

**STUDENT/PARENT HANDBOOK
2011-2012**



Crowley's Ridge Academy

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PARENTS

This school policies handbook has been prepared and designed to give a ready reference to the student rules and regulations at Crowley's Ridge Academy. The enrollment of your child is automatic agreement on the part of you and your child to adhere to these regulations. We hope that it will be useful to you and serve you well. If you have questions at any time about any policy, please call the principal at 236-6908.

MISSION STATEMENT

Crowley's Ridge Academy exists in order to provide young people an opportunity to receive a quality academic education in a Christian atmosphere. Students who take advantage of the CRA experience will find a unique opportunity to excel in the following areas:

SPIRITUAL	Students are guided toward a meaningful relationship with God and His Inspired Word.
ACADEMIC	A strong college preparatory curriculum which challenges the students intellectually and helps prepare them for future jobs, careers and professions.
SOCIAL	A friendly and personal family atmosphere which provides a safe environment that encourages each student to arrive at a sense of self-worth and belonging.
PHYSICAL	A balance of physical education programs which stress the importance of combining a healthy body and healthy mind.

EXCELLENCE IN CHRISTIAN EDUCATION

BOARD OF TRUSTEES

Dr. Brady Allmon	Mr. Harrell Austin	Mr. Chris Gardner
Mr. Todd Gazaway	Mr. Jerry Jetton	Mr. Dwayne Powell
Mrs. Mary Smith	Dr. Jeff Stidman	Mr. Ed Jernigan
	Dr. Randy Carlton	

CROWLEY' RIDGE ACADEMY ADMINISTRATORS

Greg Kinser	Mack Ramsey	Perry Gates
Elementary Principal	Secondary Principal	President

ADMISSION

Crowley's Ridge Academy admits students of any race, color, and national or ethnic origin. The main criteria for the admission of students will be their willingness to accept and abide by the rules and regulations of this institution. They must be willing to accept and strive to follow the teachings of Jesus. They must be of good character and reputation, and in good standing with the previous school. New students entering grades 9-12 must have a minimum grade point average of 2.5 on a 4.0 scale.

When a student is admitted, he/she automatically agrees to submit to the privileges, regulations and penalties (including corporal punishment) of the school. Any student who transfers from another school will be on academic and disciplinary probation for one semester.

ANNOUNCEMENTS

Announcements will be made at the daily chapel assembly. Special notices will be posted on the "news and notes" bulletin board in the high school hallway. Announcements and bulletins from the counselor will be posted in the hallway.

ATHLETICS

Crowley's Ridge Academy is a member of the Arkansas Activities Association. To be eligible to participate in athletics, a student must comply with all AAA eligibility rules and any additional requirements set forth by the school and coach.

CRA provides a fine athletic program for both elementary and high school students. Boys compete in baseball, basketball, cross country, golf, soccer, tennis, and track. Girls compete in basketball, cross country, golf, soccer, softball, tennis, track and volleyball.

Students should attend at least five full class periods on the day of any athletic event in order to participate, unless given permission in advance by the principal or superintendent. A sportsmanship meeting will be held for the parents of all students participating in athletics. Attendance at this meeting by at least one parent is mandatory for the student to participate in athletics.

Golf, tennis, baseball and softball are high school sports that 9th grade students are allowed to participate in. 9th grade students who participate in these sports are allowed to leave school early only for post season play.

ATTENDANCE

In accordance with Act 876 of 1991, Crowley's Ridge Academy complies with compulsory school attendance for students ages 6 through 17 inclusive.

Students are allowed to miss only 8 days per semester without losing credit. Absences will be neither excused nor unexcused. Credit may be withheld when a student exceeds 8 absences in any class. These absences include sickness, parent-approved trips and any other reasons.

Parents will be notified after the 4th and 8th absence in any class. After the 10th absence Juvenile Court will be notified.

All students, after being absent from school, must report to the principal's office before being admitted back to class. The absence will be "allowed" by a note or phone call from the parents.

A student detected skipping the first time will be subject to disciplinary action which the administration feels appropriate. It is considered skipping when the parent(s) think(s) the student is at school and he is not. This may be for a whole day or any part of a day. The second skip will result in expulsion.

A student must report to the principal's office before leaving school for any reason during the school day. Without office approval, the absence will be viewed as an absence or skipping, depending on the circumstances.

A student must report to the office before going to the sickroom. A student in the nurse's office will be counted absent from the classes he misses. A student must be in class a minimum of 30 minutes to be counted present. To receive the Perfect Attendance Award, a student in grades 7-12 must be present in each class, every single day, for at least 30 minutes.

Tardies also hinder achievement, not only of the tardy person, but also of the teacher and other students in the classroom. Because of our small campus, there is no excuse for students not to be able to change classes in the allotted time.

A tardy will be excused only if the student has a note from a teacher. Tardies to first period classes may only be excused with a note or phone call from the parents indicating an excusable reason for tardiness. The administration will make the determination.

