

# 2016- 2017 Student Handbook



**Crenshaw Christian Academy  
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**[www.crenshawchristianacademy.com](http://www.crenshawchristianacademy.com)**



## **MISSION STATEMENT**

Crenshaw Christian Academy is designed to prepare its average to above-average students to meet successfully the challenges in life. Through spiritual and academic development, limited counseling and extra-curricular activities, CCA provides ample opportunities for students to reach their full potential. It is the desire of all associated with Crenshaw Christian Academy that each student will fulfill all the duties and responsibilities of a Christian citizen.

### **I. STATEMENT OF POLICY**

This handbook is neither a contract nor an offer to contract. Crenshaw Christian Academy (CCA) reserves the right to make changes in objective policies, regulations, fees, and course offerings as circumstances may require.

### **II. PURPOSE**

The primary purpose of Crenshaw Christian Academy is to prepare each student to function in life's activities in a God-honoring fashion. 1 Corinthians 14:40 says, "Let all things be done decently and in order."

CCA will stress academic training heavily and support the spiritual, social and physical training required of the home so that 1 Corinthians 14:40 may be a reality in each student's life.

### **III. ADMISSIONS POLICY**

Students enrolling at CCA and their parent(s) agree to abide by the policies and educational philosophy practiced by CCA. When applying, the prospective student and parent(s) will be required to accomplish the following before his first day of class:

1. Be interviewed by the Headmaster.
2. Submit properly completed application forms.
3. Read Parent-Student Handbook
4. Sign or provide the following forms:
  - a. Records released from previous school(s) for evaluation by the screening committee
  - b. Birth and vaccination certificates
  - c. Copy of latest report card; or if transferring during the school year, a grade withdrawal form
  - d. Social Security number
  - e. Admission application and contract
5. Meet the age requirements, based on 6 years by September 1 to enter first grade, and the ability to carry the academic classes, based on entrance evaluations.
6. Must be a candidate for graduations from transferring school, (having an acceptable score on all standardized tests) and meet the CCA requirements for graduation whether entering as a junior or senior.
7. Must not be in attendance or recommended to attend alternative school.
8. Upon acceptance, pay the Foundation and Registration fees.

**NOTE: A STUDENT CONVICTED OF A FELONY WILL NOT BE ADMITTED TO CCA. A STUDENT MUST BE IN GOOD STANDING IN ACADEMICS AND CITIZENSHIP FROM PREVIOUS SCHOOL(S) AND BE OF GOOD MORALS AND HIGH ETHICAL STANDARDS.**

### **IV. PHILOSOPHY AND OBJECTIVES**

Crenshaw Christian Academy was founded to fill a void in the spiritual and academic education of students in Crenshaw County, Alabama. It was believed that the school should be an extension of the Christian home and church and help to preserve those things in our society that further the cause of Jesus Christ. CCA should serve as a fortress for good in a changing world which is beset with a multitude of disruptions and negative influences.

CCA is designed to train its students to meet successfully the challenges of life. Through spiritual and academic training and extra-curricular activities, students will develop to their full potential. It is the desire of all associated with CCA that each student fulfills all the duties and responsibilities of Christian citizens.

## **V. ACADEMIC INFORMATION**

**CCA** stands for quality education, and we will never be satisfied with less than the best.

### **A. FACULTY**

The Headmaster of CCA selects all teachers for their spiritual, moral, and academic qualifications. Each teacher is dedicated to Christian education and has a genuine love and concern for boys and girls. We consider our faculty one of the greatest assets to our total educational program.

### **B. CURRICULUM**

A BEKA textbooks published by Pensacola Christian College are used in the elementary school. In the high school, the advanced curriculum is designed to meet the requirements of major colleges. We offer two paths for students in high school, the standard diploma and the advanced diploma, both are geared toward preparing all students to be ready for entrance into college.

### **C. HOMEWORK**

Homework is given to students to develop mental discipline, to provide practice in new skills, and to reinforce previously learned material. Homework assignments are the responsibility of the student. If your student seems to spend excessive time doing homework, a conference with the teacher is in order.

### **D. FIELD TRIPS**

Field trips will occasionally be scheduled as an extension of classroom learning. A permission form may be sent in addition to the release form. Each child is expected to participate. If he does not, the rules governing absences and unexcused work will apply. All rules in the handbook apply since the field trips are an extension of the class; behavior and dress must be representative of CCA.

