

Note to Parents

This handbook provides a reference to the student rules and regulations at Crowley's Ridge Academy ("CRA"). **Enrollment at CRA is an automatic agreement on the part of you and your child to adhere to these regulations.** If you have questions at any time about any policy, please call the K-12 Principal at (870) 236-6908, ext. 304.

The handbook is organized into three sections. The first contains policies that are applicable to all students regardless of grade level. The second section contains policies specific to Elementary School Students (grades Kindergarten through 6). The third section contains policies specific to Secondary School Students (grades 7-12).

SECTION 1: K-12 POLICIES & INFO

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.

Board of Trustees

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Principal

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Secondary (7-12)
Principal

Access to Campus

During school hours (8:15 am - 3:22 pm), students and visitors to campus are only to access the building through the elementary entrance doors. This entrance contains a secure vestibule area in which a sign-in kiosk is located. All students and visitors will be required to sign in and sign out through the kiosk. Access to the building will not be granted unless this process has been completed.

Students are not to use any other door to exit or enter campus during the school day unless it is authorized by a staff or faculty member. Students are never to prop a door open, notify a friend to open a door for them, or use other means to surreptitiously exit/enter the building. ONLY the elementary entrance is to be used.

Asbestos Disclosure

Crowley's Ridge Academy's buildings contain some asbestos materials. The materials are limited to glue products beneath some floor tile. CRA has a management plan to safely control the asbestos, and the plan can be viewed at the Administrator's office during normal business hours.

Bullying & Cyberbullying

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 into more aggressive behaviors over time. These are learned behaviors that can best be addressed by teachers who demonstrate and teach prosocial behaviors.

Bullying Behaviors

The following is a list of behaviors that demonstrate bullying. A student who demonstrates 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

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

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

Cyberbullying may be defined as "the use of electronic communication, particularly mobile phones and the internet, to bully a person, typically by sending messages of an intimidating or threatening nature." Children and adults may be reluctant to admit to being the victims of cyberbullying. It can take a number of different forms and can be an extension of face-to-face bullying, with technology providing the bully with another route to harass their target.

Inappropriate online behaviors will be considered bullying. Students and others connected to campus have no expectation of privacy regarding inappropriate online behavior, regardless of whether that behavior occurred on campus or during the school day.

- Sending of inappropriate, threatening, or intimidating emails or text messages;

- Harassment or “cyber-stalking” (repeatedly sending unwanted texts or instant/direct messages);
- “Sexting” (sending/receiving sexually explicit messages);
- Vilification/Defamation;
- Exclusion/Peer rejection
- Impersonation
- Creating or posting inappropriate or threatening information or pictures on websites and/or social media;
- Unauthorized sharing of information, videos or pictures of other students without their consent;
- “Trolling” (intentionally provoking others online).

Preventing Cyberbullying

As with all forms of bullying, the best way to deal with cyberbullying is to prevent it from happening in the first place. There is no single solution to the problem of cyberbullying but the school will do the following as a minimum to impose a comprehensive and effective prevention strategy.

- Ensure that all incidents of cyberbullying both inside and outside school are dealt with immediately.
- Ensure that all policies relating to safeguarding, including cyberbullying are reviewed and updated regularly.
- Ensure that all students and staff know that they need to report any issues concerning cyberbullying to an administrator immediately.
- Provide training so that staff feels confident to identify instances of cyberbullying.
- Ensure that students, parents, and guardians are informed and attention is drawn annually to the cyberbullying policy so that they are fully aware of the school’s responsibility relating to safeguarding pupils and their welfare.

Cyberbullying in any form will not be tolerated.

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

A copy of the bullying policy is posted on the school website 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/Consequences to Bullying

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: 2 Days after-school detention
- 2nd Offense: 4 Days after-school detention
- 3rd Offense: 3 Days in-school suspension
- 4th Offense: 3 Days out-of-school suspension
- 5th Offense: Administrative Decision

Failure to abide by the Social Media Guidelines or Cyberbullying Policy will result in disciplinary action up to and including expulsion.

Chewing Gum

Students may not chew gum, mints, or other similar items.

Connected Device Policy

Being present at school is essential and allows students to fully engage with learning. Students are encouraged to leave electronic devices – phones, tablets,

handheld games, smartwatches, and bluetooth devices such as earbuds – at home.

If brought to school, such devices must remain “Away for the Day” (out of sight and in their backpack) during school hours (8:15am - 3:22pm) and including AfterCare. If any such device is found to be in use anywhere on campus (lunchroom, bathrooms, locker rooms, cafeteria, etc.), the student will be subject to disciplinary action as determined by an administrator. If a student needs to make a phone call during the day, they may do so with advance permission from a school official, and should use the phone in the K-12 Assistant’s Office. Likewise, parents needing to communicate with their child for any reason should call the office or contact their teacher.