CHAPEL

Each student will attend a daily chapel assembly. This program will consist of songs, scriptures, prayers, and any special activity that might be planned. One of the purposes of chapel is to promote leadership as the students take part in planning and participating in the services. Grades 7-12 – All boys are allowed to lead in chapel.

CURRICULUM

The curriculum at Crowley’s Ridge Academy is designed to equip the student with the knowledge essential for a successful experience in college or in his chosen profession. It provides for the intellectual, physical, social, and spiritual development of all students. The curriculum is evaluated annually to determine its effectiveness in meeting the changing needs of the students. The following courses are offered to students in grades 9-12.

<p>ENGLISH (1 credit ea.) 9th English 10th English 11th English 12th English College English</p> <p>SOCIAL STUDIES (1 credit ea.) Civics (.5 credit) World History American History Western Civilization (.5 credit)</p> <p>MATH (1 credit ea.) Algebra I Algebra II Algebra III (.5 credit) College Algebra (.5 credit) Geometry Trigonometry (.5 credit) Pre-Calculus (.5 credit)</p>	<p>SCIENCE (1 credit ea.) Physical Science Biology Chemistry Physics (.5 credit) Anatomy (.5 credit)</p> <p>BIBLE (.5 credit ea.) 9th Bible 10th Bible 11th Bible 12th Bible</p> <p>FINE ART Chorus Horizon KIDS Speech/Drama Art I Art II</p>	<p>ORAL COMMUNICATIONS Oral Communications (.5 credit)</p> <p>ELECTIVE Spanish I Spanish II Annual Staff Journalism Accounting Current Events Business Law (.5 credit) Economics (.5 credit) Computer Applications Psychology (.5 credit) Creative Writing (.5 credit)</p> <p>PHYSICAL EDUCATION (.5 credit ea.)</p> <p>HEALTH (.5 credit)</p>
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Any student taking a combination of Chorus-Horizon or Chorus-KIDS or Chorus-Horizon-KIDS or Art-KIDS will receive a total of one credit for the year. A student must be a current member of Chorus to be a member of Horizon. A student must be enrolled in Chorus or Art to be a member of KIDS.

The Area Vo-Tech School in Jonesboro offers a variety of courses to students in grades 11 and 12.

Three academic credits are given for successful completion of a course. The rules in this handbook apply to students as they travel to and attend Vo-Tech classes.

CUSTODY POLICY

When one parent of a student has custody of the child, a photocopy of the official custody papers must be submitted to the school administrator’s office. When this document is on file, a student will not be released to the non-custodial parent without the permission of the custodial parent. A non-custodial parent may not designate another person to pick up a child without the custodial parent’s consent.

Any non-custodial parent of a student enrolled in Crowley’s Ridge Academy may request to receive a copy of his/her student’s report card, notice of school attendance, name of teacher, class schedules, standardized test scores, and any other records customarily available to parents. This request must be in writing and must include the non-custodial parent’s mailing address. Such written requests must be submitted to the principal.

DAILY SCHEDULE

8:00.....	Main Office Open / Teachers on Duty
8:10.....	Go To First Period
8:15.....	First Period Begins
9:00.....	Second Period Begins
9:45.....	Elementary Chapel
9:45.....	Third Period Begins
10:30.....	High School Chapel
11:00.....	Fourth Period Begins
11:45.....	Fifth Period Begins
12:30.....	Lunch
1:00.....	Sixth Period Begins
1:45.....	Seventh Period Begins
2:30.....	Eighth Period Begins
3:15.....	Bus Bell
3:22.....	School Dismissed

Friday Schedule

High school will go to chapel at 9:45 with elementary.
Third period will begin at 10:15.

ADVANCED PLACEMENT PROGRAM

To allow for more flexibility in the high school curriculum, Crowley’s Ridge Academy juniors or seniors who qualify may apply for certain college courses. High school credit will be given for this work (½ credit per semester). Students may also apply for college credit for these same courses. You may check with the counselor or principal for the qualifying criteria. Students should have a 3.0 overall GPA and a “B” average in the course to be taken off campus. All off campus college classes must be taken after regular school hours. If a student takes a college class on campus, the grade will be recorded on the student’s high school transcript.

DAMAGE TO SCHOOL PROPERTY

It is expected that all damage, even though it is accidental, will be acknowledged by the person involved and reimbursement made to the school. It is suggested that students check with their parents regarding homeowners insurance to see if such damages might be covered by their policies.

DISCIPLINE

The reputation of Crowley’s Ridge Academy is directly related to the behavior of students both on and off campus. Actions that

reflect on the good name of the school will lead to disciplinary action. This rule must be accepted as a part of enrollment in the school. CRA exists primarily for the purpose of making Christ and Christian principles the dominating influences in the lives of its students.