### **G. REPORT CARD AND GRADING SCALE**

It is the purpose of the report card to inform the parents or guardian of the progress a student is making in his school work. At the end of each nine weeks period, the students are given scholastic grades. These reports must be taken home for the parents' inspection and signature. Parents are urged to consider carefully these reports and to read the explanations and notes found on the cards. The scholastic advancement of the student is indicated by the following effective 1997-1998:

A-Excellent	90-100
B-Good	80-89
C-Fair	70-79
D-Poor	65-69
F-Failure	below 65

Semester averages begin with grade 9, while other averages are on a whole year basis. In grades 7 and 8, the average must be at least 65 to constitute a passing grade in a subject. In grades 9-12, the average grade each semester must be at least 65 in order to pass. Examinations are given at the end of the semester to grades 8-12. The examination grade is weighted 20 percent of the semester average in a course. Absence from and examination is excused only in the case of serious illness or family emergency. Other exams which necessitate rescheduling must have the approval of the Headmaster and will incur a \$50 fee.

### **H. HONOR ROLL**

The honor roll is made up of students who have made all A's and all A's and B's. Students must have an S in conduct to be listed on the all "A" honor roll. In order to make the A and B honor roll, students must not have below and N (needs improvement) in conduct.

## I. PROGRESS REPORTS TO PARENTS

At the end of the fourth week of each reporting period, progress reports are to be sent to the parents:

1. If the pupil's work has taken a definite drop
2. If the pupil has been continuously misbehaving/conducts referrals also
3. If the teacher deems it necessary.
4. If the teacher feels it is important to point our advancement.

## J. GRADUATION REQUIREMENTS FOR HIGH SCHOOL

Each student who graduates from an AISA accredited school will at least meet Alabama State Department of Education course requirements for an officially sanctioned state diploma, which can be found at [www.alsde.edu](http://www.alsde.edu). AISA diplomas are awarded upon completion of the requirements for one of the State Academic Diplomas or upon the completion of the AISA Minimum Diploma Requirements or the requirements for the AISA Advanced Honors Diploma. ALSDE occupational and/or technical diploma options are not allowable under AISA Graduation Guidelines. The AISA Advanced Honors Diploma is strongly recommended for college preparatory students in AISA accredited schools.

### Diploma Options

AISA Standard Diploma Requirements

Total 24 Units

AISA Advanced Honors Diploma

Total 25 Units

### **AISA Standard Diploma Requirements (24 Units)**

#### UNITS REQUIRED

English Language Arts		<b>4</b>
Four credits of English 9, English 10, English 11, and English 12		
Mathematics		<b>4</b>
Must include the following:		
Geometry	1	
Algebra II	1	
Science		<b>4</b>
Must include the following:		
A life science	1	
A physical science	1	
Social Studies		<b>4</b>
Physical Education		<b>1</b>
Health		<b>.5</b>
Fine Arts		<b>.5</b>
Computer Science		<b>.5</b>
Electives		<b>5.5</b>
<b>TOTAL</b>		<b><u>24</u> Units</b>

## AISA Advanced Honors Diploma (25 Units)

### UNITS REQUIRED

English Language Arts		<b>4</b>
Four credits to include advanced levels of English 9, English 10, English 11, and English 12 Note: All must incorporate a heavy emphasis on research and writing.		
Mathematics		<b>4</b>
Must include advanced level of:		
Algebra II with Trigonometry	1	
Pre-Calculus	1	
Science		<b>4</b>
Must include advanced levels of:		
Biology	1	
Chemistry	1	
Additional life and or physical science	2	
Social Studies		<b>4</b>
Physical Education		<b>1</b>
Foreign Language		<b>2</b>
Health		<b>.5</b>
Fine Arts		<b>.5</b>
Computer Science		<b>.5</b>
Service (School and/or Community)		<b>.5</b>
Electives		<b>4</b>
<b>TOTAL</b>		<b><u>25 Units</u></b>

### Notes:

1. Subjects taken before ninth grade cannot be counted as units for graduation in any of the three diploma options
2. For credits to be given in laboratory science courses, students must engage in traditional hands-on laboratory activities on a regularly scheduled basis. Science courses in Biology, Chemistry, Physics, Physical Science and Anatomy/Physiology must include the prescribed curriculum and learning activities supported by a traditional textbook and a correlated laboratory manual.
3. Two units of the same foreign language should be taken in the Advanced and Honors curricula; however, when not possible, the local school administrator may allow one unit of one language and one of another.
4. The Fine Arts requirement may be in any of the following areas: Choral Music, Instrumental Music (Band, etc.), Visual Arts, Drama, Speech or Creative Writing.
5. All AISA graduates must complete a four unit English Language Arts Curriculum

that includes heavy concentration in grammar and composition in each course.

American Literature must be studied one year and English Literature must be studied one year.

