

Welcome to the Escambia Academy Cougar Family!



*The mission of Escambia Academy is to provide a solid foundation through a quality well-rounded educational experience in a safe, Christian environment, supported by a fully accredited academic program that is financially viable while dedicated to the students' intellectual and personal growth and development.*

*The Escambia Academy Board of Directors reserves the right to amend this handbook as deemed necessary at any time.*

**2016-2017  
Escambia Academy Rules and Policies**

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# ESCAMBIA ACADEMY RULES AND POLICIES

## I. ADMISSIONS

### A. General Admissions

At least one parent or guardian of any student wishing to enroll at Escambia Academy must first complete and submit an “Application for Admission” form and remit the \$250 registration fee. Applications from non-members will be placed on a priority waiting list until after the end of the pre-registration period for members. After the pre-registration period, if a non-member application cannot be accepted due to class size limitations, the registration fee will be refunded.

For purposes of making application for registration or pre-registration to EA, a “family unit” consists of one adult who has accepted financial responsibility for the expenses of attending EA for their own children and the children of their spouse who are living in the same household as the financially responsible adult. Each “family unit” must make a separate application for admission or pre-registration, accompanied by payment of the respective fees.

The Headmaster and the Recruitment and Admissions Committee of the Board of Directors will review the application and conduct an interview with the prospective students and their family.

A final decision will be made concerning the student’s actual admission to Escambia Academy following the receipt of all required documents and fees. Any new students in grades 8-12 enrolling will be required to be drug tested by our agent prior to admission. Please refer to page 15 Student Drug Testing policy.

Escambia Academy admits students without regard to race, color, gender, religion or national origin.

### B. Pre-registration

In early spring (dates to be set annually by the Board of Directors) an in-house pre-registration will be held for member families. During this pre-registration period, current EA families are given the opportunity to register their students for the upcoming school year before registration is opened to the public. All accounts must be up-to-date in order to qualify for pre-registration. In the event that during this pre-registration period there are more registrations for any particular class than the maximum class size limits permit, first priority will be given to those students who are properly registered and currently attending EA in the proper grade. Any openings remaining in the class will be filled in the order determined by the Board of Directors. Any in-house registrations that cannot be accepted due to the class size will be put on a waiting list in the order in which the applications were received.

At any time designated by the Board of Directors applications may also be accepted from non-member families, along with the appropriate registration and testing fees. These applications will be placed on a “priority waiting list,” and will be processed immediately after the close of the pre-registration period. At that time non-member families on the priority waiting list will be admitted, as space is available. Once a student has been accepted the registration fee is non-refundable. If a space is not available for a “priority wait list” applicant, the registration is refundable in the event that the applicant does not remain on the “priority wait list.”

### C. Student Re-evaluation Policy

Any student who has been suspended for any reason during the school year will require the approval of the Board of Directors prior to re-enrolling for the subsequent school year.

### D. Class Size

Enrollment at Escambia Academy is limited. Escambia Academy believes that small classes are conducive to optimum learning. Class size limits are as follows:

K-4 kindergarten: (23); K-5 kindergarten: (20); Grades 1-5 (24); Grades 6-12: There is no maximum grade size but no individual academic class may have more than 28 students. The Headmaster and the Board of Directors will consider double sectioning a grade when the number of students on the waiting list indicates that such action would be financially feasible.

## **II. RELIGION**

While Escambia Academy is not a church-sponsored school, it does strive to provide a Christian atmosphere for all of its participants. Every class has a daily devotion during homeroom. In most cases, this routine consists of prayer, Bible reading, and/or a devotional. Escambia Academy has a Fellowship of Christian Athletes Club and other Christian groups, which serve to further this goal. Escambia Academy also holds chapel each week. All students are required to attend along with their teachers at the designated time.

## **III. VOLUNTEERS**

### **A. Homeroom Mothers**

The Homeroom Mothers help to coordinate many of the activities at Escambia Academy. They are active in raising funds to provide materials and equipment not available through the regular operating budget, they provide the workers for the concession stand at home football and basketball games, they support many volunteer activities, and they are responsible for all school-related class parties.

### **B. VIP**

These volunteers provide many services on a daily basis for the faculty and staff of Escambia Academy. They arrive at the beginning of each school day and stay until 11:00 A.M. Maintaining the sick room, making copies for teachers, delivering messages, laminating items for staff members, and running off the daily bulletin are among the many services these wonderful people provide. Members are encouraged to participate in this worthwhile program.

### **C. Sports Volunteer Schedule**

Volunteers are essential to enable EA to host sporting events for our students. Organization of volunteers will occur by class as well as by parents of athletes for various sporting events for volunteer service, i.e. concessions. This information is provided in the Registration Packet and will be updated as needed.

### **D. Parent Teacher Organization**

Will enhance and support the educational experience at Escambia Academy, develop a closer connection between school and home by encouraging parent involvement, and improve the environment at Escambia Academy through volunteer and financial support.

## **IV. TUITION, FEES, AND BILLING**

The Parent/Guardian and/or Financially Responsible Party enrolling a student contracts and agrees to pay all tuition and fees for the full academic year. In the event that the student does not attend, withdraws from the school, or is dismissed by Escambia Academy before the end of the school year in accordance with the established school policies, the Parent/Guardian and/or Financially Responsible Party executing the student's registration documentation shall remain obligated for all tuition and fees for the full academic year in addition to late fees, cost of collection, reasonable attorney's fees, or any other cost incurred in the enforcement of Escambia Academy Rules and Policies.

1. Tuition and Fees. The amount of tuition and fees shall be established annually by the Board of Directors. The "New Student Registration Packet" and the "Pre-registration Packet" published each year shall set forth anticipated tuition and fee schedules.
  - A. A Registration Fee shall be charged to each family seeking to enroll a new student(s).
  - B. AISA insurance and membership fees shall be charged and due in full at commencement of the school year.
  - C. Textbook and Materials Fees shall be charged and due in full at commencement of the school year.
  - D. A Bus Fee shall be charged on a 12 month cycle beginning in July – June for each student utilizing bus services. In the event the number of students utilizing the bus services changes, the fee for each student will be adjusted on a pro rata basis to the cost incurred by the school in providing the service.
  - E. Building and Grounds Fees shall be charged to those families who do not participate in scheduled workdays as set forth in Section XXXII. Workday Policy.

F. An Athletic Club Fee shall be charged and due at the commencement of the school year to any family with a student(s) participating in sports/dance/cheerleading in K4-12th grades.

G. A Volunteer Fee shall be charged to any family who fails to appear or have another appear in their place when scheduled to work at a school sponsored event.

H. Additional Fees may be levied as deemed to be in the best interest of the school in the sole discretion of the Board of Directors.

2. Payment. Tuition and fees may be paid in advance or as billed monthly. Students K-4 through 11th paying monthly shall be billed on a 12 month billing cycle commencing on July 1 each year. Seniors paying monthly shall be billed on a 11 month billing cycle commencing on July 1 each year. Checks presented to the school for payment on account will be deposited the day received in the office, or as soon thereafter as practical. Monthly tuition payments are due in the office on or before the 10<sup>th</sup> day of each month no later than 3:00 P.M. A late fee in the amount of \$40 per month shall be charged for every month an account is past due. A \$35.00 service charge shall be charged on all returned checks.

3. Delinquent Accounts. Once an account becomes 60 days past due it is delinquent and the following action is authorized:

A. Enrollment/membership may be terminated by the Board of Directors as detailed in Article II, Section 4 of the By-laws of the Atmore Private School Foundation, Inc.

B. Pre-registration status shall be void allowing applicants on the waiting list to take their place in the class registration order.

C. Student records including, but not limited to, report cards and transcripts shall not be released until all financial obligations to Atmore Private School Foundation, Inc. doing business as Escambia Academy are paid in full.

D. The delinquent account may be turned over to an attorney for collection.

E. The student may not participate in any extracurricular activities once the account becomes 45 days past due. Extracurricular activities may be resumed once the account is made current, all past due amounts are paid or an exception is made by a two-thirds vote of the Board of Directors.

F. Any member receiving tuition assistance will forfeit all rights to assistance for the remainder of the academic year and will be assessed full tuition once the account becomes 60 days past due. Reinstatement of tuition assistance may be approved by a two-thirds vote of the Board of Directors.