The following actions will not be tolerated by students of Crowley's Ridge Academy:

*The following actions will be cumulative by **semester**:*

1. Chewing gum
2. Excessive talking
3. Running in the halls
4. Tardies

*The following actions will be cumulative by the **year**:*

5. Violation of rules of conduct for school buses
6. Inappropriate language
7. Improper behavior in classroom, assemblies, or athletic events
8. Cheating on homework or tests
9. Petty theft (taking other students' belongings)
10. Profanity (written, verbal or gestures)
11. Willful destruction of property
12. Fighting or scuffling
13. Truancy
14. Insubordination: open and willful disobedience
15. Gambling
16. Leaving campus without proper authorization
17. Tobacco of any form (possession or use)
18. Abuse of student driving and parking privileges
19. Inappropriate display of affection
20. Violation of CRA's dress code
21. Tampering with the computers
22. Students are not to sit at the teacher's desk nor use the teacher's computer.

The following is a list of rule violations to avoid and the penalties for each violation:

Chewing gum, inappropriate language, improper behavior (scuffling, horseplay, mild disruption of class or chapel, etc.):

- 1st offense - warning
- 2nd offense - work detail
- 3rd offense - 1 day after-school detention or paddling
- 4th offense - 3 days after-school detention or paddling

Tardies (per semester):

- 3rd tardy - work detail
- 5th tardy - 1 day after-school detention or paddling
- 7th tardy - 3 days after-school detention or paddling

Severe classroom disruption:

- 1st offense - warning and notify the parents
- 2nd offense - 3 days after-school detention or paddling
- 3rd offense - 2 days in-school suspension

Violation of dress code:

- 1st offense - student will be required to meet dress code return to class.
- 2nd offense - work detail
- 3rd offense - after school detention

A violation of the dress code that involves modesty will be handled as follows:

- 1st offense - required to comply with the dress code - return to class.
- 2nd offense - parents called - student will not be allowed to return until problem is corrected.
- 3rd offense - administration decision.

Improper display of affection:

- 1st offense - warning or notify parents
- 2nd offense - 2 days in-school suspension
- 3rd offense - administration's decision

Cheating:

- 1st offense - zero on work and notify parents
- 2nd offense - paddling or 2 days in-school suspension
- 3rd offense - administration's decision

Disrespect:

- 1st offense - 3 days in-school suspension and apology
- 2nd offense - administration's decision

Fighting, Profanity:

- 1st offense - paddling or in-school suspension
- 2nd offense - 2 days out of school suspension
- 3rd offense - administration's decision

Altering the computers in any manner without authorization, this includes messages, passwords, games, etc.:

- 1st offense - 1 day out of school suspension
- 2nd offense - 2 days out of school suspension
- 3rd offense - administration's decision

The following actions will be handled by the administration on a case by case basis:

- 23. Illegal drugs (possession or use)

24. Drug paraphernalia
25. Sexual immorality
26. Stealing
27. Alcoholic beverages (possession or use)
28. Possession of firearm or weapon on campus

Disciplinary action for the above offenses shall be, but not necessarily limited to, one or more of the following:

1. Detention Hall - after school for 30 minutes
2. Work Detail
3. Parent Conference
4. Non-Participation in extracurricular activities
5. Loss of privileges and/or honors
6. Paddling (no more than three swats)
7. Probation
8. Suspension (in-school or out-of-school)
9. Expulsion

Other disciplinary problems will be handled by the administration using a disciplinary action deemed appropriate.

Handicapped students who engage in misbehavior are subject to normal school disciplinary rules and procedures. In compliance with Act 504, the superintendent has been designated as grievance officer.

Corporal Punishment: Reasonable discipline may include the administration of corporal punishment to a student in the exercise of sound discretion by a certified employee and witnessed by a certified teacher or administrator, provided that corporal punishment shall not be excessive or unduly severe.

Suspension and Expulsion: State laws and State Board Education regulations permit local school officials to expel students who are unwilling to behave in an acceptable manner and fail to abide by school attendance policies.

DRESS CODE

It is important that the school have some regulations concerning dress and appearance of students. The dress and appearance of students should in no way disrupt and impede the maintenance of a proper educational atmosphere in the classroom and on the campus. It should never be of such a nature as to result in distractions of other students. Grooming at CRA will be in keeping with Christian living - clean, well-kept, and modest. The following dress code applies to any school function:

Acceptable Boys' Dress:

1. On conventional dress and sport shirts, only the first button may be unbuttoned unless a second shirt is worn under the outer shirt.
2. Clean Shaven
3. Sideburns must be kept neat and trimmed (no longer than ear length)
4. Boys hair must be clean and neat. It should be no longer than halfway over the ears, and it must be at least the width of the index finger above the eyebrows.
5. Hair should not be so long or full that it attracts undue attention or gives a shaggy appearance, or cut in any manner to attract undue attention.
6. Additional expectations may apply for extracurricular activities.
7. Pants that are not sloppy or worn and do not reveal undergarments.