6. The ½ unit Service requirement in the Advanced Honors Curriculum may be earned by serving the school, other agencies or institutions, and/or the community. A minimum of 75 hours of satisfactory service, documented by the homeroom teacher, will be necessary for the ½ unit to be earned.
7. A student cannot be a valid candidate for graduation unless he/she is continuously “on-roll” according to State and AISA attendance regulations during the school year preceding graduation. Exceptions must be in writing to AISA office.
8. Member schools are not authorized to issue diplomas based on completion of the GED or other types of examinations or on the completion of any given number of years of schooling.
9. Subjects taught by tutors will not be counted toward AISA graduation requirements.
10. Credits earned toward graduation in a summer school program must be from a program that is approved by the State Department of Education, *AdvancED*, *NCPSA* and/or sanctioned in writing by AISA office.

#### **K. GRADUATION RANKING**

1. Valedictorian and Salutatorian ranking will be determined by using the numerical averages of the required core subjects for grades 9 – 12.
2. Sixth grade graduation will select VAL and SAL in the same method.
3. Honor recognition will be given to those students that maintain a 90 or better average without rounding.
4. Students must have been a student at CCA for 2 years prior to their senior year in order to be selected as VAL or SAL. In high school this includes 10<sup>th</sup> -12<sup>th</sup> and in 6<sup>th</sup> grade it includes 4<sup>th</sup> – 6<sup>th</sup> .

#### **VI. DISCIPLINE**

**CCA** students are expected to exhibit a pattern of conduct consistent with ideals of the school representing Christian principals. The goals of the disciplinary system are twofold. First, is the correction of behavioral problems and prevention of recurrence, and second is to encourage the development of self-discipline and personal responsibility.

The trait of self discipline is very important to the school and its founding fathers. A significant aspect of self discipline is that it is demonstrated by correct action on the part of the student at all times, even when someone in authority is not present. The purpose of this Handbook is to help the student achieve self discipline; that is, this Handbook explains the punishment for incorrect behavior so that the student will fully understand what is expected of him if he fails to understand a “pattern of conduct consistent with the ideals of the school representing Christian principals.” At the same time, this section is a standard for punishment that will be fair and consistent. Judgments made by the faculty and administration will seek to do what is appropriate under a particular circumstance at hand. Consequently, it is of primary importance that students and parents accept these judgments and work toward correction.

The following levels of disciplinary action represent the general scope of measures available under normal circumstances according to particular offenses:

1. Tutorials
2. Work detail
3. Detention
4. Saturday detention or work detail after school
5. Corporal punishment
6. At-home suspension or In-school suspension
7. Behavioral probation
8. Dismissal from school (Expulsion)

## **DENTENTION/WORK DETAIL**

1. Assignment to Detention Hall may be made by the teacher for the following:
  - a. Continued violation of school rules and policies specified elsewhere; chewing gum, eating candy in class, bringing food and drink into the classroom without permission.
  - b. Continued disturbance of classes, study hall, chapel programs, etc.
  - c. Deliberate tardiness to any class period. Other behavior exhibiting disobedience or disrespect.
2. At least one day's notice will be given when Detention Hall is required.
3. Detention Hall will be scheduled after school once a week.
4. Students are to read, study, or to do other work if directed, but not to talk.
5. If a student is tardy to detention hall without an excuse approved by the administration in advance, he will be assigned additional time.
6. If a student misses detention hall without an excuse approved by the administration in advance, he will be assigned additional time.
7. Detention Hall has priority over any other school functions.
8. Detention Hall will be excused only for illness, injury, accidents, or medical or dental appointments. Excuses must be written or telephoned by parents.
9. Saturday Detention/Work detail after school will be scheduled for repeated violations.

## **CORPORAL PUNISHMENT**

1. Corporal Punishment may be employed by the administration or its representative in the office in the presence of an adult witness when the administration judges that any student failed to respond to other corrective measures or in case of continued disrespect or disobedience, rebellious attitude, fighting, improper language, bizarre, improper actions, deliberate damage to property, etc.
2. If the parents have asked in advance that corporal punishment not be employed on their child, then another form of discipline commensurate with the offense will be employed – Suspension or Saturday Work Detail. Please complete the appropriate blanks on the RELEASE FORM if there is a medical reason that your child should not be paddled.

## **SUSPENSION AND DISMISSAL**

Crenshaw Christian Academy has a commitment to its school families to maintain a Christian atmosphere that is conducive to learning. It is school policy that if a student displays behavior and attitudes which are detrimental to the progress of the school, then a suspension or expulsion may be required to remove the student from the school environment either for a short time or permanently.