4. Non-waiver. Any failure of Atmore Private School Foundation, Inc. doing business as Escambia Academy to fully enforce its rights hereunder shall not be deemed a waiver of its ability to enforce said rights at any time. As a courtesy, reminder notices will be included on the monthly statement when accounts are 30 and 60 days past due. Any failure to provide a reminder notice does not excuse any delinquency or any financial obligation due.

## **V. CHANGE OF ADDRESS**

Any changes of physical addresses, email addresses and/or phone numbers should be given to the office as soon as possible after they occur. This information is especially critical for contacting members in the event of emergencies.

## **VI. ACCIDENT INSURANCE**

The mandatory insurance plan covers all students for treatment of bodily injury as a result of accidents occurring during school time; or when participating in school sponsored and supervised activities, whether at EA or away; when traveling directly to or from a school sponsored activity in a school provided vehicle; and when participating in interscholastic sports, school sponsored and supervised religious services and/or classes of religious instruction.

## **VII. LUNCHROOM**

Convenience Lunches from outside vendors are offered daily. The lunchroom salad bar will be available each day as well as varied a la carte items and drinks. Convenience Lunches will be ordered for a two week time frame. Order forms will be provided approximately one week prior to the date lunches will be delivered. Instructions with each order form should be followed so each student will receive the lunch as ordered either from an outside vendor or from the lunchroom services.

Any group order of outside food may not be brought in to the school except when the Headmaster has provided permission based on planned activities. If a student forgets his/her lunch money he/she will be allowed to eat but must pay the cost of the lunch the following day.

## **VIII. HOMEROOM AND SCHOOL HOURS**

Homeroom is the period from 7:45-7:50AM. Homeroom is used to take roll, fill out admission slips, have devotions, take lunch count, and conduct class business. Any group with an announcement for the daily bulletin should make sure that it gets to the office the day before the announcement is to be made.

Students should not arrive on the campus before 7:15 a.m. Those students arriving at or after 7:15 A.M. and before homeroom (7:45A.M.) shall report to the middle school gym. Dismissal time is 3:00 p.m.: students should also be off campus after 3:25 P.M. unless supervised by school personnel or unless they are involved in an athletic event. Parents and Guardians are advised that EA cannot be held responsible for injury or problems for students if these rules are not followed.

## **IX. INCLEMENT WEATHER**

### **SCHOOL WILL NOT BE DISMISSED DURING A TORNADO WARNING DUE TO THE POSSIBILITY OF GETTING CAUGHT BETWEEN TWO PLACES OF SAFETY.**

Escambia Academy will attempt to announce any closing due to inclement weather over the following radio station: WPFL 105.1 FM (Flomaton), WKRG (Channel 5), and/or by email. Emergencies can be due to weather, a prison break, train derailment, or any other hazard that may threaten the students, faculty, and staff.

## **X. CONFERENCES**

The headmaster, faculty, and staff welcome and encourage the opportunity to meet with students and parents to discuss any concerns or problems. Appointments should be made in advance. Conferences with high school and elementary faculty members can be scheduled during the planning period and before or after school. Conferences should be set up in the office and made at least one (1) day in advance. Two days will be designated on the school calendar for parent/teacher conferences. Before the Headmaster is contacted about any complaint, the matter should first be taken up with the teacher involved. If the matter is not resolved satisfactorily after direct contact with the teacher involved, the Headmaster should be contacted. The Conflict Resolution Committee of the Board of Directors may be contacted if the problem is not resolved after consulting the Headmaster.

## **XI. CONFLICT RESOLUTION POLICY**

### **A. General**

Escambia Academy is genuinely interested in resolving membership complaints or grievances for the betterment of the entire school. When a grievance occurs, an attempt is made to resolve the issue quickly and fairly at the lowest possible level.

### **B. Conflict Resolution Procedure**

1. The member should first discuss any grievance, problem, or complaint with those directly involved in the issue. Most grievances can be resolved in discussion at this stage.
2. If Step 1 has been carried out and the concern cannot be resolved directly between the member and the staff or faculty person, the member may take the concern or grievance to the Headmaster. The Headmaster will meet with the person(s) concerned in the hope that the issue can be resolved at this level.
3. If the member is not satisfied with the Headmaster's resolution, he/she may appeal the decision to the Grievance Committee of the Board of Directors. The member shall place in writing the grievance/complaint and his/her reason for being dissatisfied with the Headmaster's resolution/response. The member and all parties concerned may choose to meet with the Grievance Committee of the Board at a scheduled time to seek a resolution. The

Grievance Committee shall inform all parties concerned of its decision in writing within a reasonable period of time.

4. If the member is not satisfied with the decision of the Grievance Committee, he/she may appeal in writing to the Board of Directors, whose decision regarding the matter will be final.

IT HAS BEEN PROVEN THAT MOST GRIEVANCES/CONFLICTS/PROBLEMS CAN BE RESOLVED AT THE FIRST LEVEL, BETWEEN THE CONCERNED PARTIES.

**Any member who knowingly and willfully defames Escambia Academy, its teachers, staff, or board members may, at the recommendation of the Board of Directors, forfeit their membership privileges, including withdrawal from all classes and forfeiture of any paid tuition. The Board of Directors of Escambia Academy will not tolerate spreading of rumors, petitions or dissension within the membership. Any problems within the school shall be addressed first with the teacher/staff member in question, followed by the Headmaster and finally the Board of Directors. At the request of the member, the Headmaster will attend meetings held between the member and the faculty/staff member.**

## **XII. TELEPHONE USE**

The office telephones are not for use by the students. A student will be allowed to use the office phones only if they are conducting school business or if there is an emergency. Parents and students must understand that forgotten lunches, books, P.E. clothes, and homework are not considered emergencies.

## **XIII. LOST AND FOUND**

All articles of clothing, books, and other materials, which are found on the school campus, should be turned in to the office. Students who have lost items should check periodically for them. Students should put their names in all books and clothing.

## **XIV. ILLNESS**

If a child is injured or becomes ill at school, the office staff or teacher will immediately contact the parent or the emergency contact person indicated on the student's health card. A child who has a fever may not return to the classroom. If a child is sick, he or she should be kept at home to prevent the illness from spreading to his or her classmates. The school may conduct random checks for certain medical ailments such as measles, pink eye, head lice, or any other medical problem that may be readily detectable by visual inspection. Prescription medicines and over-the-counter medications such as Tylenol® can be given to elementary students if a note from the parent is sent to the teacher with the medication. High school students must have a note from the parents attached to the health card giving the student permission to receive Tylenol®. A separate policy concerning prescription medications will be given to each student and requires parental consent.

## **XV. PHYSICAL EDUCATION**

All physical education students in grades 6-12 are required to dress out in an acceptable gym uniform consisting of shirt, shorts, shoes, and socks. The P.E. instructor will inform the students what is acceptable. P.E. students will be graded mainly on dressing out and on participation. It is the student's responsibility to have his/her P.E. clothes at school every day. A student can participate even if he/she forgets P.E. clothes. A student will be excused only with a doctor's excuse or with the P.E. instructor's permission.

## **XVI. EXAMINATIONS**

### **A. General**

Exams are given two times each school year for all students in grades 6-12. A scheduled one and a half hour exam is given at the end of each semester.

### **B. Test Schedules and Weighting**

1. The 6<sup>th</sup> grade will take a cumulative test each quarter. The quarterly test will be averaged with the other grades for that quarter. The 1<sup>st</sup> and 3<sup>rd</sup> quarter tests will be given during regular class time. The 2<sup>nd</sup> and 4<sup>th</sup> quarter tests will be given during the scheduled exam time in December and May. The semester grade will be the average of the two quarters.

2. The 7<sup>th</sup> - 12<sup>th</sup> grades will take a cumulative semester exam during the scheduled exam time. The exam will count 1/5 of the semester average.

3. If a senior has a 90 average for first semester before the semester exam, he or she will have the privilege of exempting that semester exam. Senior students who have a 90 average before the semester exams for second semester will have the privilege of exempting second semester exams.

Underclassmen do not have the privilege of exempting any exams.