Unacceptable Boys' Dress:

1. Sleeveless shirts and tee-shirts
2. Hats in the building
3. Shirts promoting wrongs or inappropriate behavior. This may include performers, musical groups, etc.
4. Sweats
5. Pants with holes
6. No visible body piercings
7. Boys may not wear any pants, shorts, or shirts with writing, patches or anything else that draws excessive attention to any part of the body.

Acceptable Girls' Dress:

1. Skirts and dresses that are at least knee-length and decent while standing, sitting, and bending (left to the discretion of the school administration).
2. Modest pants, jeans or capris
3. Tops may be worn inside or outside as long as length is sufficient to avoid exposure while standing, sitting, bending, or reaching unless a second shirt is worn under the outer shirt. The second shirt may not be flesh-toned.
4. Garments must cover the shoulder area.
5. Pants that are not sloppy or worn
6. Neat and clean hair

Unacceptable Girls' Dress:

1. Girls may not wear tank tops or backless, spaghetti strap, low cut dresses or blouses, to where undergarments will be seen, sheer or see-through clothing, to school or

- school functions. All dresses for banquets, etc., must be modest and pre-approved.
2. The straps of a tank top worn underneath another garment should not be visible. Girls are not to wear wide-necked shirts that expose the shoulder area.
 3. Shorts (Jr. High and Sr. High)
 4. Tight clothing
 5. Shirts promoting wrongs or inappropriate behavior. This may include performers, musical groups, etc.
 6. Pants with holes
 7. Sleeveless shirts, tops, blouses including shirts that have split sleeves, half sleeves, cap sleeves or any other type of sleeve that would allow undergarments to be seen.
 8. Hats in the building.
 9. No visible body piercings, with the exception for ear rings.
 10. Girls may not wear any pants, shorts, or shirts with writing, patches or anything else that draws excessive attention to any part of the body.

PE/Athletic Dress Code:

1. A school uniform or athletic uniform will be worn in all PE, athletic, or gym/field activities for both girls and boys at the Jr. High and High School level.

Shorts (Grades 7-12)

1. Students in grades 7-12 will be allowed to wear shorts to school during the 1st and 4th Quarters (with some possible exceptions) and on the dates set by the principal, with the following stipulations: Shorts must be modest dress shorts, knee-length or longer, no athletic shorts, no cut offs or dangling strings from the hem, shorts must have a hem, zipper, and button at the waistband. Students must abide by all rules set by the administration, or lose the privilege of wearing shorts.

BULLYING POLICY

Purpose

Arkansas state law requires school districts to adopt policies to prevent student harassment and bullying. Policies must define bullying, prohibit bullying on school property, at school-sponsored activities and on school buses and state the consequences of engaging in bullying behavior. It also requires school employees to report incidents of bullying to the school principal or other school administrators as outlined. Additionally it calls for the policy to be

clearly communicated and available to teachers, parents, students, and all other stakeholders.

What is Bullying?

Bullying is identified as any behavior, verbal or non-verbal that is intended to cause physical, emotional, psychological or social harm. Bullying may be direct (face to face) or indirect. Bullying behaviors that are not addressed generally escalate in to more aggressive behaviors over time. These are learned behaviors that can best be addressed by teachers who demonstrate and teach pro-social behaviors.

Bullying Behaviors

The following is a list of behaviors that demonstrate bullying. A student who demonstrates a bullying behavior may not be a bully. It is the goal of CRA to reduce bullying by addressing these types of behaviors as they occur.

Physical Behavior

1. Intentionally endangering the welfare of others. Such behaviors are not limited to but include the following:

Hitting	Pushing	Spitting On
Kicking	Tripping	Poking
Punching	Shoving	Blocking
2. Other examples of physical bullying include:
 - Unwanted touching
 - Rude gestures
 - Taking or damaging another's property
 - Extortion of money or other items
 - Making someone do something they otherwise would not do

Verbal Behavior

Verbal bullying includes but is not limited to the following:

- Name Calling
- Teasing
- Bossing
- Threatening
- Making fun of another's appearance, physical characteristics, or cultural background
- Making fun of another's actions

Indirect Behavior

Indirect bullying includes but is not limited to the following:

- Exclusion from activities or social activities
- Spreading rumors
- Circulating inappropriate notes or drawings
- Using other people to threaten, intimidate, or humiliate another

Encouraging others to violate the anti-bullying policy

Cyber Bullying

In as much as technological advances have provided opportunities for students to communicate electronically, the following behaviors will be considered bullying.

- Sending of inappropriate or threatening e-mails or textmessages
- Creating or posting inappropriate or threatening information or pictures on websites (i.e. Facebook, MySpace, etc.)