COVID Policy

Students who develop symptoms consistent with COVID are expected to isolate, pending one of the following outcomes:

- **Symptoms are fully resolved AND 24 hours have passed** since the **last episode** of fever (100.4 or higher), diarrhea/vomiting, or heavy congestion/cough, without aid of medication; OR
- A doctor provides a note ruling out COVID as a diagnosis.

A positive COVID test result will lead to at least 5 days at home (isolation), followed by 5 days in a mask (if symptoms have resolved by this time). If a student cannot or will not wear a mask, he/she can instead opt for a 10-day home isolation.

- For athletes in grades 7-12, completion of “Return to Play Protocol” is still required for COVID-positive students.

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.

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. Students that frequently visit the counselor for guidance may be referred to outside counseling. However, the parent will be notified of the school counselor's recommendation and will be provided with resources for further consultation.

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.

Nuisance Items

Students should not bring items that are unrelated to school. Such personal items can cause distractions and can be lost, damaged, or even stolen at school.

Problem Resolution

Believing that students and the educational process are served best when home and school work together cooperatively, Crowley's Ridge Academy seeks to foster good working relationships between the school and the home. However, because problems and concerns can arise in any relationship, it is important for those involved to resolve problems by working together in a spirit of gentleness and love.

A family will handle concerns by using the following procedure:

1. If a parent has a staff or faculty-related grievance, an effort must be made to resolve the matter first with the staff or faculty member.
 - a. If the matter is not resolved, the parent must direct the grievance to the individual's immediate supervisor.
 - b. If the matter is not resolved at the supervisory level, the parent must call the Administrator's office and schedule a conference. The conference may include all parties involved.
 - c. If the matter is not resolved at the Administrator's level, the parent can then appeal the decision to the Board. The grievance must be filed in writing within ten days of the date of the decision.

2. If and when a grievance is brought to the Board, a limited amount of time may be granted by the Board for the presentation of the grievance. If the grievance involves a CRA employee, the employee may be invited to attend the presentation to the Board. The Administrator and principal will be expected to attend the presentation to the Board if the complaint involves a teacher.
3. Throughout the problem resolution process, all parties are expected to demonstrate mutual respect. The dignity of all parties involved will be protected.

Severe Weather

When it becomes necessary to dismiss school for inclement weather or other perils, the school will use these channels of communication to disseminate that information:

- Text Message to Custodial Parents
- Official CRA Social Media Accounts (Facebook, Twitter, Instagram)
- Local broadcast media (KAIT-8, Jonesboro Radio Group, MOR Media stations)

Parents or students should not contact school officials for information. Announcements will be made as soon as a decision is reached.

Social Media Policy

While social networking is fun and valuable, there are some risks we need to keep in mind when using these tools. In the social media world, the lines are often blurred between what is public or private, personal or professional.

Jesus' teaching in Matthew 18:15 is a true solution to any potential problem. "If your brother or sister sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over."

Social media refers to online tools and services that allow any Internet user to create and publish content. Many of these sites use personal profiles where users post information about themselves. Social media allows those with common interests to share content easily, expanding the reach of their ideas and work.

Below are guidelines to follow when members of the school community (students, faculty, administrators, and staff) are representing Crowley's Ridge Academy in social media spaces, regardless of whether these are considered professional or personal spaces. Social media users should be mindful that

social media activities and forums are public and, therefore, users should have no expectation of privacy with respect to what they post or write in these forums.

With access to social media, however, comes the responsibility to use social media appropriately.

Social Media Guidelines

Social Media Posts Referencing CRA

No student, parent, or guardian should presume to represent CRA on social media. You are not to make social media posts on behalf of CRA unless you are specifically authorized to do so. If you blog or post information about CRA to an online forum in an unofficial capacity, even if you post a disclaimer, you are not exempt from being held accountable or disciplined for what you post or write. If you are aware of a negative post on social media that involves CRA in any fashion, you are to report it to the Administrator immediately. Do not post any comments on the school's social media or your personal social media in response to such posts. The Administrator will handle such responses in an official capacity and will communicate further instructions to faculty, staff, and board members.

Your posts on your personal social media sites can result in disciplinary action with CRA. Students, parents, and guardians should be mindful that social media activities and forums are public and, therefore, should have no expectation of privacy with respect to what they post or write in those forums. If CRA learns that a student, parent, or guardian has violated the Social Media guidelines, any Policies in the CRA Code of Conduct, or other Policies of CRA while using social media, the student may be subject to disciplinary action, up to and including expulsion.

Use Good Judgment

We expect good judgment in all situations. Behave in a way that will make you and others proud and reflect well on the school. Know and follow the school's Responsible Computer Use Policy and Student Handbook. Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information.

Be Respectful

Always treat others in a respectful, positive, and considerate manner. Be responsible and ethical – Share and interact in a way that will enhance

your reputation, the reputation of others, and the reputation of the school, rather than damage them.