Suspension is defined as corrective action taken by the Headmaster because of the student's behavior which was in violation of the school's standards. Suspensions may vary in duration from one to seven days, usually depending on the time needed to communicate with parents and to achieve their cooperation in finding solutions to the problem. The Headmaster will notify the parent or guardian of the suspension at the time the action is taken and will schedule a conference for the parties involved.

The authority to suspend a student is vested in the Headmaster. It is understood that Dismissal will be reserved as a last resort after careful consideration of the Headmaster and members of the Board. Any student who is dismissed will not be readmitted to school for the balance of the current semester plus the following semester. Those returning to school after dismissal will return on a probationary status for one semester.

## **BEHAVIORAL PROBATION**

A student placed on behavioral probation will be dismissed from school in the event that he is guilty of a significant violation of school policy or rules in the judgment of the Headmaster.

## **SUSPENSION OR DISMISSAL FROM SCHOOL**



The educational purpose of CCA is accomplished in a climate of student behavior which is socially acceptable and conducive to the learning process. Student behavior which disrupts this process or infringes upon the rights of others will not be tolerated.

1. Dismissal from school is necessary when there is a deliberate and flagrant violation of the basic character of the relationship between the student and the school established by the school policy, in the absence of extraordinary mitigating circumstances.
2. A student may be suspended or dismissed from school for the following:
  - a. Use or possession of alcohol, tobacco, or drugs in any form at school, or any school function
  - b. Deliberate destruction or property
  - c. Stealing
  - d. Continued cheating
  - e. Continued improper language, fighting or violence toward school employee or student
  - f. Persistent refusal to submit to and cooperate with the authority of the school
  - g. Violation of the terms of behavioral probation
  - h. Continued evaluations by the faculty that the student exerts detrimental influence on fellow students
  - i. Possession of a gun, knife or weapon
  - j. Possession of a cell phone, pager, radio or CD player in class
  - k. Other offenses deemed necessary by the Headmaster
3. In some cases, there are circumstances that may indicate measures other than dismissal in the discretion of the Academic Committee, which may be specified in school policy.
4. The Board of Directors will be notified on all cases of dismissal.

**NOTE TO ADMISSION AND DISMISSAL POLICIES:  
A STUDENT CONVICTED OF A FELONY WILL NOT BE ADMITTED TO CCA. A STUDENT CONVICTED OF A FELONY WHILE A STUDENT AT CCA WILL BE DISMISSED.**

## **VII. COMPLAINTS**

It is inevitable that during the course of your child's school life at CCA, there will be a complaint regarding some situation that occurs at school. It is important to you and to us that these situations be handled correctly. Please take any questions to the teacher involved. You should set up an appointment or conference through the office and handle the complaint with a face to face dialogue. Attempting to settle a complaint over the telephone with the emotions of the moment almost never achieves lasting results. Any situation involving your child is important and should the problem not be resolved, the Headmaster will request a conference with the Board of Directors if the parent so desires.

It is requested that parents and students not call teachers or board members at their homes, but call the school office for an appointment.

## **VIII. DRESS CODE**

Even though the enforcement of this policy is focused primarily on grade seven through twelve, elementary grades should use it as a guide for their own dress and appearance.

### **Female Students**

1. No short shorts, miniskirts, tank tops, **jeans with holes**, and tight fitting clothes.
2. Shorts and skirts should be no shorter than 4 inches above the knee.
3. Sundresses or tops with 2 inch straps may be worn.
4. No revealing tops should be worn.

5. All tops should either be tucked in or efficiently cover bottoms (raise your arms to see if the top covers your bottoms and you cannot see skin).
6. Undergarments and skin should not show while seated or while reaching up.
7. Darker undergarments should not show through lighter-colored clothing.
8. T-shirts should not bear logos of bars, grills, suggestive or lewd sayings or profanity, or advertise alcohol, tobacco or drugs in any way.
9. Only CCA T-shirts, Collegiate T-shirts (without improper sayings), and T-shirts with brand names such as American Eagle, Hollister, Polo, Old Navy, etc. may be worn.
10. No hats or other head covering, body piercing (except for earrings), tattoos, pants with elastic waist, or sun glasses may be worn.
11. Leggings may be worn if shirt or dress is no more than 4 inches above the knee.

### Male Students

1. Absolutely no facial hair. (razors and shaving cream may be purchased in the office)
2. Hair should not touch the shirt collar and should not be in the eyes or below the ears.
3. No extreme hair color or hairstyles, No body piercings, and No tattoos
4. Shirttails should be tucked in at all times.
5. Shirts should be buttoned at all times.
6. No baggy pants or sagging allowed.
7. **No jeans with holes may be worn.**
8. Belts are to be worn at all times.
9. Longer shorts are acceptable at school.
10. No tank tops, pants with elastic in the waist, hats, or sunglasses may be worn.