## **XVII. UNIFORM DRESS CODE**

Everyone is required to have at least one complete dress uniform except K-4 students. Uniforms are optional for K-4 students. Dress uniforms will be worn on field trips and when deemed suitable by headmaster or teacher. Teachers and/or administrators will make an announcement prior to any event or day that will require the dress uniform. Compliance of the Uniform Dress Code shall be determined in the sole discretion of the Headmaster.

### **DRESS UNIFORM:**

Girls K-5-5th: Plaid jumper or plaid skirt (or skort), short or long sleeved white Peter Pan blouse, white or black socks or tights. Any conservative colored athletic shoe or black or brown leather shoe.

Girls 6-12th: Plaid skirt (or skort), short or long-sleeved solid white button-down collar oxford cloth blouse, white or black socks or tights. Any conservative colored athletic shoe or black or brown leather shoe.

Boys --K-5-12th: Khaki colored uniform style pants, short or long sleeved solid white button-down collar oxford cloth shirt, any conservative colored athletic shoe or black or brown leather shoe. Khaki, brown, black or white socks, black or brown belt.

\*Grades K5 and 1: The students in grades K5 and 1 are NOT required to wear belts.

\*\*No open-toed or open-heel shoes, no Croc-style shoes, no boots

### **EVERYDAY UNIFORM:**

Girls—K-5-5th: Khaki colored or navy shorts, skorts or uniform styled pants, white or maroon polo type knit shirt, white or black tights, any conservative colored athletic shoe or black or brown shoe. Colored socks are acceptable

Girls—6-12th: Khaki colored or navy shorts or uniform styled pants, white or maroon polo type knit shirt, white or black tights. Any conservative colored athletic shoe or black or brown leather shoe. Colored socks are acceptable.

Boys—K-5-12th: Khaki colored or navy shorts or uniform styled pants, white or maroon polo type knit shirt, any conservative colored athletic shoe or black or brown leather shoe, black or brown belt. Colored socks are acceptable.

\*Grades K5 and 1: The students in grades K5 and 1 are NOT required to wear belts.

\*\* No open-toed or open-heel shoes, no Croc-style shoes, no boots

### **OUTERWEAR**

The approved outerwear is a BLACK zip (even the half zip), snap or button front jacket or other Escambia Academy logo apparel as approved by the appropriate organization head and Headmaster.

### **ATHLETIC TEAMS:**

Football: Game day dress will be appropriate polo shirt and uniform pants.

Cheerleaders are allowed to wear their uniforms the day of the ball games.

All other sports (Volleyball, Softball, Track, Golf and Basketball):

Home games: Polo style shirt, with the approved logo specific to the Sport, with everyday uniform shorts or



pants.  
Away games: Dress uniform for girls  
Dress uniform for boys with tie  
Travel outfits may be used in place of school uniform if worn by the entire team and with coach and Headmaster approval.

#### **RULES FOR UNIFORMS:**

1. No logos, insignias, tags or patches displaying a designer name brand will be allowed on uniform pants, or shirts. You may have Escambia Academy embroidered on the shirts. You may have Escambia Academy or the student's name embroidered on the jackets, but it is not a necessity.
2. The plaid skirt may be purchased at the Just for Kids or where ever you can buy A+ uniforms. The number and color for the plaid is the A+ brand wine #4025. The skirt may be pleated or plain.
3. Girls skirts or shorts must be no shorter than the width of a dollar bill above the knee. This applies to in or out of uniform days!
4. Bloomers, panty covers or shorts must be worn under skirts at all times!
5. All shoes **MUST** have a closed toe and a back. No crock/Birkenstock-like shoes! No backless, open toe or shoes with straps! The only shoes that are *acceptable are conservative colored athletic shoes or black or brown leather shoes* may be worn. **NO** other shoe is acceptable. Shoes must be clean, in good repair and neatly tied or fastened.
6. Shirts must be buttoned and tucked in at all times.
7. Socks or tights must be worn at all times!!! This applies to in or out of uniform days! If a student chooses not to wear socks, he/she will be instructed to go to the uniform closet to purchase a pair of socks and the parent's school bill will be charged \$5 per pair!  
**\*All socks must be visible.**
8. Out of uniform days may be announced to include shirts that are school sponsored, i.e., Spirit Shirts, on game day Fridays. Approved uniform pants/shorts/skirts must be worn and shirts must be tucked in at all times.
9. Special dress up days may be allowed in special circumstances, i.e., Homecoming Week.
10. Solid color undershirts or turtle neck shirts may be worn under uniform shirts, but are not required. However, shirts with printing that is legible through the outer shirt may not be worn. If a shirt is worn and the printing can be seen through the uniform shirt, that student will be asked to remove the shirt or be sent to the uniform closet to purchase an undershirt. The cost of this undershirt will be added to the parent's school bill. Also, if a girl chooses to wear an odd colored bra with a white shirt and it can be seen through the uniform shirt, they will also be sent to the uniform closet to purchase an undershirt. White turtleneck shirts may **ONLY** be worn **UNDER** the uniform shirt.
11. Outerwear should **ALWAYS** be worn **OVER** a uniform shirt...either a dress shirt or one of the optional shirts listed.
12. No hoods allowed on any clothing.
13. Uniform pants and shorts must have no more than 4 pockets and must be worn above the hip. Uniforms must be in good repair at all times (i.e....hemmed to not touch the ground, no holes, patches, slits, etc.)
14. Sunglasses are not allowed indoors.
15. Hats are not allowed indoors.
16. No oversized belt buckles will be allowed. The buckle must be in proportion with the belt.

17. Any time there is an out of uniform day, skirts and shorts still have to follow the guidelines above for length. And, shorts or bloomers must be worn under skirts AT ALL TIMES...in or out of uniform days.
18. Piercing is only allowed in the girls' ears. No other piercing will be allowed.
19. No exposed body art (temporary or permanent) on school grounds.
20. Exam days are regular school days, therefore students should dress in uniform.
21. All hair styles must be in keeping with conservative standards as determined by the school administration. Asymmetrical, bi-level, Mohawk, shaved portions, ethnic cuts, V-cuts, rat tails, dreads, corn rows, sideburns below mid-ear, beards, mustaches or artificial hair coloring are not permitted. Boys' hair must be neatly trimmed. Boys must be clean-shaven with no facial hair. Deliberate defiance of this code will be grounds for disciplinary action.
22. The school recognizes that unforeseen problems may occur which make it temporarily impossible for a student to adhere to some part of the uniform code. If this happens, the parent must contact and inform the headmaster immediately of the circumstance necessitating the student's attending class without the proper attire needed to adhere to the uniform policy.
23. If the student is out of uniform, the parent will be called to bring the student the correct uniform. Uniform policy infractions will be handled in the same manner as any other infraction.
24. Uniforms are available locally at Just 4 Kids and the Tot Shop. You may also purchase uniforms at any retailer that carries the specific styles that we require.
25. Graduation dress is traditional cap and gown. Escambia Academy students and staff shall not wear extraneous items during graduation exercises unless approved by the Administration of Escambia Academy. The only acceptable additional items are those honoring Valedictorian, Salutatorian, Beta Club members, and senior presidents of school sponsored organizations. Any other robes, shawls, collars, cords, or articles of any kind will not be worn over, or on, gowns and mortar boards during graduation exercises. Students wearing such articles will not be permitted to participate in graduation ceremonies. Additionally, students may wear only one tassel and only one medal and one cord.

Failure to comply with the dress and behavior requirements for graduation set forth herein shall result in one or more of the following being imposed in the sole discretion of the Headmaster:

1. Exclusion from all activities during graduation week including but not limited to commencement service. Students excluded from graduation activities shall not attend any Escambia Academy graduation activity as a participant or as a spectator. Any such student shall have the opportunity to collect their diploma from the school office on the Monday following commencement provided all other graduation requirements and financial obligations to Escambia Academy are satisfied in compliance with the school policies applicable thereto;
2. Reduction of the student's final cumulative numerical average by ten whole points; and/or
3. A fine in the sum of \$500.00, which shall be immediately due and payable in accord with the financial policy of Escambia Academy.

## **AISA RULES**

The following is a ruling from AISA. The board of directors of Escambia Academy has also adopted this ruling for the students of Escambia Academy for all activities and events.

### **A. Body Art**

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

2. Students may not participate in AISA state level and/or activities with exposed temporary body art which is insensitive, derogatory and/or deemed inappropriate by state officials.

