of the school year, unless approved by both the Headmaster and Athletic Director. As a member of the Alabama Independent School Association (AISA), Autauga Academy conforms to its policies regarding eligibility and competition.

The Board of Directors supports a well-rounded program of physical education and athletics by providing qualified personnel, appropriate supervision, and necessary facilities. Athletics will be provided at the school when student interest and suitability of the activity justify a schedule of practice and games.

Students who do not attend the Academy may not participate in school-sponsored AISA-sanctioned athletics. AISA officials will be used to officiate all athletic events with other member schools.

**Clubs and Organizations:** The following clubs and organizations exist to support the special interests of students: Senior Beta Club, Junior Beta Club, Student Government Association (SGA), Fellowship of Christian Athletes (FCA), Math Team, Spanish Club, and French Club. Journalism students are also responsible for publishing the school yearbook, *The Dispatch*.

## **GUESTS**

All visitors must report to the school office immediately upon arrival to campus and receive permission to remain on campus. Autauga Academy students may not have visitors. Students from other schools are not allowed to visit Autauga Academy during the school day.

No animals, wild or domestic, are allowed on any part of the campus, for any reason, at any time. Service animals are allowed with a professional handler.

## **HONORS**

Students in grades 1-12 who maintain all "A's" (including an "S" in conduct) will be listed on the Headmaster's List. Students who maintain all "A's" and "B's" (including an "S" in conduct) will be listed on the Honor Roll. All students are required to attend Honors Day and dress in Sunday dress in keeping with the dress code. Students not in attendance at Honors Day will be required to take all exams.

### **Grading Scale:**

100 – 90	A (Excellent)
89 – 80	B (Good)
79 – 70	C (Average)
69 – 60	D (Passing)
59 or below	F (Failing)

## **LIBRARY**

The library is open each day. Books may be checked out for two weeks, with the option for renewal. Books may not be removed from the library without being checked out. Students who lose a book will be responsible for the replacement cost of that particular book. Internet access is available on the computers in the library. Students using the Internet must be **directly** supervised by a faculty member at all times.



## **LOCKERS**

All students in grades 7-12 are issued a locker at the beginning of the school year. Students are not permitted to place stickers on their lockers, write in/on the lockers, or place gym bags on the floor in front of their lockers. Since all lockers remain unlocked, students should not keep money or other valuables in their lockers. Students should use only their assigned locker.

## **MEDICATION**

Autauga Academy faculty and staff may not dispense medication, either prescription or over the counter, to preschool students in grades MDO1, MDO2, K3 and K4 at any time during the school day. Preschool students needing medication should remain at home. Parents of students who need to take prescription medication daily should inform the office in writing.

## **PREGNANCY**

Any enrolled student, who is pregnant, has become pregnant, has a child, has fathered a child, or is married, will not be allowed to attend Autauga Academy and must withdraw immediately from school. This rule also applies to any student applying for admittance.

## **SCHEDULES**

Contact the school office for information concerning schedules.

## **SUMMER SCHOOL**

Students in grades 7-12 who fail one course must take that course in summer school. Students who fail two courses must take them during summer school and enter the next grade on academic probation. Courses cost \$300.00 per ½ course credit. A half credit is 60 hours. Summer school hours are 7:00 a.m.-12:00 p.m.. Make-up days will be \$50.00 per day. A student may not miss more than 3 days of summer school. Missing more than 3 will result in dismissal and no credit Summer school courses must be completed by the first week of August. Parents will incur the cost of summer school. Summer school fees are subject to change.

## **SEXUAL HARASSMENT**

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, and it is a violation of Autauga Academy policy and will not be tolerated or condoned. Sexual harassment should be reported to the Headmaster or any responsible faculty member. The Headmaster and Board will make recommendations regarding disciplinary action on a case-by-case basis.

## **WEAPONS**

Autauga Academy prohibits weapons of any kind on its campus and within 1500 yards of campus boundary lines. **Any violation of this policy will result in the expulsion and/or arrest of the offending student.**

# EMERGENCY POLICIES AND PROCEDURES

## DRILLS

Fire evacuation and severe weather drills will be conducted at varying times throughout the school year. Faculty, staff, and students should fulfill these drills with the highest degree of seriousness.

## FIRE EVACUATION

The signal for a fire evacuation is one long ring of the bell or the Fire Alarm System activated. Teachers should instruct students to immediately cease all work, leave books on their desks, and follow the exit routes posted in classrooms, walking rapidly. No one should run, push, or talk. Teachers should exit last, turning off all electrical switches, closing the door, and carrying their student roll/grade books. Teachers should direct students to move a safe distance from the building, keeping the class together. Once out, teachers should call roll, and report and missing students to the Headmaster. The “all clear” signal will be one regular bell or notice by the Headmaster.

## SEVERE WEATHER

The signal for severe weather is several short rings of the bell or the Severe Weather siren horn. Teachers should instruct students to move quickly and quietly to the designated hall area and to sit in a crouched position with their heads bent over their knees, covered with a book or jacket. Students must remain quiet at all times in the halls so that communication among the staff members may exist. The “all clear” signal will be one regular bell.

## LOCK DOWN PLAN

In the event of an outside threat, the signal will be given to “lock down” the school. The intercom signal is “**LOCK DOWN.**” All teachers should lock classroom doors, cover the window in the door, close the blinds/windows, turn off the lights, and move students to the interior classroom wall. Designated teachers in each building will be responsible for locking the exterior doors, and checking for students between buildings or in the bathrooms. In the event that students are in any of the following locations, they should be moved and supervised until told otherwise:

1. Lunchroom – move to dressing rooms between lunchroom and gym.
2. P.E. (playgrounds or fields) – move to field house.
3. Gym – move to dressing rooms.
4. Library – remain in the library.
5. Computer lab – remain in the computer lab.

The office should be notified of the location of any students not in classrooms (i.e. those found in bathrooms, or other areas).

## EARTHQUAKE/BOMB THREAT

1. Signal: “Under cover position.”
2. Signal: “All classes report to the football field.”
3. Lead students to the football field and report any missing students to the office.
- 4.

## HAZARDOUS MATERIAL EVACUATION

In the event of a hazardous material spill/leak, the signal will be given to evacuate. The intercom signal is “**EVACUATE.**” Teachers should instruct students to immediately cease all work, leave books on their desks, and follow the exit routes posted in classrooms, walking rapidly. No one should run, push, or talk. Teachers should exit last, turning off all electrical switches, closing the door, and carrying their student roll/grade books. Teachers should direct students to move a safe distance from the building, keeping the class together. Once out, teachers should call roll, and report and missing students to the Headmaster. The “all clear” signal will be one regular bell or notice by the Headmaster.

## INFECTIOUS DISEASE EMERGENCIES

In the event of an outbreak, epidemic, or other infectious disease emergency, the school will follow guidelines from the CDC, American Academy of Pediatrics, and state and local governments. The school will notify families about the outbreak, epidemic, or other infectious disease emergency. Plans will be made to deal with the specific emergency and will be shared with the school family.