Report Bullying

It is the responsibility of all faculty and staff members to report all occurrences of bullying behaviors as outlined in this policy. Parents and students who have knowledge of such behaviors are encouraged to report this information and may do so without fear of consequences.

Additionally, students who feel that they have been or are becoming the victims of bullying behaviors should notify the school counselor, teacher, or administration. Those parents or students who report such behaviors will not be the target of retaliation or reprisal in any way. Any individual who withholds information will be subject to disciplinary action including possible removal from school.

Prevention and Education Procedures

Written Notices

Notices of what constitutes bullying or bullying behavior, that bullying is prohibited, and the consequences of engaging in bullying or bullying behaviors will be posted throughout all buildings on campus.

A copy of the bullying policy will be posted on the school website (crowleysridgeacademy.com) and can be made available to any interested party if requested.

Employees, students, parents, and others are encouraged to take advantage of any opportunities to participate in programs or activities which promote the knowledge and skills needed to prevent and/or respond to bullying or bullying behaviors.

Responses to Bullying or Bullying Behaviors

CRA recognizes that not all bullying behaviors should be considered bullying or willful violation of this policy. Therefore, administrators will have full discretion to determine whether

an action is to be considered bullying and the administration will have full discretion regarding the punishment. The administration of CRA reserves the right to treat any single act as severe enough to warrant dismissal from school.

Each bullying offense will be referred to school administrators for disciplinary action. Each offense will require a parent's signature on a discipline form.

Disciplinary action for bullying offenses will generally follow these guidelines:

- 1st Offense - Warning and meeting with administrator*
- 2nd Offense - 2 days detention*
- 3rd Offense - 5 days detention*
- 4th Offense - Minimum of 2 days of In School Suspension*
- 5th Offense - Minimum of 2 days of Out of School Suspension*
- 6th Offense - Student may be recommended for dismissal from School*

DISTRIBUTION OF LITERATURE

All literature, including petitions, must be approved by the administration before being distributed. All literature shall be free of obscenities, libelous statements, and personal attack, and shall be within the bounds of reasonable conduct.

DRUGS AND ALCOHOL

Student use, possession, or being under the influence of drugs or alcohol at school or outside of school are absolutely prohibited and will result in suspension or expulsion. This includes any drug or alcohol paraphernalia.

EXTRACURRICULAR ACTIVITIES

Students must meet all eligibility requirements as set forth by the Arkansas Activities Association.

Extracurricular activities are to be scheduled after school hours. Interruptions in academic class time are to be kept to an absolute minimum. Field trips and resource lectures are to be confined to the class period or after school hours. Exceptions should be rare and must be scheduled with the principal.

Students should attend at least 5 full class periods on the day of any after school field trip in order to attend the trip, unless given permission by the principal or superintendent. This includes, but is not limited to such events as the senior trip and the chorus trip.

GRADING

The purpose of grading is to indicate the student's progress in learning, and to assist in grade placement and promotion.

Comprehensive nine week exams will be given to all children beginning in the fourth grade. Comprehensive semester exams will be given starting in the 7th grade. Nine weeks exams will not be required in grades 7–12. The semester exam will count 1/5 of the student’s semester grade, each nine weeks grade will count 2/5’s of the semester grade.

Grading Scale

90-100A
80-89B
70-79C
60-69D
0-59F

Grade Interpretation (Grades 7-12)

- A-Superior
- B-Above Average
- C-Average
- D-Below Average
- F-Failure
- I-Incomplete
- W-Withdrawal

**GRADUATION REQUIREMENTS
FOR THE CLASSES OF 2012 AND 2013**

Twenty-five (25) units of credit are required for graduation, including:

- 4.0 units of English
- 3.0 units of Social Studies
- 4.0 units of Math (one must be Algebra I)*
- 3.0 units of Science
- 1.0 unit of Physical Education
- 0.5 unit of Health Education
- 1.0 unit of Fine Arts
- 0.5 unit of Oral Communication
- 2.0 units of Bible
- 6.0 units of Electives

All 8th grade math classes must go on the transcript and will affect the student’s GPA.

The Bible requirements only apply to the time a student is enrolled at CRA (.5 unit per year).

Each senior must attend school for the full day.

All subjects are given equal weight in computing GPA and class rank. All classes are on a 4.0 numerical equivalent for an “A”. GPA is cumulative from the beginning of the ninth grade. One unit of credit is given for successful completion of a course

meeting five days per week for one year, and .5 unit of credit for a semester course.

Classes meet five (5) times per week in an eight (8) period day. Each period is forty-five (45) minutes in length.