**Note: It is impossible to name everything; therefore, anything unacceptable will be left to the discretion of the Headmaster.**

### Punishment for dress code violation:

- 1<sup>st</sup> Offense:** Parents are allowed to bring clothes or you can wear clothes owned by the school
- 2<sup>nd</sup> Offense:** Detention after school
- 3<sup>rd</sup> Offense:** Suspension

## IX. FINANCIAL INFORMATION

The main source of operating income is tuition and fees; therefore, tuition must be paid on time if CCA is to meet school obligations on time. Tuition and fees are billed the first of every month and delinquent if not paid after 30 days. All families pay yearly or on a 12-month plan except for parents of a senior who is their only child enrolled. **The senior's yearly tuition and fees may be divided over nine months instead of 12 to be paid before the senior graduates.**

Report cards and/or transcripts will not be issued when an overdue account exists. If an account is 60 days past due, the financial committee will review the account. **If the account becomes 90 days delinquent during the current semester and no satisfactory arrangements have been made, the child will not be able to enroll the next semester.** The maximum fee allowed by banks will be charged for all returned checks. There is also a \$30 late fee that will be added on the 11<sup>th</sup> of each month that an account is not paid in full. Failure to meet financial obligations may result in dismissal of the student(s). CCA tries to work with those who have unfortunate or unusual circumstances that prevent them from paying tuition on time. If this should happen, please contact the Business Office. However, in order for CCA to keep tuition as low as possible and to continue quality education, we must maintain sound business practices in the finances of our school. The Board of Directors and the Administrators appreciate your understanding and cooperation in this area.

## **X. CELL PHONE**

Students are not allowed to have cell phones in their possession during the school day. If needed after school, phones should be turned off and placed in a basket in the office in the morning and retrieved at the end of the day. This will prevent them from interfering with the school network.

First offense: \$30 fine and student can pick up phone after school.

Second offense: \$30 fine and parent must pick up phone.

Third offense: \$30 fine and student will be suspended the remainder of the day.

Fourth offense: student will be referred for dismissal from school.

## **XI. GENERAL**

### **A. SCHOOL OFFICE HOURS Grades K5 through 12 – 7:30 – 3:30**

School classrooms will be open at 7:30. Children should not arrive on the school grounds before 7:30 A.M. unless they are enrolled in extended day care. Please respect the dismissal time by picking up your child promptly. Lower school will dismiss by 2:55 each afternoon. If you cannot pick up your child within 20 minutes of dismissal, please make other arrangements for care. You may enroll your child in afternoon school care through the school office.

The school office is open daily, Monday through Friday from 7:30 to 3:30 during the school year. The school phone is to be used by the office personnel to conduct school business and communicate to the parents. No student is to use the school phone to make any personal calls. If the student is sick, the office staff will call the parents.

### **B. ATTENDANCE / ABSENTEES / MAKE-UP TESTS**

Believing that regular attendance is absolutely essential to the student's progress, the school expects students to be present every day school is in session. Ten days absent each semester is the maximum allowed during one school year to receive credit for the course, except in the case of extreme illness or injury requiring otherwise. At that time, a decision regarding promotion will be made by the Headmaster and teacher based on the student's illness, ability to do work, and the readiness for the next year.

When a student is absent, it is their responsibility to see the teacher and to ask to make up all work missed. Work that is not made up will be recorded as a "zero". A student who has neither been absent or tardy may exempt that class with teacher approval and an average of 90-100.

The only excuses received for absences will be sickness, doctor's appointment, and funerals. This only applies to classes missed upon check-in. Any other excuses should be authorized in advance by the Headmaster in writing at least one week prior to absence. Unexcused absences will result in a zero for every class missed. Ten absences (not due to extenuating circumstances) per year will result in failure or 3 points off an average for each day after 10 absences.

Following an excused absence, a student has 1 day for each day absent to take a test or complete an assignment that was missed. (This means if you knew you had a test but didn't come to school; you will be required to take it when you return.) The student must arrange with his teacher about when the test can be taken. A student should see the teacher about what he/she missed.

### **C. WITHDRAWAL PROCEDURE**

Withdrawal from CCA must be made through the school office. Books are to be returned to each teacher and the library. No transcript of official records will be sent or given until all financial matters are in order.

If a student voluntarily withdraws from CCA and later wishes to be readmitted, that student will not be allowed to re-enroll during the course of that semester without Board approval for extremely rare circumstances.