Be Accurate and Appropriate

Check all work for correct use of grammar and spelling before posting. A significant part of the interaction on blogs, Twitter, Facebook, and other social networks involves passing on interesting content or sharing links to helpful resources. However, never blindly repost a link without looking at the content first.

And if You Don't Get it Right...

Be sure to correct any mistake you make immediately, and make it clear what you have done to fix the mistake. Apologize for the mistake if the situation warrants it. If it is a major mistake (e.g. exposing private information or reporting confidential information), please let the school Administrator know immediately so the school can take the proper steps to help minimize the impact it may have.

Be Confidential

Do not publish, post, or release information that is considered confidential or private. Online "conversations" are never private. Use caution if asked to share your birth date, address, and cell phone number on any website. Respect private and personal information – To ensure your safety, be careful about the type and amount of personal information you provide. Avoid talking about personal schedules or situations. Never share or transmit personal information of students, parents, faculty, staff, or colleagues online. Always respect the privacy of school community members.

Post Images with Care

Respect brand, trademark, copyright information and/or images of the school.

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.

Weapons and Dangerous Instruments

No student shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon while in school, on or about school property, before or

after school, in attendance at school or any school grounds at any school bus stop, or at any school sponsored activity or event.

A weapon is defined as any firearm, knife, razor, ice pick, dirk, box cutter, nunchucks, mace or other noxious spray, explosive, taser or other instrument that uses electrical current to cause neuromuscular incapacitation or any other instrument or substance capable of causing bodily harm. For the purposes of this policy, "firearm" means any device designed, made, or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use. Possession means having a weapon, as defined in this policy, on the student's body or in an area under his/her control. If a student discovers prior to any questioning or search by any school personnel that he/she has accidentally brought a weapon, other than a firearm to school, on his/her person, in book bag/purse or is in a vehicle on school grounds, and the student informs the principal or a staff person immediately, the student will not be considered to be in possession of a weapon. The weapon shall be confiscated and held in the office until such time as the student's parent/legal guardian shall pick up the weapon, unless it is a firearm, from the school's office. Repeated offenses are unacceptable and shall be grounds for disciplinary action against the student as otherwise provided for in this policy.

Except as permitted in this policy, students found to be in possession on the school campus of a firearm shall be recommended for expulsion for a period of not less than one year. The Administrator shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to readmitting the student. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall also be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school. The district shall report any student who brings a firearm to school to the criminal justice system or juvenile delinquency system by notifying local law enforcement.



Student/Parent Agreement: Technology & Networking Policies

Crowley's Ridge Academy fully expects that all members of the school community will use the computer systems in a responsible, appropriate, and legal manner. Use the following regulations as a guide when working within CRA's computers or network system.

Acceptable Use Policy

CRA requires each student and a parent to read and accept the Acceptable Use Policy prior to accessing network, technology, or internet resources through the school. The policy is outlined below, followed by a link to a PDF form that can be signed and submitted online.

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

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.

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.

Penalties for Improper Use

If the student violates this agreement and misuses the Internet, the student shall be subject to disciplinary action.

Consequences:

- Warning/Loss of Computer Privileges
- In School Suspension
- 1 Day Out of School Suspension
- 2 Days Out of School Suspension
- Administrative Decision

“Misuse of the District’s access to the Internet” includes, but is not limited to the following:

- using the Internet for other than educational purposes; including playing games, printing materials, and etc...
- gaining intentional access or maintaining access to materials which are “harmful to minors” as defined by Arkansas law
- using the Internet for any illegal activity; including computer hacking and copyright or intellectual property law violations
- making unauthorized copies of computer software
- accessing “chat lines” unless authorized by the instructor for a class activity directly supervised by a staff member
- using abusive or profane language in private messages on the system or using the system to harass, insult, or verbally attack others
- posting anonymous messages on the system
- using encryption software
- wasteful use of limited resources provided by the school, including paper
- causing congestion of the network through lengthy downloads of files
- vandalizing data of another user
- obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks
- gaining or attempting to gain unauthorized access to resources or files

- identifying oneself with another person's name or password or using an account or password of another user without proper authorization
- invading the privacy of individuals
- 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
- using the network for financial or commercial gain without permission
- theft or vandalism of data, equipment, or intellectual property
- attempting to gain access or gaining access to student records, grades, or files
- introducing a virus to, or otherwise improperly tampering with the system
- degrading or disrupting equipment or system performance
- creating a web page or associating a web page with the school or school district without proper authorization
- providing access to the school's internet access to unauthorized individuals
- failing to obey school or classroom Internet use rules
- 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
- installing or downloading software on district computers without prior approval of technology director or his/her designee

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.

No Expectation of Privacy

By completing the form linked below, the student and parent/guardian agree that if the student uses the Internet through Crowley's Ridge Academy's access (including school wifi), 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 school's Internet Access and may also examine all system activities the student participates in, including but not limited to email, 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.