GRADUATION REQUIREMENTS FOR THE CLASSES OF 2014 AND AFTER

Twenty-six (26) units of credit are required for graduation, including:

4.0 units of English

3.0 units of Social Studies (.5 must be Economics)

4.0 units of Math (one must be Algebra I)*

3.0 units of Science

0.5 unit of Physical Education

0.5 unit of Health

1.0 unit of Fine Arts

0.5 unit of Oral Communication/Speech

4.0 units of Bible***

5.5 units of Electives

**All 8th grade math classes must go on the transcript and will affect the student's GPA.*

***Athletics will not count toward the Physical Education requirement.*

****Bible Classes will receive one full unit of credit starting in the 9th grade for the class of 2014.*

The Bible requirements only apply to the time a student is enrolled at CRA.

Each senior must attend school for the full day.

All subjects are given equal weight in computing GPA and class rank. All classes are on a 4.0 numerical equivalent for an "A". GPA is cumulative from the beginning of the ninth grade, plus eighth grade math. One unit of credit is given for successful completion of a course meeting five days per week for one year, and .5 unit of credit for a semester course.

Classes meet five (5) times per week in an eight (8) period day. Each period is forty-five (45) minutes in length.

HONORS DIPLOMA

4 English

7 Math and Science (three of one and four of the other **OR** three and a half of one and three and a half of the other -- **NOT INCLUDING Algebra I.**

3 Social Studies

- 2 Foreign Language
- 1 Computers

To qualify for valedictorian, salutatorian or honor student, the above courses must be successfully completed along with CRA's core curriculum and a minimum grade point of 3.75. The student must be at CRA their entire senior year to be eligible for this honor. For the purposes of determining the eligibility for valedictorian, salutatorian, and honor student, the grade point average will be based on 8 semesters of work.

To qualify for valedictorian, salutatorian or honor student, a student must successfully complete 7 semesters from the courses listed below.

- | | | | |
|-----------------|--------------|----------|--------------|
| Accounting | College | American | History |
| Anatomy | College | Western | Civilization |
| College Algebra | Physics | | |
| College English | Pre-Calculus | | |
| | Trigonometry | | |

This requirement is subject to change due to availability of these classes.

**RETENTION-PROMOTION POLICY
FOR 7TH AND 8TH GRADES**

Based on the average of both semesters, a student must pass all core classes to be promoted.

Core classes are English, Literature, Science, Social Studies, Math and Bible.

If a student does not pass one class, the student may be promoted if he or she completes and passes a remediation course.

If a student does not pass two classes, the student may be promoted only on the recommendation of a teacher committee and completion of and passing remediation courses.

If a student does not pass three or more classes, the student may not be promoted.

Remediation courses must be approved by the administration. Remediation courses will be at the expense of the student.

GUIDANCE DEPARTMENT

The Guidance office is open to all students in grades seven through twelve. The counselor is prepared to help students with educational and vocational planning, and social and personal adjustment. Information on occupations, vocational schools,

colleges, etc. is available in the Guidance office.

HEALTH SERVICES

A registered nurse is employed part time by Crowley's Ridge Academy. Students needing health services should report to the principal's office before going to the nurse.

HOMEWORK

Your child may have some form of homework almost every night. Wednesday evening assignments will be somewhat lighter to enable children to attend Bible classes at church.

Homework will not be "busy work." It is believed that homework can serve several valuable functions:

1. Skills learned during school hours may be practiced and enforced.
2. Budgeting their time when necessary, children may learn the self-discipline of carrying out the assignments independently.
3. Parents may observe children as they work and gain insight as to their academic strengths and weaknesses.
4. Special projects which are more conveniently worked on at home may be encouraged.

If your child seems to spend an excessive amount of time on homework, a conference with the teacher is in order. Some frequent reasons for spending excessive time for homework are procrastination with long-term assignments (such as notebooks or book reports) and improper use of study time during school hours, or inefficient study habits.

You can assist your child by helping him schedule his time efficiently, providing a quiet and comfortable place to study, and showing an interest in his work.

HONOR ROLLS

Students who meet high academic standards will be recognized each nine week period by having their names placed on an honor roll and published in the school paper. Students with all "A's" and "B's" will be placed on the "Honor Roll." Students with all "A's" will be placed on the "President's Honor Roll."

LIBRARY

Students are encouraged to use the library, but are also expected to be responsible in its use. A fine of five cents per day will be assessed for overdue books. Any book that is damaged or lost must be paid for by the student. If a student has a book that is overdue, he cannot check out another book until the book is returned and the fine is paid, or the cost of the book is paid.

Reference books, encyclopedias, and magazines are not to be taken from the library at any time. Students must present a note from their teacher to check out any audiovisual materials or equipment.

LOCKERS

Lockers are assigned to students at the beginning of the school year, and they are expected to use only the locker assigned. Lockers are to be kept in tidy condition. Lockers are the property of CRA and may be searched by CRA administration at any time for any reason.

LOST AND FOUND

The principal's office serves as a clearing house for lost and found articles. Students who find articles should leave them in the office. Students who lose articles should inquire of the secretary as to whether the lost item has been found.