**PREGNANCY:** No pregnant student will be allowed to continue school. The student will be required to drop out of classroom activity and will complete home study course until the end of the semester. Fathering a child will also result in removal from school.

**NOTE TO ADMISSION & WITHDRAWAL PROCEDURES: NO MARRIED STUDENTS, PREGNANT STUDENTS, OR PARENTS WILL BE ALLOWED TO ENTER OR REMAIN IN SCHOOL.**

#### **D. TARDINESS**

School begins at 7:55 A.M. any pupil not in his homeroom when the bell rings is counted tardy. A pupil who is tardy will report to the office and secure a pass to enter class. All tardiness will be considered unexcused unless an excuse signed by the student's parent is presented upon the check-in by the student and is approved by the school administration.

Ample time is allowed between periods for changing classes, and students are required to be in their classes on time. If for some unusual reason a teacher holds a student, a written pass must be given for that student to enter class. Unexcused tardiness will result in disciplinary action ranging from detention after school to Saturday school to suspension.

There will be no excuse for tardiness. Each student will be allowed 5 tardies per semester. After the 4<sup>th</sup> tardy, the administrator will request a conference with a parent. On the 6<sup>th</sup> tardy, the student will receive one hour of Saturday school; 7<sup>th</sup> tardy will result in two hours of Saturday school and so on. There will be a fee of \$25 per child per Saturday charged for Saturday school.

#### **E. EXTRA-CURRICULAR ELIGIBILITY**

All students will adhere to AISA and CCA policies regarding eligibility, practice, and participation. If a student is absent from school, he will not practice or participate in extra-curricular activities. Before a student will be allowed to miss class for an extra-curricular activity (sports or otherwise) he/she must be current in all academic work. Anyone with an overdue assignment, such as a paper or make-up test, will not be allowed to participate until the teacher gives clearance. All students participating in any extra-curricular activities are expected to maintain passing grades. All athletes, including cheerleaders, will be required to have a "C" overall average in core curriculum.

Extra-curricular activities are a privilege, not a right. In order to participate, students must follow school rules. Appearance and conduct of participants must be above reproach and not bring shame on parents of Crenshaw Christian Academy. Athletes and cheerleaders, especially, are idolized and admired by younger students and, therefore, must set proper examples in everything they say and do. All athletes will be evaluated every marking period by the faculty.

At school sponsored evening activities, students are not permitted to linger in the parking lot or wander on or off campus. Anyone leaving a dance will not be permitted to return that evening. Students may not go into the parking lot at a social function unless chaperoned. Students are allowed to bring a guest and they are responsible for behavior of the guest at school events. All school rules apply to all, including guests, regardless of the site of the social function.

#### **F. CHECK OUT PROCEDURES**

Absences from class are discouraged. To check out before the school day is over, the student must follow these procedures:

1. Prior approval must be obtained. If a student has a medical appointment, he must present a note to the office before 8:00 A.M., or his parent must call to speak with the Headmaster or secretary. All other check outs must be approved by the office in order for the student to make up any work; otherwise, all unexcused check outs will result in the student receiving a zero for work missed from each class. The student must pick up his CHECK OUT SLIP from the office to take to each

teacher between classes, break, or lunch – he must not interrupt class! After each teacher has signed the slip, he will submit it to the office before departure.

2. The office will keep a record of the daily check outs. All notes, excuses from the doctors, dentists, etc. must be on file in the office.
3. Each parent must check through the office before picking up a child during school.

### **G. SICKNESS**

If a student becomes ill or injured at school, one or both of the parents will be notified. The parent will be expected to come to the school within a reasonable amount of time to sign out the student. If a student is running a fever, it is probably in the student's best interest, as well as others', for the student to go home. Please do not send a student to school with a fever. All children are expected to participate in outside activities during the school day and extended day care.

CCA will promote a healthy, disease-free school environment and comply with AISA policy, local, state, and federal law. Moreover, CCA will protect the rights, privileges, and welfare of the school population in any case of communicable disease.

### **H. MEDICATION**

No medication is to be distributed by school personnel other than prescription drugs brought from home and properly labeled with directions. No aspirin or ibuprofen will be given to high school students.

### **I. EMERGENCY SCHOOL CLOSING**

Any announcement concerning emergency school closing for bad weather, etc., will usually be made on radio/TV stations early in the morning of the day involved. The following is a list of radio/TV stations to monitor:

WLWI-92 – MONTGOMERY  
 WKMX-FM 106.7 – ENTERPRISE  
 WSFA-TV 12 – MONTGOMERY  
 WAKA-TV 8 – MONTGOMERY

### **J. LOST REPORT CARDS**

Five dollars will be charged for duplicate report cards.

