

Parent/Student Handbook

2017-2018



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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. We will provide a Christian environment in which our students will 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. We provide a Christian environment in which our students 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. We strive to provide an atmosphere which 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

E-MAIL

generals@autaugaacademy.com

ACCREDITATION

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

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

AUTAUGA ACADEMY SCHEDULE OF CHARGES

Application for Enrollment (non-refundable):

\$120.00 for the first child plus \$50.00 each additional child

Annual Fee K5-12:

First Year: \$600.00

Subsequent Years: \$1,200.00

(this fee can be paid at once or added to monthly tuition)

Textbook Fee 7th-12th - \$100.00

Workbook Fee K5-6th – varies by grade

Activity Fee:

\$175.00 per student grades 7-12

(this fee can be paid at once or added to monthly tuition)

Fundraiser:

\$100-each family must buy or sell one drawdown ticket

Work Assessment Hours:

20 Volunteer hours during the school year or \$400.00/family

Tuition:

Tuition may be paid in different ways (i.e. check, bank draft, credit card) through a tuition management company <https://online.factsmgt.com>

Contact Renee DeRamus at (334) 365-4343 or by email at rderamus@autaugaacademy.com if you have any questions regarding our billing process.

Please refer to the chart below for payment options:

K5-12th Grade

Number of Children	Per Month	Quarterly	Semi-Annual	Annual Cost
One Child	\$400.00	\$1,200.00	\$2,400.00	\$4,800.00
Two Children	\$790.00	\$2,370.00	\$4,740.00	\$9,480.00
Three Children	\$1,150.00	\$3,450.00	\$6,900.00	\$13,800.00
Four Children	\$1,400.00	\$4,200.00	\$8,400.00	\$16,800.00

Extended Care Fees*:

Autauga Academy offers extended child care after school until 6:00 p.m. for K3-6th grade students. Late Pick Up Fees: \$10.00 for every ten minutes after 6:00 p.m.

	Monthly Rate	Weekly Rate	Daily Rate
1 Child	\$100.00	\$45.00	\$10.00
Each Additional Child	\$85.00	\$45.00	\$10.00

*(Subject to change based on enrollment.)

K-3 and K-4:

Registration : \$120.00 for the first child plus \$50.00 each additional child

Tuition: \$3,750/year

02/01/18

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, scholarship and loan programs, 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 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 AdvancED or the National Council for Private School Accreditation (NCPA) 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 nationally accepted 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 through the use of the Resource Center 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.
 - Must enroll in the Student Resource Program for a minimum of 1 visit per week, with the additional cost to be incurred by the student.

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 (the blue form). 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 3 years of age by September 1st 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 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 10th of the month are considered past due and a 10% late fee will be assessed. Additionally, if not received by the 20th of the month 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. Scholarships

1. The Autauga Academy Scholarship Program is offered in order to provide academically qualified students in grades two through eleven an opportunity to attend Autauga Academy during a specific academic year, or portion thereof, tuition free. Scholarships will be awarded to the best-qualified applicant by grade, not to exceed the maximum student load per class as prescribed by the current Board policy
2. The Board of Directors will appoint a scholarship committee. The committee membership will consist of a minimum of three individuals. The chairperson will be an elected Board member. At the chairperson's discretion, the remaining membership may consist of individuals of his/her choosing provided they are foundation members in good standing.
3. The scholarship committee will be responsible for reviewing all applicant families within seven business days of submission of the family's application for the Scholarship Program.
4. The Headmaster will perform an initial interview and make recommendations to the Scholarship committee. Upon completion of the application process, the scholarship committee will provide the Board of Directors with written recommendations at the Board's next regularly scheduled meeting.
5. Upon review, the Board of Directors will accept or decline the scholarship applications by majority vote. If the application is refused, the Board President will notify the applicant family in writing,