LUNCH PERIOD

All students must either buy their lunches in the cafeteria or bring them from home and eat them in the cafeteria. No student may leave campus with another student to go home or elsewhere for lunch. When students finish their lunch, they should go to the designated area until the bell rings for the next class. Students may purchase sodas and snacks in the gym and take them to the cafeteria. Students will not be allowed to eat or drink in the gym.

NUISANCE ITEMS

Students should not bring personal items such as knives, radios, games, cameras, etc., which can be damaged or can cause disturbances in class. Cell phones and iPods are not to be used, seen or heard during school hours. Such items will be confiscated and will be released only to parents.

PARTIES

Class or group parties are encouraged and should be scheduled for after school hours. High school classes or organizations **should not** schedule parties during class time. Administrative approval would

be necessary for any exception.

REPORTING OF STUDENT'S PERFORMANCE

Teachers will send reports to parents each nine weeks pertaining to the average grade their child has made in each scheduled class. This report will be in the form of a report card and will include a letter grade and average.

Midterm reports (4½ weeks) will be sent to all students. Parents are invited to schedule a conference with that teacher if they so desire.

Two parent/teacher conferences are scheduled in the school calendar. They will follow the 1st and 3rd nine weeks.

SCHEDULE CHANGES

To change a class schedule (add or drop a course) a student must confer with the counselor or the principal. A student must also contact the teachers involved in the class change. Schedule changes must occur during the first ten school days of the semester.

SEVERE WEATHER

When it becomes necessary to dismiss school for inclement weather or other perils, an announcement will be carried over radio stations KDRS, KDXY, KBTM, KFIN, KBOA, KCCB, and KRLW. Parents or students should NOT call school officials or radio stations for information. Announcements will be made as early as a decision can be made.

SCHOOL ORGANIZATIONS AND PUBLICATIONS

Art Club	Chorus
Builders Club	Falcons Against Drugs
Horizon	National Honor Society
FBLA	Science Club
Spanish	Club Student Council
KIDS	Pep Club

SEARCH AND SEIZURE

School officials must create and maintain a climate in the school that assures the safety and welfare of all students.

School authorities have a right to make personal searches. Personal searches should be limited to a situation in which the administration has reasonable suspicion that the student is

concealing evidence of an illegal act, contraband, or has violated a school rule.

A pat down search of a student's person should be done by a school official of the same sex and with an adult witness present.

School authorities may search student lockers and automobiles if there is reasonable suspicion that the student is concealing evidence of an illegal act, contraband, or has violated a school rule.

STUDENT INSURANCE

Student insurance is available to parents on a voluntary basis and at a nominal fee. Parents may choose school-time coverage or twenty-four hour coverage. Insurance forms will be sent home to parents the first week of school.

TEXTBOOKS

CRA participated in the Arkansas textbook adoption program. Textbooks are adopted every five years in each subject. This insures that all textbooks remain current.

Students are charged an annual textbook rental fee. The fee is not large enough to pay the replacement cost of the books. Consequently, students will be assessed an additional fee if books are lost or damaged.

TEST EXEMPTIONS

Students with an "A" in each of the 4 quarters and who have not missed more than six (6) times the entire school year or students with either an "A" or a "B" in each of the 4 quarters who have not missed more than four (4) times may be exempt from taking the spring semester exam in that class. In this case, final grades will be based on an average of the third and fourth nine weeks grades.

For one semester classes meeting in the spring, students with an "A" in each of the 3rd and 4th quarters and who have not missed more than three (3) times in that class or students with either an "A" or "B" in each of the 3rd and 4th quarters who have not missed more than two (2) times in that class may be exempt from taking the spring semester exam in that class.

Additionally, if a student has more than any of the following discipline problems, he/she is not allowed to be exempt.

- | | | |
|----|--------------------------|--------|
| A. | Out of School Suspension | 0 Days |
| B. | In-School Suspension | 0 Days |
| C. | After School Detention | 3 Days |

Class work, up to one day before semester tests are given, will

be included in computing student's exemption status. Review for semester tests will begin no sooner than two school days before semester tests begin. Students who are exempt are not required to attend the last review day before final exams begin. Students who are exempt may take the semester test if they wish. However, if their test score would lower their average, it will not be counted against them.

TRANSPORTATION - AUTOMOBILES

Students who drive to school must park in the parking lot reserved for student parking. Students are not permitted to sit in parked cars or to return to their vehicle until after school or such time that they have permission to leave.

Driving cars in a careless or reckless manner on the school grounds may result in a revoking of your privilege to drive on campus. Driving a car is a privilege and not a right.

Students who drive cars to school must be properly licensed and at least 16 years of age.

TRANSPORTATION - BUS

To help assure the safety of the many students who ride school buses it is necessary that, with the exception of normal conversation, classroom conduct be expected on the buses.

The bus driver is in full charge of the bus and all students are expected to comply with his or her request.