### **K. INSURANCE**

School time accident insurance is provided in every student's book fee. This policy is secondary to the family insurance. Insurance for sports is an additional charge to the families of those participating and is mandatory in order to participate.

### **L. LUNCH**

All students and teachers are expected to eat lunch in the cafeteria. On special occasions, lunch may be eaten elsewhere on the grounds. Lunches must be bought in homeroom each morning or brought from home. If lunch is brought during the day, it must be brought to the office. Lunches from home must be in a lunch bag or brown bag (i.e. A pizza box is not acceptable). While in the cafeteria, students must strive to create a pleasant atmosphere. Elementary teachers will sit with their students to help monitor lunch. High school teachers will be assigned weekly.

## **M. VISITORS**

Visitors are always welcome at CCA. However, upon entering the school grounds during the school day, visitors must first check in the school office. It is recommended that those wishing to visit classrooms call ahead for an appointment. Class schedules sometimes make unannounced visits inappropriate.

## **N. LOST AND FOUND**

Books, clothes, athletic gear, and other items found during non-school hours will be taken to the office. Responsible owners may claim these items. This policy is designed to teach the student to be responsible for personal possessions. Items not claimed after by the end of each semester will be donated to goodwill.

## **O. LOCKERS**

Lockers are available for students in grades 7-12. Students must not open another student's locker without permission. If a student puts a lock on his locker, a key or combination must be turned in to the office.

## **P. CARS AND PARKING**

Students who drive a car to school must be 16 or older and possess a valid Alabama driver's license. A copy of the license and insurance must be on file in the office. Student parking is located in the upper parking lot. Seniors may have the first row. Cars are "off limits" during regular school hours. Disciplinary action will be taken if a student is in the parking lot without permission from the Administrator.

Any student driving too fast or showing recklessness on the school campus will have his campus driving privilege suspended. Excessive tardiness may also result in the suspension of driving privileges.

## **XII. CHRISTIAN CONCERNS**

The welfare and progress, academically and spiritually, of your children are the primary concern to CCA. Every policy, rule, and regulation is designed to help the teachers and administrators to operate the school within the stated purpose and to provide students with the greatest opportunity for success.

We trust we can count on each parent and student to pray for and with us at CCA. Your cooperation is needed to make your school one which God will bless.

The greatest assistance parents can give a school is support of the teaching staff. Children never perform to their full potential when parents talk down teachers or publicly confront teachers.

The other side of the coin is that teachers cannot afford to make errors that cause students and parents to think the teacher does not have the best interests of the students as a top priority.

The faculty and the parents must be committed to the pursuit of excellence in all areas of the student's life.

## **XIII. PURPOSE OF A RANDOM PLUS TESTING PROGRAM**

Crenshaw Christian Academy is dedicated to academic excellence and the personal growth and well being of its students. This mission requires a school environment that is safe and drug free in order to maximize the learning potential of its students. Crenshaw Christian Academy wants to demonstrate its leadership and commitment by instituting and innovative drug testing program for students and employees. The drug-testing program is designed to help prevent drug use by students. It is based on principles and a structure that assists youth, rather than punishing students on the first offense. It is intended to empower parents with valuable information for active participation in this assistance.

The Crenshaw Christian Academy Board of Directors approved this random plus drug-testing program March 16, 2005, and this program will be implemented immediately.

## SCOPE OF THE DRUG TESTING PROGRAM

### Student Drug Testing

A student will be tested in grades 9-12 prior to school year beginning each year. The testing schedule will be as follows:

1. **INITIAL TESTING:** Every student in grades 9-12 will be tested at the beginning of the 2005-2006 school year. The testing will take place over the course of three weeks. Thereafter, every student in grades 9-12 will be tested at the beginning of each school year.
2. **RANDOM:** Students will then be randomly tested throughout the school year to achieve a goal of 25% of the student body.
3. **FOLLOW-UP TESTING:** Any student testing positive on the initial test will automatically retest. Also student that is suspected by the Headmaster of drug use will be tested. The second testing of a student testing positive will be at the expense of the parent/guardian.

### EMPLOYEE DRUG TESTING

The program will include drug testing for all employees and board members. The drug testing of employees is part of the overall commitment to create and maintain a drug free school. All employees and board members will be tested at the beginning of the school year and randomly selected throughout the school year to achieve a goal of 25%.

### TESTING METHOD

Hair analysis has been selected as the method of testing. A licensed clinical laboratory (Psychedmedics, Inc.) will perform the analysis of all hair samples. Psychedmedics, Inc. uses a patented sensitive technology (radio immunoassay) to screen hair specimens. All samples that are positively identified through the screening analysis are then confirmed through gas chromatography/mass spectrometry. Each hair sample will be analyzed for five drugs: cocaine, opiates, marijuana, methamphetamine, and PCP.