No Guarantees

Crowley's Ridge Academy will make good faith efforts to protect children from improper or harmful material which may be on the Internet. At the same time, in signing this agreement, the parent and student recognize that the school 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.

SECTION 2: ELEMENTARY HANDBOOK



Crowley's Ridge Academy

Elementary Student Handbook

Grades Kindergarten through 6

School Policies & Disclosures

Academics

CRA offers a challenging academic curriculum. Students of all levels are provided a disciplined learning environment.

The Kindergarten program is for students who have turned 5 years old by August 1. Readiness skills necessary for first grade are taught. The academic program includes studies in phonics, reading of short sentences, math concepts, science investigations, handwriting, and a daily Bible class. Students will also participate in outside classes such as art, music, p.e., computer skills, library skills and counseling.

Grades 1-6 place special emphasis on reading and math. Our reading programs include reading books, small group levels, phonics, and literature based activities. We encourage students to grow their love of reading by emphasizing our Accelerated Reader (AR) program.

The language arts curriculum teaches grammar, language usage, vocabulary, spelling, penmanship, and creative writing.

The math program focuses on instruction, practice and assessment. Outside resources, other than the book, may be used to enhance learning.

Science and social studies will also be part of the elementary curriculum. Research skills and hands-on activities will be taught.

Each child will have a Bible class each day of the week. Grades 1-2 study Bible stories and lessons from both the Old and New Testaments. Grades 3-6 use the Biblical Choices curriculum to add to their daily Bible classes.

Art, music, library, physical education, computer skills and counseling enhance the student's curriculum. These classes are taught by specialized teachers at varying times throughout the week.

Achievement Tests

Students in grades 1-6 participate in Math and Reading Star Testing.

Admission Guidelines

Crowley's Ridge Academy admits students of any race, color, sex, national origin, or ethnic origin.

- Students must be 5 years old by August 1 to enroll.
- Completion of application

- Copy of Birth Certificate
- Copy of up-to-date immunization records
- Payment of registration fee

Transfer students will also include:

- Records from previous school
- Proof that student was in good standing at previous school

If transferring from homeschool, the student will be tested and evaluated by a CRA teacher or principal to determine grade placement.

Athletics

Students in grades 5 and 6 are encouraged to participate in our elementary sports program. We play volleyball for the girls during the fall semester and basketball for the boys and girls during the fall and spring semesters. Teams are coached by parent volunteers. Practices may be after school or in the evening, but on a limited basis.

A Track and Field day is held each spring and all students K-6 are given the opportunity to compete for ribbons in a variety of events.

Attendance

In accordance with Act 876 of 1991, Crowley's Ridge Academy complies with compulsory school attendance for students ages 6 through 17 inclusive. Absences will be neither excused nor unexcused.

Attending school every day and being on time for class are two very important factors in the success of your child.

Students are not to arrive before 7:30 a.m. Between 7:30 and 8:00 a.m., students are supervised in the auditorium. At 8:00 a.m., students are allowed to go into their rooms. The school day starts at 8:15 a.m. and dismisses at 3:22 p.m.

Breakfast is served in the cafeteria from 7:30 a.m. until 8:10 a.m.

Students arriving after school starts must be signed in by a parent in the office. Students arriving at school after 9:45 a.m. are given a half-day absence. Students leaving school before 1:30 p.m. are given a half-day absence.

Students are asked to be picked up promptly after the 3:22 p.m. bell. Supervision will be provided at the door until 3:45 p.m. After that time, students will be sent to after-school care. After-school care is provided at an additional hourly fee. After-school care will be billed separately to the family.

Behavior & Discipline

Students will be expected to comply with the rules and guidelines of our school. All requests by an administrator, teacher, staff or support personnel will be expected to be honored. Students who refuse to do so will be considered insubordinate and subject to disciplinary action such as detention, suspension or expulsion.

Any activity that is contrary to the CRA mission statement may result in disciplinary action. The following major infractions may result in immediate suspension or expulsion:

- Use or possession of tobacco in any form
- Illegal use or possession of alcohol, drugs or other toxic substances
- Stealing
- Sexual immorality or inappropriate sexual behavior
- Use or possession of firearms, knives or any harmful weapon
- Physical endangerment of self or others

Punishments

Consequences for misbehavior will be decided according to the seriousness of the offense. Crowley's Ridge Academy reserves the right to determine the appropriateness of each consequence. All punishments will be given with care and concern for the student. Counseling with the student will accompany each consequence.

Serious offenses include:

- Defying authority
- Cheating
- Lying
- Fighting
- Property destruction
- Stealing
- Bullying
- Weapon possession
- Inappropriate language
- Threatening behavior

When a student commits a serious offense, they will receive a consequence to help them to understand the seriousness of their decision. Consequences will include such punishments as:

- Classroom isolation

- Parent conference
- In school suspension
- Suspension
- Loss of privileges
- Physical work or chores
- Expulsion

When a student is sent to the principal's office for disciplinary reasons, these are the progressive disciplinary steps followed. Depending on the severity of the action that led to disciplinary action, the administrator has discretion to move ahead in the progression.