- setting forth the reasons for declination. If the application is accepted, the Board President will notify the applicant family in writing and remind them of their responsibilities under the scholarship program.
6. The Board of Directors reserves the right to revoke/terminate any scholarship at any time for cause and will inform the family of the scholarship recipient in writing.
 7. The scholarship program period will be academic year unique and will not cross academic years.
 8. The Board of Directors will require the following documentation/information at the time of application from the prospective applicant:
 - a. A completed, signed scholarship application.
 - b. The official transcript from the most recently attended school.
 - c. Evidence that the applicant has passed his/her grade level entry test.
 - d. Proof of a 50% or higher score on the most recent SAT.
 - e. The most recent report card.
 - f. Evidence that the applicant enters into the program with an overall "B" average.
 - g. Two personal references from the applicant family.
 - h. Verification that the applicant has at least one school-aged sibling enrolled in Autauga Academy or intent to do so based upon scholarship acceptance.
 1. The scholarship program is for new students only and may be offered for those students enrolling for the first time at Autauga Academy. The scholarship may not be offered in conjunction with any other enrollment program Autauga Academy may offer without prior approval from the Board of Directors.
 2. The scholarship committee will report to the Board of Directors at the end of each progress report period and grading period regarding the standing of all scholarship attendees. To maintain scholarship eligibility, recipients must maintain the following during the period of their scholarship:
 - a. Overall "B" average.
 - b. Satisfactory conduct.
 3. Scholarship families will be required to volunteer 25 hours per semester; single parent families will be required to volunteer one-half of the hours of two-parent families. Families will be given the option of choosing to volunteer time or purchase their volunteer time at the rate of \$20.00 per hour. The scholarship committee will provide each recipient's family with a list of volunteer activities.
 4. The scholarship committee will devise an accurate system of record-keeping to account for scholarship family volunteer hours and report to the Board of Directors quarterly regarding the status thereof.

F. Student Sponsorship

1. School families may earn a reduction in their monthly tuition rate by participating in the Sponsor a Student Plan.
2. The monthly reduction in tuition for the sponsoring family is as follows:
 - a. One family - \$50.00 per month deduction.
 - b. Two families - \$75.00 per month deduction.
 - c. Three families - \$100.00 per month deduction.
3. The maximum monthly deduction is \$100.00 for the sponsoring family.
4. The savings for the new and/or sponsored family is half off of foundation fee.
5. All other fees for the school year will be charged to the sponsored family at the regular rate.
6. Upon re-enrollment for the next school year, a sponsored family will be charged the full tuition rate, along with all applicable fees. At this time, the sponsoring family will cease to receive a monthly tuition reduction.
7. The tuition reduction for a sponsoring family will cease immediately upon the withdrawal of a sponsored family during a school year.
8. The Sponsor a Student Plan begins anew each school year.

G. 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, beginning August 1999, will be at least 175 days of instruction exclusive of privilege days, in-service days, teacher workshops, and holidays, as established by the Alabama Independent School Association and State Department of Education.
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 145 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 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.
6. 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.
7. 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 performance checklist is used to evaluate students in K-3, K-4 and K-5 four times a year. A student must complete 75% of the critical skills portion 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 64 or below in reading, math or language.
3. If a student in grades K-5 through 8th 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 K-5 student starts K-5 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. The yearly average for grades seven and eight will be the average of the two semester grades.
5. For grades nine through twelve, each semester grade stands on its own.
6. Ninth grade homeroom classification is based on passing the eighth grade.
7. Tenth grade homeroom classification is based on having earned six credits.
8. Eleventh grade homeroom classification is based on having earned a total of twelve credits.
9. Twelfth grade homeroom classification is based on having earned a total of nineteen credits.
10. Students who fail one course will be allowed to take that course in summer school. Students who fail two courses may take them during summer school, and enter the next grade on academic probation. Students in grades seven and eight who fail three or more courses must repeat the grade.
11. Double promotion or acceleration is not allowed in grades K-12.

D. Graduation Requirements

1. All credits earned toward graduation must be earned in grades nine through twelve and in compliance with state and AISA requirements.