The major advantage of hair testing over urine testing is that it greatly expands the detection period following the use of an illicit drug. Every ½ inch of hair represents approximately 30 days of drug use history. A standard hair analysis will provide detection of the 90 days prior to the hair collection. Hair specimens are also more difficult to adulterate than urine specimens. Collection of hair is less intrusive and embarrassing than urine.

### HAIR COLLECTION PROCEDURES

1. The student, employee and/or board member will be assigned a unique identification number. Trained staff and/or personnel will perform the hair collections using full chain of custody procedures. A designated Crenshaw Christian Academy employee member and Headmaster will be the only people privy to these identification numbers. This number will be entered on the hair collection kit and will protect the identity of the individual being tested.
2. A sample of hair (approximately 60 strands) is cosmetically cut at the scalp from the crown of the person's head. Persons with insufficient head hair will have body collected, such as arm, leg or underarm hair. The sample will be sealed by the Crenshaw Christian Academy employee collector and initialed by the tested person under chain of custody procedures to ensure correct identification of the hair sample and the results. The sample will be mailed to Omega Labs. Results will be returned to the school in a secure and confidential manner within 2-3 days. Appropriate action will be taken if the student deliberately tries to avoid this collection process.

### CONTESTING A POSITIVE RESULT

All positive results are confirmed using a highly reliable confirmation technology called Gas Chromatography /Mass Spectrometry. This prevents false positives resulting from other drugs or substances that are ingested. If, however, a person testing positive wishes to contest the result, they may do so within 10 days. They have this option with any hair test; however, the retest will be at their own expense. Crenshaw Christian Academy shall have no liability for any claim arising out of the false positive or an alleged false positive.

### **CONFIDENTIALLY AND DISSEMINATION OF RESULTS**

1. All hair collection and results are identified by the unique individually-coded number. No names are recorded on the collection bag or on the test results.
2. Test results of students will be confidentially provided by Psychemedics, Inc. to the Headmaster. The Headmaster will contact the parent/guardian within 15 days of a positive test. All test results of students will remain strictly confidential between the student, parent/guardian, Crenshaw Christian Academy Headmaster and the confidential counseling program.
3. All test results of employees will remain strictly confidential between the tested person and the Headmaster and the confidential counseling program.
4. No test results of students will be intentionally disclosed to any person or agency beyond the persons identified above (#2) without signed written consent by the parents. Release of test results of students will be requested by the Headmaster for purposes of referral for professional evaluation and possible treatment recommendations.
5. No test results of employees will get disclosed to any person or agency beyond the persons identified above (#3) without signed written consent of the employee for purposes of seeking professional evaluation and possible treatment.
6. While every effort will be made to protect confidentiality, Crenshaw Christian Academy shall not be liable for accidental or negligent disclosure of test results or for discrimination of false information regarding a particular student's test results.

### **CONSEQUENCES OF POSITIVE RESULTS**

1. School personnel will not initiate criminal charges or other legal action based solely on a positive drug test against the student or employee.
2. A student testing positive for the first time will not result in suspension or dismissal from school but only mandatory drug counseling.
3. A designated Crenshaw Christian Academy employee will refer the student who tests positive and the parent/guardian for a substance abuse evaluation through a counselor or community agency. This counselor or community agency will provide recommendations to the family on the type of additional services that are required. If a student or parent/guardian refuses professional assistance, the student will be dismissed from school at that time. A student who has been tested positive and is in a substance abuse program approved by Crenshaw Christian Academy will continue all normal school activities unless directed otherwise by the parent/guardian and or counselor.
4. The Crenshaw Christian Academy Headmaster will refer employees who test positive to a professional substance abuse counselor for evaluation and assistance. All costs for this will be the responsibility of the employee. If an employee refuses professional assistance, the employee will be terminated as an employee of Crenshaw Christian Academy at that time.
5. Students who test positive more than one time during their enrollment at Crenshaw Christian Academy will be dismissed from school. Employees who test positive more than one time will be terminated as an employee of Crenshaw Christian Academy.

### **TREATMENT OPTIONS**

A community agency may provide assessments and referrals for further assistance and treatment to any student who tests positive. Referrals will be made with consideration for the economic resources of the family. Parents/guardians may choose to seek independent resources to provide an assessment of their



child's history and current involvement in alcohol or other drug use. Counselor's progress reports must be submitted to the school on a regular basis in order to determine that the student is in an assistance program.