### **B. Body Decorations/Piercing**

Students may not participate in AISA state level events and/or activities with exposed body decorations (piercing). No jewelry or body decorations are allowed at any level in AISA athletics.

### **C. Facial Hair / Hair Styles, etc.**

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 inappropriate hairstyles deemed so by state officials
3. Un-natural coloration of the hair

## **XVIII. DISCIPLINARY MEASURES**

### **A. School Discipline Policy - General**

Every student is expected at all times to keep in mind that his or her conduct should not interfere with others. A student may be disciplined by any member of the faculty or staff whenever necessary. Disciplinary measures will be commensurate with the offense. **The school does have the right to administer corporal punishment as a disciplinary measure** (no corporal punishment applied to K4 students). This policy is in effect on campus during school hours as well as during any school sponsored events on and off campus.

### **B. INFRACTIONS**

#### **Class I Infractions**

1. Gum
2. Eating/drinking in class
3. General disruptive conduct – classroom disruption
4. Tardy to class
5. Failure to return school forms by stated deadline
6. Dress code/uniform violation
7. Loud talking, running or pushing in buildings
8. Horseplay
9. Having a hat, cap or sunglasses in building. They will also be confiscated.
10. Accidental property damage
11. Possession and/or use of any article which disrupts the instruction program (iPad, Walkman, links, games, fireworks, tec.)
12. Use of profanity \*
13. Skipping class on campus \*
14. Possession of a weapon defined as any type of firearm, knife, or any other instrument that in the opinion of the administration is dangerous to an individual student or the student body in general.\*

#### **Results**

1. Conference
2. Work detail or paddling
3. Two days of work detail or paddling
4. Three days of work detail or paddling
5. Four days of work detail or paddling
6. Automatic suspension: Any suspended student will be allowed to make up any work or tests missed during

the suspension. The work will be graded for normal credit. At the end of the nine week grading period, two points per day shall be subtracted from the nine week average of the suspended student. For example, if a student is suspended for one day, the student will have two points subtracted from his/her nine week average. If a student is suspended for three days, then the student will have six points subtracted from his/her nine week average.

7. Refer to Class II
8. \* May result in more severe punishment depending on the circumstances

### **Class II Infractions**

1. Fighting
2. Indecent exposure or pictures
3. Stealing and/or possession of stolen goods – Law enforcement may be notified
4. Possession of controversial literature including obscene, nudity, or pornographic material or literature
5. Possession and/or use of any tobacco product
6. Bullying – verbal or physical assault/harassment toward another student
7. Defiance toward any school authority. This includes disrespect and insubordination to anyone who is employed or who volunteers to work at Escambia Academy.
8. Vandalism – the violator will be held responsible for repair or replacement of damaged property and may be subject to prosecution.
9. Skipping school –
  - A. Not coming to school without parental permission
  - B. Leaving school without signing out through the office
10. Cheating – suspension plus 0 on the work in question

### **Results**

1. Automatic suspension: Any suspended student will be allowed to make up any work or tests missed during the suspension. The work will be graded for normal credit. At the end of the nine week grading period, two points per day shall be subtracted from the nine week average of the suspended student. For example, if a student is suspended for one day, the student will have two points subtracted from his/her nine week average. If a student is suspended for three days, then the student will have six points subtracted from his/her nine week average.
2. Longer suspension
3. Refer to Class III

### **Class III Infractions**

1. Use of any weapon defined as any type of firearm, knife, or any other instrument that in the opinion of the administration is dangerous to an individual student or the student body in general.
2. Extortion
3. Possession or use of drugs or alcohol on campus or at a school function
4. Arson
5. Inappropriate sexual encounters
6. Any physical or verbal abuse toward any school personnel
7. Use of electronic devices while on school property, at school sponsored events, and during school or event hours to transmit, receive, distribute, or share items of sexually explicit or suggestive material.

### **Results**

1. Automatic suspension and may result in expulsion and/or prosecution. Any suspended student will be allowed to make up any work or tests missed during the suspension. The work will be graded for normal credit. At the end of the nine week grading period, two points per day shall be subtracted from the nine week average of the suspended student. For example, if a student is suspended for one day, the student will

have two points subtracted from his/her nine week average. If a student is suspended for three days, then the student will have six points subtracted from his/her nine week average.

2. Automatic expulsion

**\*Suspension of a graduating Senior that occurs the week of graduation will include any graduation activities that fall within the suspension period.**

### **C. Rules for ELECTRONIC DEVICES**

- \* Electronic devices may be kept in the office or a vehicle during the school day.
- \* No electronic devices are to be in student possession during school hours.

### **ACTIONS TAKEN/CONSEQUENCES**

**1<sup>st</sup> Offense – Teacher takes up device and turns it in to office; A student may have their device returned (1) five school days after the device is taken or (2) the next day by paying \$50. For subsequent offenses of the same nature, the number of school days the device is kept and the amount paid will double with each violation.**

### **PROHIBITED BEHAVIORS**

#### **1. Chewing Gum**

Gum chewing in public is considered to be in bad taste. Students are not to chew gum during school hours.

#### **2. Tobacco**

Escambia Academy does not permit the use of tobacco in any form by its students during school hours, while participating in a school-sponsored activity, on the school grounds, or in the school buildings at any time. Any student caught smoking or with any tobacco product tobacco in his/her possession during school hours will be suspended.

#### **3. Alcohol and Drugs**

Possession or use of alcohol or illegal drugs of any kind on campus or at any school function is prohibited. A student in possession or under the influence of alcohol or any illegal substance will be brought to the office immediately for discipline. Any illegal substance found in the possession of a student will be turned over to the proper authorities. A minimum 3-day suspension and possible expulsion will be enforced.

NOTE: In a decision concerning search and seizure, the U.S. Supreme Court, has provided the authority for the search of lockers and automobiles on campus when there is reason to suspect the presence and/or storage of any illegal substance or item.

A student arriving at a school function under the influence of alcohol or any illegal substance (as determined by two or more chaperones) shall be detained by the chaperons and not allowed to enter the function. The student's parents (emergency contact person if parents cannot be reached) will be notified and asked to pick up the student immediately. No person under the influence of alcohol or any illegal substance will be allowed to enter any school function or be allowed on the school campus at any time The definition of an "illegal substance" under this rule includes any prescription medication taken without proper authorization by a physician and/or without the proper parental documentation to school authorities.

#### **4. Cheating**

Cheating in any form is unacceptable and will not be tolerated. If caught cheating, a student will receive an office referral as documentation and be automatically suspended. The student also will receive an automatic zero (0) on the work in question and then the student will be subject to any consequences that follow the regular suspension policy.

## 5. Stealing

Stealing is a crime, which is punishable by law. If a student is caught stealing on school grounds, he/she will be automatically suspended or expelled. Law enforcement officials may be notified of the theft if warranted.

## 6. Property Damage

The walls in the buildings, furniture in the classrooms, library, gym, etc.--in fact, the buildings and whatever fixtures they contain--are provided at a great expense and sacrifice by the students' parents and the patrons of Escambia Academy. Every student is to refrain from defacing or destroying school property. They should also encourage friends and fellow students to care for school property. In the event of willful property damage or destruction by any student, the parent/guardian will be required to pay for repair or replacement of the property damaged or destroyed and the responsible student will also be suspended.

**All textbooks, including consumables, are issued by the school. These books will be the property of Escambia Academy and damage to textbooks books (non-consumables) beyond normal wear and tear will result in damage fees charged to the account of the financially responsible person. Books are to be treated with the same respect and care as other school property. Lost books will be charged at the rate for a new book.**

## 7. Skipping

Any student who reports to school and is absent from class or any school activity without permission from the office or the faculty member whose class is being missed will be punished. Students must have a note signed by the responsible teacher or the Headmaster in order to miss class. Any student who is absent from school without his parents' permission is skipping school and will get an unexcused absence along with an automatic suspension. Any student who leaves school without signing out through the office will be automatically suspended.

## 8. Tardy Policy

Any student not in the classroom at the end of the tardy bell at 7:50 a.m. is considered tardy. The homeroom tardy bell rings at 7:50 a.m. for the elementary and secondary students. Any secondary student should be sent to the office for a tardy pass if arriving after 7:50 a.m.