2. Twenty-six credits are required for graduation as follows:

English	4 credits
History	4 credits
Math	4 credits
Science	4 credits
Physical Education	2 credits
Electives	<u>8 credits</u> (10 credits possible)
Total	26 credits (28 credits possible)
3. The Headmaster, with Board approval, may also include additional required courses for graduation.
4. 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.
5. A course (or courses) in Health Education is recommended for junior and/or senior high students as an elective with appropriate credit granted based on the length of the course(s).
6. 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.
7. 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.
8. 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.
9. Students who do not earn the required credits for graduation will not be allowed to participate in graduation exercises.
10. 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 1st Semester Core Exams with an option to be exempt from electives if grades warrant exemption. To be exempt from taking 2nd 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.
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 ACT 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 course-work.
 - 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 11th and 12th grade students.
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. These credits should include the following courses: Algebra II, Advanced Math or another higher level math course, Physics, and two foreign language credits.
2. Community/School Service Requirements:
 - a. In addition to advanced coursework, students must complete a school/community service requirement of 60 hours.
 - 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 three 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:

<u>English</u>	<u>Math</u>	<u>Social Studies</u>	<u>Science</u>
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 a three day period.
 - 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 7:45 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. Students who are excessively tardy will face disciplinary action by the Headmaster at his/her discretion.
 - c. When a student accumulates 8 tardies in a class, he or she will be referred to the office for detention. Every 4 tardies following, the student will be referred to the office for disciplinary action.
The discipline assigned will be as follows:
 - 1). 8 tardies-2 hours of before/after school detention or work detail
 - 2). 12 tardies-4 hours of before/after school detention or work detail
 - 3). 16 tardies-4 hours of Saturday detention
 - 4). 20 tardies- In school suspension
 - 5). 24 tardies-Out of school suspension
- **Homeroom tardies will handled by office personnel and will accumulate beginning with 4 tardies.
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 note signed by their parents. 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 should respect and care for all school and personal property, including equipment, books, grounds, and facilities. Vandalism or destruction of property is strictly prohibited.
 - d. Students should exhibit respect to all faculty members. Verbal and/or physical disrespect will not be tolerated.
 - e. Students are not permitted to bring any electronic devices without permission from a teacher.
 - f. 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 corporal punishment and suspensions.

- c. Punishment will be adapted to the needs and the backgrounds of students; the assumption being those students with certain kinds of physical handicaps might not benefit from corporal punishment.
 - 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 out of the room and a note sent to the parents.
 - 3rd Offense - Student sent to the office and a letter sent to the parents requiring contact with the Headmaster.
 - 4th Offense - One day suspension to be served out of school.
 - 5th Offense - Three day suspension out of school.
 - 6th Offense - Suspension and recommendation for expulsion.
3. Disciplinary Actions
- a. Detention
 - b. Corporal Punishment - bodily punishment. This form of discipline will not be used as a substitute for counseling. Only a faculty member or the Headmaster, in the presence of another faculty member may administer corporal punishment. Corporal punishment will never be administered in the sight or presence of other students.
 - c. 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.
 - d. 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 or Corporal Punishment
- All of the behaviors described below are causes for detention or corporal punishment, 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 of tobacco 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) 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 9 week grading period, will be suspended from all extracurricular activities, including athletics, for a two (2) week period. During this time, the suspended student may not participate in activities or athletics in any capacity (practices, travel to events/games, sitting with the group or team at the event, etc...). 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.

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 16th 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.
- 4.

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 9 week grading period, will be suspended from all extracurricular activities, including athletics, for a two (2) week period. During this time, the suspended student may not participate in activities or athletics in any capacity (practices, travel to events/games, sitting with the group or team at the event, etc...). 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 extra curricular 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. Students may not move vehicles for after school activities or sports practices until after 3:30 pm.

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 participated in leadership programs)	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
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 should respect and care for all school and personal property, including equipment, books, grounds, and facilities. Vandalism or destruction of property is strictly prohibited.
5. Chewing gum is not permitted on campus at any time.
6. The possession or use of tobacco products (in any form), 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.**
7. 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 or the chairperson of the Family Relations Committee. The Headmaster or Family Relations Committee will make recommendations regarding disciplinary action on a case-by-case basis.
8. 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.
9. Students are not permitted to bring any electronic devices without prior permission from a teacher.
10. Due to potential abuses, students are prohibited from using cell phones and other electronic communication devices during school hours. Students are permitted to have cell phones on campus, but they must be **TURNED OFF**. As with other items the school deems inappropriate, the school reserves the right to confiscate these items. Any items that are confiscated will be returned to the student and/or student's parent or guardian at the end of school hours "Only" upon notification to the student's parent or guardian of said student policy violation.
 - *First offense* - cell phone is confiscated, taken to Headmaster and parents are called to come and pick the phone up.