- Loss of recess (20 minutes) and completion of reflection sheet
- Parent is contacted; loss of recess; completion of reflection sheet
- Half-Day in-school suspension; completion of reflection sheet
- 1 Day in-school suspension; completion of reflection sheet
- 1 Day out-of-school suspension; completion of reflection sheet
- Administrative decision

Chapel

Each student will attend a daily chapel assembly. This program will consist of songs, scriptures, prayers, and special activities. One of the purposes of chapel is to promote leadership as the students take part in the services.

All students (boys and girls) will participate in chapel, with only the boys assuming the leadership roles during the devotional part.

Chapel is held at 9:45 each morning in the auditorium. Parents are always welcome to attend.

Classroom Communication

The elementary teachers at CRA try to keep parents as informed as possible on their child's academic progress, homework, and upcoming classroom activities. This is done by:

- Parent/Teacher conferences
- Conferences with the Principal
- Student's papers sent home weekly
- Quarterly report cards
- Progress reports
- FACTS (Also called "Renweb," this school information system allows parents to access their student's grades, keep up with homework

assignments, view report cards, attendance, behavior, lesson plans, AMI assignments and calendar of events)

- Google Classroom (Some teachers will use Google Classroom on occasion. Parents will have full access to the content on Google Classroom.)

Dress Code

It is important that the school has some regulations concerning the 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:

Boys' Code

- Dress should be clean and modest.
- Shirts should not display inappropriate words or pictures.
- Jeans must not have holes in fabric where skin is visible above the knee.
- 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.
- Shorts that are knee length may be worn during all four quarters.
- No tank tops.

Girls' Code

- Skirts and dresses must be knee length and modest while standing, sitting, or bending.
- Jeans must not have holes in the fabric where skin is visible above the knee.
- Shorts that are knee length may be worn during all four quarters.
- Shirts must be modest, not low cut and not display inappropriate words or pictures.
- No tank tops or spaghetti strap tops.

Shoes for PE/Indoor Recess

K-6 students are to keep an extra pair of athletic shoes at school to wear for PE classes and for indoor recesses. This is for student safety and to maintain the integrity of our gymnasium flooring.

Early Pickup

(Please see **Access to Campus** policy on Page 1.)

Parents are asked to schedule all dentist and orthodontist appointments for after school when possible. If it is necessary to pick up your child early, you must sign them out in the office. DO NOT go to the classroom first. Students may only be dismissed from the office.

If your child is being picked up by someone other than the parents, the teacher or Principal must be notified.

Evaluation Request Forms

All student evaluation forms must be submitted to the counselor or administration for approval prior to completion by any school personnel.

Grading

The academic grading scale for grades 1-6 is as follows:

A	90-100
B	80-89
C	70-79
D	60-69
F	59 and below
E	Excellent
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

Student conduct will also be considered an important part of each student's grade.

Homework

Homework will be assigned in order to enhance classroom learning and help students learn to do independent work. Homework assignments will be posted on our RenWeb page each week.

Each student may have some homework almost every night of the week. Typically, teachers try to assign work that will take no more than 20-30 minutes to complete for primary students, and 30-45 minutes to complete for upper elementary students.

Teachers will try to limit homework on Wednesday evenings to encourage students to attend mid-week church services.

Honor Roll

Honor roll will be calculated at the end of each quarter for students in grades 4-6. The honor roll will be the following:

- Honor Roll: All A's and B's (including conduct)
- Principal's Honor Roll: All A's (including conduct)

Immunization Records

All students must have an up-to-date immunization record on file with the school. All immunizations must be current with Arkansas regulations.

Late Work Policy

Late work is defined as any assignment that is not submitted on its due date. In case of extenuating circumstances, it is the parent/guardian and/or student's responsibility to inform the teacher and/or administrator so that an exception to the rule may be considered. The teacher and/or administrator will have the final authority to grant any exceptions.

In addition to lowering the effort grade, late work will impact the subject area grade as well. Each day an assignment is late, the grade will be dropped 10%, which means students ultimately have a week to turn in an assignment, but may earn only 50% of the grade.

After 1 week, late assignments can no longer be turned in for a grade.

1 Day Late	10 point deduction
2 Days Late	20 point deduction
3 Days Late	30 point deduction
4 Days Late	40 point deduction
5 Days Late	50 point deduction
6 Days Late	No credit given

Students may not complete extra credit at the end of a marking period in order to raise their earned grades. When a student is absent from school, they may have one school day for every one day of absence in order to make up given assignments. For example, if a student misses two days of instruction, they will have two school days to complete missed assignments. If the student is unable to complete the work within the two day allotment, the late work policy noted above will go into effect.