Students tardy to homeroom for the sixth and subsequent times during the semester will report to afternoon detention from 3:10 p.m. until 4:00 p.m. or must report on the following morning at 7:00 a.m. to serve their detention. If a student does not report at one of these two times, the punishment doubles to two days of detention. More severe punishment will be administered for not attending the two day detention.

Barring extraordinary circumstances and approval by the headmaster, the detention must be served on the days following the tardy.

There are only three excused tardies concerning this policy:

1. A note from the doctor that he student was present at his office for an appointment or illness.
2. Proof that the student was taking a driver license test.
3. Headmaster approval

**\*Notes from parents do not excuse a student from counting toward their six tardies...be on time!**

## 9. Fighting

Fighting on the campus will not be tolerated. Any student in a fight will be suspended.

## 10. Sexual Harassment

Escambia Academy prohibits sexual harassment in any form. Sexual harassment will not be tolerated from students, employees or non-employees, including volunteers and suppliers who have contact with employees and students at school or school sponsored events.

Any student who believes that he or she is a victim of sexual harassment shall promptly report the incident to his or her teacher, coach, headmaster, or assistant headmaster. Such complaints may be filed without fear of retaliation by any employee, peer, or alleged harasser. Any employee who becomes aware of an allegation of sexual harassment of a student shall immediately report that allegation to the school administration.

Complaints and cases of sexual harassment will be investigated and handled promptly. Any student found guilty of sexual harassment shall be subject to disciplinary action according to the findings of the investigation.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when such conduct has the purpose or effect of interfering with a student's school performance or creating an intimidating, hostile, or offensive learning environment at school or a school sponsored event.

Disciplinary action for sexual harassment is at the discretion of the administration according to the severity of the offense and whether it is a first or subsequent offense. Disciplinary action may include any or all of the following:

- I. Office referral
- II. Parental Conference
- III. Mandatory Counseling
- IV. Written or Verbal Apology
- V. Work Detail
- VI. Lunch and/or Break Detention
- VII. In School Suspension
- VIII. Out of School Suspension
- IX. Probation
- X. Expulsion
- XI. Criminal Charges File

#### **11. Card Playing**

Card playing of any type is not permitted on campus.

#### **12. SPORTSMANSHIP POLICY**

ALL STUDENTS AND THEIR FAMILIES ARE EXPECTED TO SHOW GOOD SPORTSMANSHIP AT ALL COMPETITIONS, BOTH ATHLETICS AND ACADEMICS. THIS APPLIES TO BOTH ON-CAMPUS AND OFF-CAMPUS COMPETITION. AT NO TIME SHALL A STUDENT, PARENT OR FAN APPROACH AN OFFICIAL, OPPOSING PLAYER OR COACH. ANY CONTACT WITH SUCH PERSONS SHALL COME THROUGH THE EA COACH, EA ATHLETIC DIRECTOR OR EA HEADMASTER. ADDITIONALLY, EA FANS ARE EXPECTED TO BE BEYOND REPROACH IN COMMENTS FROM THE STANDS DIRECTED TOWARDS OFFICIALS OR OPPOSING COACHES AND TEAMS. ANY FAN EXHIBITING POOR SPORTSMANSHIP THAT MAY REFLECT NEGATIVELY ON EA MAY BE INSTRUCTED BY THE ATHLETIC DIRECTOR, HEADMASTER, COACH OR ANY BOARD MEMBER TO CEASE THE BEHAVIOR OR BE EXCUSED FROM THE EVENT. REPEATED NEGATIVE CONDUCT WILL RESULT IN A FINE OR A BAN FROM FUTURE ATTENDANCE AT SPORTING EVENTS.

IT IS IMPORTANT TO BE AWARE THAT THE AISA STRICTLY ENFORCES THE "GOOD SPORTSMANSHIP" POLICY AT ALL EVENTS. ANY EA FAN IDENTIFIED TO BE VIOLATING AISA POLICY OR SPORTSMANSHIP RULES WILL BE HELD RESPONSIBLE FOR ANY FINES IMPOSED UPON THE SCHOOL AS A RESULT OF THEIR BEHAVIOR. FANS SHOULD ALSO BE AWARE THAT AISA HAS THE ABILITY TO SANCTION OUR SCHOOL AND DISALLOW ANY POST-SEASON PLAY FOR TEAMS AS A RESULT OF UNRULY FAN BEHAVIOR. PLEASE DO NOT ALLOW YOUR BEHAVIOR TO DENY EA'S TEAMS FROM A PLAY-OFF!

#### **13. TV/Video Surveillance Camera Policy**

To provide and maintain a safe and secure environment for students, staff and authorized visitors, Escambia Academy uses surveillance equipment on properties owned and/or maintained by the school. Properties include buildings and grounds as well as vehicles owned and/or operated by the school. Training shall be provided for authorized persons in the use, maintenance, and storage of equipment and tapes, and on applicable laws related to the use of surveillance equipment. All school personnel, students, and parents acknowledge that they are subject to being videotaped while in school buildings, on school grounds and at school events.

#### **XIX. DRUG POLICY**

Escambia Academy is dedicated to academic and athletic excellence, to the personal growth and well being of its students. This mission requires a school environment that is safe in order to maximize the full potential of its students. Escambia Academy is demonstrating its leadership and commitment to the community by instituting a drug-testing program for students, faculty, staff, volunteers and board members.

## **A. Scope of the drug testing policy**

### **1. Student Drug Testing**

All students in Grades 8-12 are subject to drug testing as follows:

- A. **INITIAL TESTING:** 100% of students in grades 8-12 will be tested the beginning of each school year. Initial testing will be conducted over the course of 3 weeks. Any new students enrolling will be required to be tested prior to admission. All costs of initial testing shall be paid by the parent or guardian.
- B. **RANDOM:** Students in grades 8-12 shall be randomly tested throughout the school year to achieve a goal of 50% of students in grades 8-12.
- C. **FOLLOW-UP TESTING:** Any student testing positive on the initial test will be tested periodically in the discretion of the Headmaster and any student that is suspected of drug use will be tested upon the request of the Headmaster.
- D. **REFUSAL TO TEST:** The refusal to take the drug test will result in mandatory dismissal from school.

### **2. Employee/Board Member/Volunteer Drug Testing**

All employees, board members, and volunteers including coach staff, VIP and any other volunteer who assumes responsibility and supervisory care and custody of students on campus or at school sanctioned events on a recurrent basis are subject to drug testing as follows:

- A. **ANNUAL TESTING:** All employees, board members, and volunteers including coaching staff, VIP, and any other volunteer who assumes responsibility and supervisory care and custody of students on campus or at school sanctioned events on a recurring basis shall be tested prior to the beginning of each school year. Initial testing will be conducted over the course of 3 weeks prior to classes beginning each year.
- B. All employees, board members, and volunteers including coaching staff, VIP, and any other volunteer who assumes responsibility and supervisory care and custody of students on campus or at school sanctioned events on a recurring basis shall be randomly tested throughout the school year to achieve a goal of 50% of random testing for all such persons.
- C. **REFUSAL TO TEST:** The refusal to take the test will result in mandatory termination of employment, removal from the Board of Directors, and preclusion from authority as supervision of any students or activities sponsored by Escambia Academy, as applicable.

## **B. Testing Method**

Instant testing has been selected as the current method of testing. Escambia Academy reserves the right to change the method of testing in the future. An outside independent testing laboratory will perform the collection and analysis of specimen utilizing an On-site screening device.

This instant testing method is cost effective, simple and reliable. The instant testing method enables participants to be tested quickly and efficiently, thus returning them to the classroom. All tests are FDA-approved for reliability and quality. Each specimen will be analyzed for a minimum of 7 drugs including alcohol, amphetamine, cocaine, marijuana, methamphetamine, opiates, phencyclidine and/or suspected drugs.

Students, employees and board members will be allowed to verify current medications they are taking which have been prescribed and may explain test results. Verification must be with current prescription bottle. Escambia Academy will consult with a medical review officer for verification of medical issues. The medical review officer will be chosen by the Escambia Academy Headmaster and Board of Directors.

### **C. Confidentiality and dissemination of results**

- 1. All specimen collections and results are identified by a coded number. No names are recorded on the collection bag or on the test results.