- *Second offense* - cell phone is confiscated, taken to Headmaster, parents are called to come pick the phone up from him.
- *Third offense* - cell phone is confiscated for the remainder of the school year.

11. Street shoes are not permitted on the gymnasium floor.

12. 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, corporal punishment, suspension, and expulsion. All of the following behaviors are causes for **detention or corporal punishment 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 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 7:30 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

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.

Hair-Must be clean, well-groomed, of a natural color and style (no Mohawks, designs cut, etc.) 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. 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.

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 offs, rips, frays, or holes.)

Undergarments are mandatory for both male and female students.

Shoes must be worn at all times and be appropriate to the activity. 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 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.

Bottoms must have a nominal amount of loose fabric. Dresses and skirts should be no shorter than 6 inches above the knee, when measured while kneeling. Shorts should be no shorter than 9 inches above the knee, when measured while kneeling. Wind suits, sweat pants and athletic shorts may be worn, but must be neat and have pockets. Pants or shorts with words on the rear are not allowed. Pants that have elastic bands at the ankle may not be worn. Girls may wear leggings with dresses that meet the dress code. Leggings may not be worn with shirts, tunics, or dresses that are not in dress code. Girls may not wear jeggings or yoga pants. Boys may not wear tights under shorts except on the athletic field/court.

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. Pre-enrollment screening will occur for all new students entering the Academy in grades 7-12.**

All testing will occur through an independent agency selected by the Autauga Academy Board of Directors. The school will bear the expense of testing for those students who test negative. 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 K3-6th grade. 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 \$10.00 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 Extended Care Committee. 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, committee member, 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 September and continues through May. Full monthly payment is due in December to offset non-payment in August. 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, and other athletics as deemed appropriate by the Board of Directors for students in grades 7-12. 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. 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 who have authorized visitors are responsible for their behavior while they are on campus. 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.

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 K3/K4 at any time during the school day. K3/K4 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

Regular Daily Schedule		Jr. High Bell	Sr. High Bell	Activity Schedule A	Activity Schedule B	Activity Schedule C
Homeroom	7:45 a.m.-7:55 a.m.	7:45-7:55	7:45-7:55			
1st Period	7:58 a.m.-8:50 a.m.	7:50-8:42	7:58-8:50	7 th Period	3 rd Period	6 th Period
2nd Period	8:59 a.m.-9:46 a.m.	8:58-9:50	8:54-9:46	6 th Period	2 nd Period	5 th Period
Break	9:46 a.m.-9:58 a.m.	8:42-8:54	9:46-9:58			
3rd Period	10:02 a.m.-10:54 a.m.	9:54-10:46	10:02-10:54	5 th Period	1 st Period	4 th Period
4th Period	10:58 a.m.-11:50 a.m.	10:50-11:42	10:58-11:50	4 th Period	7 th Period	3 rd Period
5th Period	11:54 a.m.-12:46 p.m.	11:46-1:00	11:54-12:45	3 rd Period	6 th Period	2 nd Period
Lunch	12:46 p.m.-1:10 p.m.	11:46-12:10	12:45-1:05			
6th Period	1:14 p.m.-2:06 p.m.	1:04-2:00	1:09-2:02	2 nd Period	5 th Period	1 st Period
7th Period	2:08 p.m.-3:00 p.m.	2:04-3:00	2:06-3:00	1 st Period	4 th Period	7 th Period

Activity schedules will be rotated from time-to-time throughout the school year so that students do not regularly miss the same subjects when the regular daily schedule is interrupted by field trips or ballgames. The office will notify the faculty when a particular activity schedule is in place for the day.

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 **“Teachers, report immediately to the Generals trailer.”** 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.