Rationale

It is vital that students be taught to be responsible at an early age so that it will carry on through the rest of their schooling, as well as the rest of their lives. Some students feel that turning in late or incomplete work is “no big deal.” We need to enforce the fact that it is a big deal, and it is their job as students to do the assigned work as well as turn it in on time.

Lost and Found

The lost and found is located across the hallway from the first grade classroom. Items left on the bus, in the gym or on the playground will be brought there. Unclaimed items at the end of the year will be donated to a local charity.

Parents are asked to properly label items with their child’s name. This will help to prevent unclaimed items.

Lunch

All students must either buy their lunch in the cafeteria or bring something with them. Students are not allowed to leave campus for lunch. Parents are allowed to come to the cafeteria and eat with their child.

- K-3 students eat lunch from 10:45 - 11:05 a.m.
- 4-6 students eat lunch from 11:30 - 11:50 a.m.

Breakfast/Lunch Billing

The cafeteria at CRA does not seek to make a profit. It is designed to be a service to parents and students. Parents must establish a regular payment plan with the school through bank draft, or receive Board approval for any other payment plan. If a lunchroom balance exceeds \$150 per child, the family will be required to send a sack lunch or money to purchase meals each day.

Medications

Parents are strongly urged to administer all medicines outside of school hours. When this is not possible, students may bring the medications to school with them with the following guidelines:

- All medications must be in the original container.
- Prescriptions should have a visible label with name, date, dosage, and doctor's name and phone number.
- Non-prescription meds should be labeled with the student's name.
- All meds will be kept by the teacher or school nurse.

All parents will be given a medical form from the school nurse to be filled out at the beginning of each year. Parents may give permission for the school to administer non-prescription meds such as Tylenol, cough syrup, etc.

No student is allowed to carry medications with him or her during the school day.

Retention/Promotion (5th & 6th Grades)

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

Core classes for the 5th - 6th grade are English, 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.

Tardies

Tardies will be counted by the classroom teacher for any student arriving after 8:15. Tardies will only be counted at the beginning of the school day.

SECTION 3: SECONDARY HANDBOOK



Crowley's Ridge Academy

Secondary Student Handbook

Grades 7 through 12

School Policies & Disclosures

Admission

Crowley's Ridge Academy admits students of any race, color, and national or ethnic origin. The main criterion 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 of the school.

Announcements

Announcements will be made at the daily chapel assembly. Special notices will be posted on the 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 have a 2.0 grade point average in the previous semester, and comply with all AAA eligibility rules and any additional requirements set forth by the school and coach.

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. These sports will be offered if there are enough students and a coach available to provide a viable program.

Students should attend at least one full class period, other than the athletic period, on the day of any athletic event in order to participate, unless given permission in advance by an administrator. Students who fail to comply with this rule will not be able to participate in the next scheduled game in that sport. The administration may use discretion regarding specific circumstances of this situation.

Attendance

(Please see "Access to Campus" policy on Page 1.)

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 or 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 an individual class.

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 school nurse. 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. In grades 7-12, all boys are allowed to lead chapel.

Concurrent Credit

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 (.5 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.

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:

English (1 credit each)

- 9th English
- 10th English
- 11th English
- 12th English
- Composition I
- Composition II

Social Studies (1 credit each)

- Civics (.5 credit)
- World History
- American History
- Contemporary American History (.5 credit)
- Western Civilization (.5 credit)
- Economics (.5 credit)

Math (1 credit each)

- Algebra I
- Algebra II
- Algebra III (.5 credit)
- College Algebra (.5 credit)
- Geometry
- Trigonometry (.5 credit)
- Pre-Calculus (.5 credit)

Science (1 credit each)

- Environmental Science
- Physical Science
- Biology
- Chemistry
- Physics (.5 credit)
- Anatomy (.5 credit)

Bible (.5 credit each)

- 9th Bible
- 10th Bible
- 11th Bible
- 12th Bible

Fine Art

- Chorus
- Speech/Drama
- Art I
- Art II
- Art History I and II

Oral Communications (.5 credit)

- Oral Communications (.5 credit)

Elective

- Annual Staff
- Business Law (.5 credit)
- Business Law II (.5 credit)
- Personal Finance (.5 credit)
- Digital Learning (.5 credit)
- Economics II (.5 credit)
- Life Skills (.5 credit)
- Psychology (.5 credit)
- Spanish I
- Spanish II
- Financial Literacy (.5 credit)
- Marketing Business Enterprise (.5 credit)
- Life and Fitness Nutrition (.5 credit)
- Work Ready (.5 credit)

Physical Education (.5 credit each)

- Health (.5 credit)

Computer Business Applications (1 credit each)

- Computer Science (1 credit)
- Coding 1 (.5 credit)

Daily Schedule

8:00 am	Main Office opens; Teachers on duty (classrooms open)
8:10 am	Report to 1st Period
8:15 am	1st Period begins
9:00 am	2nd Period begins
9:45 am	3rd Period begins*; Elementary Chapel begins
10:30 am	High School Chapel begins
11:00 am	4th Period begins
11:45 am	5th Period begins
12:30 pm	Lunch
1:00 pm	6th Period begins
1:45 pm	7th Period begins
2:30 pm	8th Period begins
3:15 pm	Bus Bell rings
3:22 pm	School Dismissal
* Tuesdays and Fridays:	Combined K-12 Chapel at 9:45; 3rd Period begins at 10:15

Damage to School Property

It is expected that all damage, even if 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. Student actions that reflect poorly on the school may 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.