2. Test results will be confidentially provided by the independent testing laboratory to the Headmaster/designee. All test results will remain strictly confidential between the individual testing positive, parent/guardian, Headmaster/designee and the confidential counseling program.
3. No tests results will be disclosed to any person or agency not identified above (#2) without signed written consent for the purposes of seeking professional evaluation and possible treatment.
4. All drug testing files will be destroyed upon graduation, termination of employment or end of board and volunteer service.

**D. Consequences of positive results**

1. School personnel will not initiate criminal charges or other legal action against the student or the employee/volunteer based solely on a positive drug test.
2. The Headmaster/designee will refer the individual who tests positive and parents/guardians, if applicable, for a substance abuse evaluation through a licensed counselor or community agency acceptable to Escambia Academy. The counselor or agency will provide recommendations to the family or individual on any type of additional services that are required for successful completion of the program. The students and parent/guardians, faculty member, employee, volunteer and/or board member must seek this evaluation and follow all recommendations. All costs associated with counseling, treatment and periodic testing will be the responsibility of the parents/guardian and/or individual. A student, employee, volunteer or board member who tested positive one time and is in a counseling program approved by Escambia Academy may continue to attend classes and work as scheduled unless directed otherwise by the parent/guardian, headmaster, board of directors, or substance abuse counselor.
3. Any individual refusing to follow the conditions of this policy will be dismissed from enrollment, terminated from employment or removed from the board of directors and volunteer position at Escambia Academy.
4. Any student who tests positive will be immediately placed on probation and removed from extracurricular activities for a period of 60 days. This includes activities for which the student is currently participating and try outs for future activities. The student will submit to testing at the conclusion of the probationary period and will be responsible for all costs related to the testing. After testing negative the student will be removed from probation and will be allowed to resume extracurricular activities. The student will be required to submit to monthly throughout the remainder of the school year as determined by the Headmaster and will be responsible for all costs related to testing.
5. Any student who tests positive and is a recipient of any type of tuition assistance will forfeit said assistance and tuition will be billed in full for the remainder of the academic year.
6. Any individual who tests positive more than one time at Escambia Academy may have the test re-verified from the positive sample at the individual's expense to determine a final result. The student will be suspended from school and the employee/board member/volunteer will be suspended from his/her position during the time period when re-verification results are pending. If the re-verification results in a positive test, the individual will be permanently dismissed from enrollment, terminated from employment or removed from the board of directors and volunteer service. If the re-verification results in a negative test, the student may return to school and complete any work missed. The employee may return to school and will be compensated accordingly for days suspended and the board member/volunteer may return to volunteer service.

*Exclusion to the above consequences is only applicable when a valid, confirmed prescription is presented at the time the positive result is identified.*

A counselor or community agency may provide assessments and referrals for further assistance and treatment to any student, employee or board member who tests positive. Referrals will be made with consideration for the economic resources of the family. Parents, employees or board members may choose to seek independent resources to provide an assessment of their or their child's history and current involvement in alcohol or other drug use. Escambia Academy must approve the program and progress reports must be submitted to the school on a regular basis in order to determine that the student is making progress in an assistance program. At the conclusion of the program, written documentation should be presented to Escambia Academy confirming successful completion or failure to complete the program.

Results of drug tests, other than one pre-approved by Escambia Academy, will not be considered when administering this policy.

There are no appeal rights nor may the Conflict Resolution Policy be enacted.

**E. Self-Referral**

Any student, employee, volunteer or board member who, before being notified that he or she is to be tested, by his or her own free will admits to the Escambia Academy Headmaster that he or she has engaged in drug use and will be required to attend an assessment interview and abide by the suggestions of the counselor or agency. The individual will be tested per the above described Testing Method and comply with the applicable consequences. Refer to Consequences of Positive Results.

**F. Random Property Inspection**

In keeping with the mission of Escambia Academy in providing a safe school environment, law enforcement may at any time inspect the property of Escambia Academy.

**XX. STUDENT OPERATION OF VEHICLES**

**A. Driving**

Driving to school is to be considered a privilege, which can be rescinded when abused. No student is allowed to drive a car on the school campus unless he/she has obtained a valid driver's license. Cars are to be parked in an orderly manner as prescribed and in the appropriate areas. **ONCE A STUDENT DRIVES A CAR ONTO CAMPUS, THE STUDENT IS NOT TO MOVE THE VEHICLE AGAIN UNTIL THE END OF SCHOOL UNLESS AUTHORIZED BY SCHOOL ADMINISTRATION.** Each vehicle a student drives to school must have a registration form completed in the office which includes insurance information, description of vehicle and tag information.

**B. Parking**

Cars are to be parked orderly in the prescribed manner and in the appropriate areas. The appropriate areas are as follows: 1) At the south side of the high school building 2) At the field house 3) On the north side or behind the middle school 4) In front of basketball gym. Cars are not to be moved until 3:00 p.m. unless expressly authorized otherwise by the Headmaster.

**XXI. SENIOR PRIVILEGES**

Each year seniors are granted certain privileges in an effort to prepare them for future decision-making, and in recognition of their maturity, leadership, and service to the school. These privileges will be rescinded individually and collectively if abused. 1) Two off-campus lunches – one per semester 2) College days

**XXII. PROMOTION OR RETENTION**

**A. General**

No student will be promoted with two or more failures per year. If a student fails two grades in a period of four years and fails to pass available summer courses he/she will be reviewed for possible withdrawal.

**B. Elementary**

If there is a failure in any subject an elementary student will not be promoted without a performance review by the teacher and Headmaster.

**C. Grades 6, 7, and 8**

A student in grade 6, 7 or 8 will not be promoted with two or more failures per year.

The following guidelines will apply to 7<sup>th</sup> and 8<sup>th</sup> grade students:

1. Fail English or Math—must go to Summer School for the course failed.
2. Fail English or Math plus one—Must go to Summer School for courses failed.
3. Fail Math or English plus two—Must repeat the grade.
4. Fail two or more that cannot be made up in summer school—must repeat the grade.

**D. High School**

A High School student (grades 9-12) must carry a load of six units each year. Failures must be made up in a summer school program or through an approved correspondence program. **NOTE: Compliance with above standards does not guarantee eligibility to participate in extracurricular activities. See “Academic Requirements” under “AISA Athletic Eligibility Rules” in section XXXIV.**

**XXIII. GRADUATION REQUIREMENTS**

**A. General**

Issuance of a high school diploma from an accredited ASIA school recognizes a student’s successful completion of an approved secondary educational program of required and elective courses designed to meet their needs. Upon successful completion of the prescribed units of course credits as outlined in Graduation Requirements, a student is awarded a diploma of graduation. All graduation fees, tuition, and other charges must be paid prior to the graduation exercises. If a student is deficient in ½ unit and will complete the deficient credit in Summer School, he or she will be allowed to participate in graduation activities. Summer School tuition and graduation fees must be paid in advance of graduation exercises in order to participate in graduation activities. Upon satisfactory completion of all required work in an accredited school, the student will be awarded a diploma.

**B. Diplomas Offered by EA**

Escambia Academy offers three types of diplomas as outlined below:

1. Alabama High School Diploma (Standard Diploma)  
If a student follows the credit requirements and takes a minimum class load for graduation, a student will receive a standard diploma.
2. Advanced Academic Endorsement Diploma  
If a student follows the credit requirements and takes the advanced curriculum, the student will receive an Advanced Academic Endorsement Diploma.
3. AISA Advanced Honors Diploma – Any student seeking this diploma must petition the Headmaster before the beginning of the 9<sup>th</sup> grade in order to earn this diploma.

**\*Students seeking the Alabama High School Diploma with Advanced Academic Endorsement or the AISA Advanced Honors Diploma shall, in addition to the required Biology and Anatomy/Physiology courses, complete two advanced elective courses in the science curriculum.**

**C. Standards**

Each student who graduates from an AISA accredited school will at least meet State Department of Education course requirements for an officially sanctioned state diploma (State Diploma or State Advanced Diploma). AISA diplomas are awarded upon completion of either the College Preparatory Curriculum or the General Curriculum. The following units must be earned for graduation:

1. Alabama High School Diploma (Standard Diploma)
 

English	4	units
Math	4	units *
Science	4	units **
Social Studies	4	units
Physical Education	1	unit
Health	½	unit

Fine Arts	½	unit
Computer Science	½	unit
Lifetime Sports	½	unit
Electives	7	units
<b>Total</b>	<b>26</b>	<b>units</b>

\* Four credits to include Algebra I and Geometry

\*\* Four credits to include Biology

## 2. Alabama High School Diploma with Advanced Academic Endorsement

English	4	units*
Math	4	units **
Science	4	units ***
Social Studies	4	units ****
Physical Education	1	unit
Health	½	unit
Fine Arts	½	unit
Computer Science	1 ½	units
Foreign Language	2	units
Lifetime Sports	½	unit
Electives	4	units
<b>Total</b>	<b>26</b>	<b>units</b>

\* Must include Honors 9, 10, 11, 12 English

\*\* Math must include advanced level of Algebra II with Trigonometry.