On field trips, school sponsored trips, etc., the same conduct as indicated above is to be maintained and the teacher-sponsor on the bus will be in charge.

Misconduct on the bus may result in the loss of your privilege to ride the bus or other disciplinary action.

If a student rides the bus to an activity, he must ride it back unless the parent contacts the sponsor in charge.

USE OF TELEPHONE

The telephone in the office is a business telephone and should not be used by anyone except when transacting school business. Only in cases of emergency will students be called to the telephone.

VISITORS

All visitors to the buildings and persons wishing to talk with a student, regardless of the reason, must go to the principal's office for permission before proceeding.

**ACCEPTABLY USE POLICY
CROWLEY'S RIDGE ACADEMY COMPUTER NETWORK
STUDENT/PARENT AGREEMENT**

I, _____, agree to follow the regulations listed below while using the computers, the computer network and its access to the internet, and all other technology belonging to Crowley's Ridge Academy.

Crowley's Ridge Academy agrees to allow the Student identified above to use the district's technology to access the Internet under the following terms and conditions:

1. Conditional Privilege: The Student's use of Crowley's Ridge Academy's access to the Internet is a privilege conditioned on the Student's abiding to this agreement. No Student may use the district's access to the Internet unless the Student and his/her parent or guardian have read and signed this agreement.

2. Acceptable Use: The Student agrees that he/she will use the District's Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal and state laws and regulations. The Student also agrees to abide by any additional Internet use rules instituted by the school or class, whether those rules are written or oral.

3. Penalties for Improper Use: If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action

4. Consequences:

A. Warning/Loss of Computer Privileges

B. In School Suspension

C. 1 Day Out of School Suspension

D. 2 Days Out of School Suspension

E. Administrative Decision

5. "Misuse of the District's access to the Internet" includes, but is not limited to, the following:

A. using the Internet for other than educational purposes; including playing games, printing materials, and ect...

B. gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law

C. using the Internet for any illegal activity; including computer hacking and copyright or intellectual property law violations

D. making unauthorized copies of computer software

E. accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member

F. using abusive or profane language in private messages on the system or using the system to harass, insult, or verbally attack others

G. posting anonymous messages on the system

H. using encryption software

I. wasteful use of limited resources provided by the school; including paper

J. causing congestion of the network through lengthy downloads of files

- K. vandalizing data of another user
- L. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks
- M. gaining or attempting to gain unauthorized access to resources or files
- N. identifying oneself with another person's name or password or using an account or password of another user without proper authorization
- O. invading the privacy of individuals
- P. divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email. Personally identifying information includes full or partial names, address, and phone numbers.
- Q. using the network for financial or commercial gain without district permission
- R. theft or vandalism of data, equipment, or intellectual property
- S. attempting to gain access or gaining access to student records, grades, or files
- T. introducing a virus to, or otherwise improperly tampering with the system
- U. degrading or disrupting equipment or system performance
- V. creating a web page or associating a web page with the school or school district without proper authorization
- W. providing access to the District's Internet Access to unauthorized individuals
- X. failing to obey school or classroom Internet use rules
- Y. taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the school district
- Z. installing or downloading software on district computers without prior approval of technology director or his/her designee

6. Liability for debts: Students and their cosigners shall be liable for any and all costs (debts) incurred through the student's use of the computers or the Internet including penalties for copyright violations.

7. No Expectation of Privacy: The Student and parent/guardian signing below agree that if the Student uses the Internet through Crowley's Ridge Academy's access, the Student waives any right to privacy the Student may have for such use. The Student and the parent/guardian agree that the district may monitor the Student's use of the District's Internet Access and may also examine all system activities the Student participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system. Crowley's Ridge Academy may or may not share such transmissions with the Student's parents/guardians.

8. No Guarantees: Crowley's Ridge Academy will make good faith efforts to protect children from improper or harmful matter which may be on the Internet. At the same time, in signing this agreement, the parent and Student recognize that the District makes no guarantees about preventing improper access to such materials on the part of the Student. Also, Crowley's Ridge Academy is not liable for lost or damaged content.

I, the Student, have read and agree to abide by the above rules. I understand my actions have consequences and failure to follow the above rules will subject me to disciplinary action.

Date: _____

Student Signature

I, the Parent/Legal Guardian, have read the regulations above and give permission for my child to open an account on this network. I release Crowley's Ridge Academy from liability for all claims, damages, losses, costs, and content my child may obtain through the use of the District's Internet Access.

Date: _____

Parent/Legal Guardian Signature



Crowley's Ridge Academy

We reserve the right to dismiss any student who provides false information or omits information that would have precluded him or her from admission to CRA.

The CRA Board of Directors reserves the right to alter any rule, procedure, or plan contained in this publication at any time.

We have received and read all the policies and guidelines contained in this handbook. Our signatures confirm our agreement to abide by these policies and accept any stated consequence for violations of these consequences.

Parent Signature

Student Signature