For purposes of discipline, these infractions are cumulative by **semester**:

- Excessive talking
- Running in the halls
- Tardies

For purposes of discipline, these infractions are cumulative by **year**:

- Violation of rules of conduct for school buses
- Inappropriate language
- Improper behavior in classroom, assemblies, or athletic events
- Cheating on homework or tests
- Petty theft (taking other students' belongings)
- Profanity (written, verbal or gestures)
- Willful destruction of property
- Fighting or scuffling
- Truancy
- Insubordination: open and willful disobedience
- Gambling
- Leaving campus without proper authorization
- Tobacco of any form (possession or use)
- Abuse of student driving and parking privileges
- Vaping of any form
- Inappropriate display of affection
- Violation of CRA's dress code
- Tampering with the computers
- Students are not to sit at the teacher's desk nor use the teacher's computer.
- Inappropriate use of social media

Rule violations and resulting penalties per violation include:

Inappropriate language, improper behavior (scuffling, horseplay, mild disruption of class, chapel, or other routine school activities):

- 1st offense: 1 Day after-school detention
- 2nd offense: 3 Days after-school detention

- 3rd offense: 2 Days in-school suspension
- 4th offense: Administrator's decision

Tardies per semester:

- 5th tardy: 1 day after school detention
- 7th tardy: 2 days after school detention
- 10th tardy: 1 day in-school suspension

Severe classroom disruption:

- 1st offense: 2 days after school detention
- 2nd offense: 1 day in-school suspension
- 3rd offense: 3 days in-school suspension
- 4th offense: Administrator Decision

Basic violation of dress code:

- 1st offense: Warning given, and student complies with code
- 2nd offense: 1 Day after-school detention
- 3rd offense: 2 Days after-school detention

Violation of dress code involving immodesty:

- 1st offense: Warning given and student complies with code
- 2nd offense: 2 Days after-school detention
- 3rd offense: 3 Days After-school detention

Improper display of affection:

- 1st offense: Verbal warning
- 2nd offense: Written warning; parents are emailed
- 3rd offense: 1 day in-school suspension
- 4th offense: Administration's decision

Cheating:

- 1st offense: Student receives a zero; parents emailed
- 2nd offense: 3 days after-school detention
- 3rd offense: 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 and/or Profanity:

- 1st offense: In-school suspension
- 2nd offense: 2 days out of school suspension
- 3rd offense: Administration's decision

Altering school computers without authorization (includes changing passwords, installing programs, games, etc.):

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

Unauthorized Cell Phone Use:

- 1st offense: Written warning
- 2nd offense: 1 Day after-school detention
- 3rd offense: 3 Days after-school detention
- 4th offense: Administration's decision

Discipline for the following actions will be considered on a case-by-case basis by school administration:

- Possession/Use of illegal drugs and/or drug paraphernalia
- Sexual immorality
- Stealing
- Possession/Use of alcoholic beverages
- Possession of a firearm or other weapon on campus
- Illegal activity on the internet, social media, or school network

Disciplinary action for infractions listed above may include (but are not necessarily limited to) the following:

- Detention: 1-3 days after school for 30 minutes
- Written warning
- Parent conference
- Loss of participation privileges in extracurricular activities
- Loss of privileges and/or honors
- Probation
- Suspension (in-school and out of school)
- Expulsion
- Contacting appropriate authorities (law enforcement, etc.)

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 administrator has been designated as grievance officer.

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.

Distribution of Literature

All literature, including petitions, must be approved by 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.

Dress Code

It is important that the school has some regulations concerning the 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' Attire

- On conventional dress and sport shirts, only the first button may be unbuttoned unless a second shirt is worn under the outer shirt.
- Boys' hair must be clean and neat.
- 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.
- Additional expectations may apply for extracurricular activities.
- Modest pants, shorts or sweats that are not sloppy or worn and do not reveal undergarments.
- Hats are permitted in the building, but must be removed at times of devotional/prayer, and at other times as requested by faculty, administration or staff. Each teacher will have discretion to allow or disallow hat wearing in his/her classroom.