\*\*\* Science must include Biology and Anatomy/Physiology and Chemistry.

\*\*\*\* Must include advanced levels of all required Social Studies courses

## 3. AISA Advanced Honors Diploma (on an individual basis – requires approval of Headmaster prior to entering 9<sup>th</sup> grade)

English	4	units*
Math	4	units**
Science	4	units***
Social Studies	4	units****
Physical Education	1	unit
Health	½	unit
Foreign Language	2	units
Fine Arts	½	unit
Computer Science	1½	unit
Lifetime Sports	½	unit
Electives	4	units
<b>Total</b>	<b>26</b>	<b>units</b>

\* Four credits must include Honors 9, 10, 11, 12 English.

\*\* Math must include advanced level of Advanced Algebra I through Pre-Calculus.

\*\*\* Science must include Biology, Anatomy/Physiology, Chemistry and Physics

\*\*\*\* Must include advanced levels of all required Social Studies courses

Summer school courses taken due to a failing grade in an Honors course do not meet the requirement of Honors courses and cannot be used toward the Advanced Honors Diploma.

#### **D. Course Sequence**

Students must maintain a minimum grade of 75 in advanced math and/or science courses in order to take the next level math and/or science course. Conditional acceptance in the next level may be granted after conference with parent, student, teacher, and Headmaster.

#### **E. Graduation Dress**

Graduation dress is traditional cap and gown. Escambia Academy students and staff shall not wear extraneous items during graduation exercises unless approved by the Administration of Escambia Academy. The only acceptable additional items are those honoring Valedictorian, Salutatorian, Beta Club members, and senior presidents of school sponsored organizations. Any other robes, shawls, collars, cords, or articles of any kind will not be worn over, or on, gowns and mortar boards during graduation exercises. Students wearing such articles will not be permitted to participate in graduation ceremonies. Additionally, students may wear only one tassel and only one medal and one cord.

Failure to comply with the dress and behavior requirements for graduation set forth herein shall result in one or more of the following being imposed in the sole discretion of the Headmaster:

1. Exclusion from all activities during graduation week including but not limited to commencement service. Students excluded from graduation activities shall not attend any Escambia Academy graduation activity as a participant or as a spectator. Any such student shall have the opportunity to collect their diploma from the school office on the Monday following commencement provided all other graduation requirements and financial obligations to Escambia Academy are satisfied in compliance with the school policies applicable thereto;
2. Reduction of the student's final cumulative numerical average by ten whole points; and/or
3. A fine in the sum of \$500.00, which shall be immediately due and payable in accord with the financial policy of Escambia Academy.

### **XXIV. VALEDICTORIAN AND SALUTATORIAN**

The Valedictorian and Salutatorian of Escambia Academy shall be the students having the highest academic ranking among those who have attended E.A. continuously for all grading periods from 9<sup>th</sup> – 12<sup>th</sup> grades. This shall be determined at the end of the first semester of the senior year. The Valedictorian and the Salutatorian must be recipients of an Advanced Honors Diploma. In order to qualify for Valedictorian or Salutatorian a student must have taken the most advanced courses available in each subject. Class ranking is used for determining Valedictorian, Salutatorian, and in scholarship consideration.

The top three students of a graduating class will be determined as those college-prep students who continuously for all grading periods completed their 9<sup>th</sup> through 12<sup>th</sup> grades at Escambia Academy and have the highest numeric averages (for grades 9 through 12) in the core courses and foreign language. The more advanced courses will be weighed with preference given to the higher-level courses. ONLY STUDENTS RECEIVING THE ADVANCED HONORS DIPLOMA WILL BE RANKED.

### **XXV. ATTENDANCE**

Students are expected to attend all classes. When absence is due to illness or a death in the family, students may be excused. State Law reads, "Excused absences are as follows: illness, death in the immediate family, inclement weather which would be dangerous to the life and health of the child as determined by the principal, legal quarantine, emergency conditions as determined by the principal, and prior permission of the principal and consent of the parent or legal guardian." For non-emergency absences (as indicated by the State Law), Escambia Academy students may simply bring a written excuse from their parents two days prior to their being absent for any non-emergency reasons, which must be approved by the Headmaster. On the day of return to school following an emergency absence, the student must bring a written explanation, signed by his parents or legal guardian. By State Law, if a student returns to school after an absence without presenting a written excuse from his/her parents explaining the reason for the absence, the absence will be ruled unexcused. A student who has more than 20 absences may not receive credit for the year.

A student may not miss more than ten days per semester in any class for any reason except school functions. Students must complete certain contact hours per class in order to receive credit. Once the contact hours are made up, credit for the class can be given. If a student is absent for more than twenty days per semester in any class, the subject must be repeated in summer school with a satisfactory grade.

Special circumstances involving extended illness or hospital confinement will be considered by the Headmaster and Board of Directors. Students on school-authorized trips are considered to be in attendance. Work must be completed prior to departure, if possible.

For a non-emergency absence to constitute an excused absence, parents must inform the Headmaster in writing prior to the absence. The student will then inform the teachers concerning that absence. It is the responsibility of the parents and students to work out a feasible policy for make-up work prior to an excused personal absence.

Students should consult each teacher concerning make-up work immediately following return to school following an illness or other emergency absence. The time allowed for a student to complete make-up work will be a maximum of 3 days (except in the case of an extended illness). Students will not receive credit for any work missed due to an unexcused absence. If a student does not bring a note from home explaining his absence on the following day, he/she will be given a 3 day grace period with a temporary, unexcused admit slip. If the note is brought and the reason is sufficient, the unexcused absence will be changed to excused. If a note is not brought on the second day, the unexcused absence will stand regardless of the reason. A telephone call from the parents does not take the place of a written excuse. A note must be on file at the office.

Alternative hours may be implemented to allow students to make up hours missed due to unexcused absences and tardiness. A fee will be assessed for participation for alternative hours.

## **XXVI. HONOR ROLL**

### **A. General**

At the end of each nine week period and at the end of each semester, the following honor rolls will be published for grades four and above: A-B Honor Roll, A Honor Roll, and Headmaster's List. In order to qualify for Honor Roll, a student may not have a below average citizenship grade in any class.

### **B. Requirements**

1. All A: Any student who has at least a 90 average in every class or subject or all A's on his/her report card.
2. A-B: Any student who has at least one A and no grade below an 80 in any class or subject or no grade below a B on his/her report card.

## **XXVII. PARENTAL NOTIFICATION OF ACADEMIC PROBLEMS**

Teachers are required to notify parents of those students who have academic problems. This may be accomplished by sending home a major test to be signed by the parents and returned to the teacher. Teachers may call and notify parents if a problem is evident.

**\*Progress reports will be available through the Chalkable portal.**

## **XXVIII. ASSIGNMENTS AND HOMEWORK**

Homework is an integral part of the school program. Each teacher is at liberty to give homework to aid the students in their studies. Therefore, each student is required to complete his/her homework assignments on time.

Homework is given for several reasons:

- A. For reinforcement: Most students require adequate review to master material essential to their educational process.
- B. For practice: Following classroom explanation, illustration, and review of new work, homework is given so that the material will be mastered.
- C. For remedial work: As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.
- D. For special projects: Book reports, compositions, special research assignments, and projects are some of the activities that are frequently assigned as homework.
- E. For preview: to preview new material, usually reading new material, in order to become familiar with what will be taught in class.

Parents need to give full cooperation in seeing that the assignments are completed. Failure to complete homework will affect the student's daily grade, which is a portion of the final grade for the course.

## **XXIX. CHECKING OUT OF SCHOOL**

Any student who leaves the school campus during school hours must check out in the main office. The school strongly encourages parents to schedule routine medical and dental appointments outside of school hours. Teachers should be notified of non-emergency medical and dental appointments as soon as possible. Parents must send written notification of the appointment to the office. If not, the absence will be unexcused. Any student who leaves school during the day for any reason is responsible for all work missed. Tests and work missed during this time must be made up at the discretion of the teacher. Failure on the part of the student to see the teacher at the teacher's convenience upon the student's return to school concerning work missed may result in a zero. All prearranged absences must have work completed before departure, if possible.

**Any student who knows he/she is checking out of school should bring the check-out note to the office before school so it can be placed on the morning report.** This notifies teachers so they won't be looking for the students missing their classes.

## **XXX. VISITORS**

No one is allowed to visit others on campus without first being cleared by the office. Social visitation is not allowed during the school day. An unauthorized visitor will be asked to leave the school campus. The office will issue a visitor pass to anyone who is not a student or school employee for the safety of our students. All parents are expected to check in through the office before entering any school buildings.

## **XXXI. MISCELLANEOUS**

### **A. Lockers**

The school will provide a locker for all students in grades 6-12. Any items on the lockers, floor or other inappropriate place will be collected. The school reserves the right to search student's lockers if necessary to maintain school operations and to protect other students' safety. Students are allowed to place locks on their lockers but must provide the office with a spare key or the combination. Locks may be severed under the supervision of the Headmaster to conduct necessary searches.

### **B. Privacy**

There is no expectation of privacy of personal belongings brought on campus. Lockers, backpacks, purses, vehicles, etc. may be searched in the sole discretion of the Headmaster or faculty member for the safety and well being of students, faculty and administration.

### **C. Parties**

School sponsored parties must be held at school and must have prior approval from the Headmaster. Any off campus parties must be approved by the Headmaster. A certified lifeguard must be at all pool parties.

### **D. Field Trips**

Grades K-4 through 5: 1 Chaperone per 10 Students

Grades 6 through 12: 1 Chaperone per 15 Students

Field trips are planned in conjunction with classroom activities and have a specific objective. The Headmaster must approve all field trips. Permission slips must be completed for each child for each trip. Expenses associated with field trips whether admissions, transportation, or meals, will be the responsibility of the student except in those cases where the field trip is already covered by a class fee. All efforts will be made to keep expenses to a reasonable level.

Students are required to attend all approved field trips. Field trips are considered regular school days, therefore attendance rules (see XXV) will apply to any absence. In addition, any student missing a field trip is required to make-up any work assigned in relation to the field trip. It will be the responsibility of any student missing the field trip to complete any test, quiz, homework, etc. that is assigned in relation to the field trip. In cases of an excused absence, the instructor will allow the student to take any test, quiz, or homework assignment associated with the field trip at a later date, with the instructor having full latitude on the timing of the assignment. If a grade is given a student for the actual attendance of the field trip, the instructor may or may not give an additional assignment related to the content of the field trip in the case of an excused absence. In the case of an unexcused absence, the student will receive a grade of zero for this event.

### **XXXII. Workday Policy**

As an effort to perform cost effective maintenance and repairs to the school's buildings and grounds, parents, guardians or paying members are required to participate in workdays. Rules for workday participation are as follows:

- Parents, guardians or paying members are required to participate in one workday each semester. This will equate to participation in two workdays per school year.
- If a workday schedule conflicts with parents', guardians' or paying members' schedule, they are encouraged to contact the school office. Typically there are available workday tasks both pre and post workday.
- Six man-hours are required per each workday. A minimum of three continuous hours are required per each participant. As an example, four adults working 1 ½ hours each is not acceptable.
- Parental or adult man-hours only count as workday hours. Although students are encouraged to participate in workday, student hours will not be considered as applicable towards workday hours.
- If a new student begins attending school within a time period after the first scheduled workday but before the latter four weeks of a semester, workday participation for that semester remains applicable.
- Workday man-hours will only be applicable towards workday tasks. Special exceptions to this rule may be considered on a case-by-case basis.
- Failure to participate in a scheduled workday or the performing of workday tasks will result in posting a \$250 fee to the member's bill. If participation is partial of six man-hours, billing will be prorated accordingly.

### **XXXIII. AISA REQUIREMENTS FOR ATHLETIC ELIGIBILITY**

#### **A. Bona Fide Student**

1. To qualify as a bona fide student of an ASIA member school, an individual must be enrolled and in attendance for two full school days. To maintain the status, an individual must remain enrolled, sustain regular attendance, and be assigned a typical class schedule, which will allow normal progression toward graduation. In order to compete the day before the official opening day of school, that student must meet the bona fide student criteria of that school on opening day.
2. Any member school in interscholastic competition, which allows the participation of an athlete prior to the official opening day who does not qualify as a bona fide student on the official opening day of school, will forfeit to their opponents any and all games played by the member school while that student was a participant. That school will also be subject to further disciplinary action by the ASIA.

#### **B. Age Restrictions**

1. A student is eligible for Termite competition the entire year if his/her 11<sup>th</sup> birthday falls on or after the first of September and he/she is enrolled in the 4<sup>th</sup> grade or below.



2. A student is eligible for Pee Wee competition the entire year if his/her 13<sup>th</sup> birthday falls on or after the first of September and he/she is enrolled in the 6<sup>th</sup> grade or below.
3. A student is eligible for Junior High competition the entire year if his/her 16<sup>th</sup> birthday falls on or after the first of September and he/she is enrolled in the 9<sup>th</sup> grade or below.
4. Student athletes who will be 19 years of age **prior** to the first of September will be ineligible for ASIA interscholastic athletics.

### **C. Academic Requirements**

All AISA student-athletes must meet the following grade requirements:

1. Seventh grade students must have passed the sixth grade and have been promoted to the seventh grade.
2. Eighth grade students must have passed the seventh grade and have been promoted to the eighth grade.
3. Ninth grade students must have passed the eighth grade and have been promoted to the ninth grade.
4. Seventh and eighth grade students must pass five subjects the first semester in order to be eligible for the second semester.
5. Tenth through twelfth grade students must have passed six new Carnegie units in the previous academic year in order to be eligible for the first semester. NOTE: A minimum of four core curriculum credits must be included in this requirement. Ninth through twelfth grade students may earn and/or retain second semester eligibility by passing 2.5 new Carnegie units during the first semester of the current year. A minimum of one core curricular credit must be included in this requirement.  
Core curricular subjects include: English, history, math and science. A student-athlete repeating any grade will be ineligible regardless of the reason for repeating.

## **XXXIV. SPORTSMANSHIP**

All students and their families are expected to show good sportsmanship at all competitions, both athletic and academic, on campus and at other school or facilities. Individuals displaying poor sportsmanship face the possibility of being banned from Escambia Academy athletic events, both home and away.

### **A. Athletic Programs**

#### **VARSIY ATHLETICS**

##### Boys Sports

Football  
Basketball  
Baseball  
Track  
Golf  
Cross Country  
Weightlifting

##### Girls Sports

Basketball  
Softball  
Track  
Cross Country  
Golf  
Volleyball  
Weightlifting

#### **VARSIY SPIRIT ORGANIZATIONS**

Cheerleaders  
Pep Club

Dance Team

**JR. HIGH SPORTS & SPIRIT ORGANIZATIONS**

Boys Football  
Boys Basketball  
Girls Basketball  
Volleyball  
Golf

Track  
Cheerleaders  
Baseball  
Softball

**PEE WEE PROGRAMS**  
**(Grades 5-6)**

Boys Football  
Cheerleaders  
Basketball\*

**TINY MITE PRPROGRAMS**  
**(Grades 3-4)**

Boys Football  
Cheerleaders  
Basketball\*

\* 1<sup>st</sup> -6<sup>th</sup> graders may participate

**XXXV. FUND RAISING**

All Fund Raising Projects that are on the behalf of Escambia Academy, classes of Escambia Academy, students of Escambia Academy or groups or organizations related to Escambia Academy must be approved in writing by the headmaster to avoid disciplinary actions to the students involved, benefiting from or associated with the fund-raiser.

**Escambia Academy  
Student Handbook  
2016-2017**

Student's Name \_\_\_\_\_

Student's Grade \_\_\_\_\_

My child and I have read the Escambia Academy Student Handbook and will observe its guidelines.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date