Unacceptable Boys' Attire

- Sleeveless shirts and tee shirts

- Shirts promoting wrong or inappropriate behavior. This may include performers, musical groups, etc.
- Pants, shorts or sweats with holes above the knee
- No visible body piercings
- Boys may not wear any clothing with writing, patches or anything else that draws excessive attention to any part of the body.
- Pajamas, house shoes, and blankets

Acceptable Girls' Attire

- Skirts and dresses that are at least knee-length and decent while standing, sitting, and bending (left to the discretion of the school administration)
- Modest pants, shorts, sweats, jeans or capris. If leggings or other form-fitting pants ("jeggings," etc.) are worn, a shirt/blouse must also be worn that extends past the hips to the mid-thigh area, covering both front and back. Leggings may not be flesh-colored, or so thin that skin can be seen through the fabric, and may not have holes in the fabric above the knees.
- 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
- Garments must cover the shoulder area
- Pants, shorts, sweats, jeans or capris that are not sloppy or worn
- Neat and clean hair
- Hats are permitted in the building, but must be removed at times of devotional/prayer, and at other times as requested by faculty, administration or staff. Each teacher will have discretion to allow or disallow hat wearing in his/her classroom.

Unacceptable Girls' Attire

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

- 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
- Excessively tight clothing
- Shirts promoting wrongs or inappropriate behavior. This may include performers, musical groups, etc.
- Pants with holes above the knee
- Sleeveless shirts, tops, or blouses (including shirts that have split sleeves, half sleeves, cap sleeves or any other type of sleeve that would allow undergarments to be seen)
- No visible body piercings, with the exception of earrings
- 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
- Pajamas, house shoes, and blankets

PE/Athletics Dress Code

A school issued athletic uniform will be worn in all PE and athletic activities for both girls and boys at the junior high and high school level unless the coach has made prior arrangements.

Shorts

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.

Homecoming, Banquet, and Auction

In keeping with our dress code and our desire to be examples to those outside our school, we ask that those participating in these events keep these rules in mind when choosing a dress.

- The back of the dress should not extend below a normal bra line
- The front of the dress should not reveal any cleavage
- The dress should fit loosely enough so as not to outline the body
- All gowns must have at least one strap on the shoulder. Strap must be at least one inch in width

- Slits in the dress should not be higher than the knee
- No sheer material
- All gowns and alterations must be pre-approved by a designated female faculty member or group of female faculty/staff. A video or series of photos of the student wearing the gown must be sent to that faculty member/group for pre-approval. If preferred, the student may bring her gown to school and try the dress on for pre-approval from the appointed faculty member/group.
- The student and parent will be asked to sign a form signifying agreement with these rules

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 Administrator. 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 4th 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 of the semester grade.

Grading Scale & Interpretation

90-100	A (Superior)
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80-89	B (Above Average)
70-79	C (Average)
60-69	D (Below Average)
0-59	F (Failing)
	I (Incomplete)
	W (Withdrawal)

Graduation Requirements

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

- 4.0 units of English
- 3.0 units of Social Studies (1.0 must be American History, .5 must be Economics I)
- 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
- 1.0 unit of Computer Business Applications
- 0.5 unit of Oral Communication/Speech
- 4.0 units of Bible
- 0.5 units of Digital Learning
- 4.0 units of Electives

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

The class of 2027 will be required to complete (27) units of credit for graduation, including (1) credit of computer science.

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 5 times per week in an 8 period day. Each period is 45 minutes in length.

Honors Diploma Requirements

- 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 8 semesters from the following courses. This requirement is subject to change due to availability of these classes.

- College American History
- Anatomy
- College Western Civilization
- Computer Business Applications
- Physics
- College Algebra
- Pre-Calculus
- Composition I
- Trigonometry
- Composition II

Retention/Promotion Policy

Based on the average of both semesters, a student must pass all core classes to be promoted. Core classes for the 7th grade are English, Literature, Science, Social Studies, Math and Bible. Core classes for the 8th grade are English, Literature, Science, Social Studies and Bible. (8th grade math and computer science is for high school credit.) 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.

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:

- Skills learned during school hours may be practiced and enforced.
- Budgeting their time when necessary, children may learn the self-discipline of carrying out the assignments independently.
- Parents may observe children as they work and gain insight as to their academic strengths and weaknesses.
- 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. 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. 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 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. Students 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. No political paraphernalia, literature or signs will be allowed on or in student lockers.

Lost and Found

The high school principal's office serves as a clearinghouse for lost and found articles. Students who find articles should leave them in the office. Students who lose articles should ask the principal whether the lost item has been found.

Lunch

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

Breakfast/Lunch Billing

The cafeteria at CRA does not seek to make a profit. It is designed to be a service to parents and students. Parents must establish a regular payment plan with the school through bank draft, or receive Board approval for any other payment plan. If a lunchroom balance exceeds \$150 per child, the family will be required to send a sack lunch or money to purchase meals each day.

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.

Part-Time Student Guidelines

A student who is participating in a home school program may attend CRA on a part-time basis for a prorated tuition rate. An additional fee schedule also applies to part-time students.

If a part-time student takes more than one class, the classes taken need to be consecutive according to the daily class schedule. Due to CRA's class schedule, the part-time student will be allowed one open class period between enrolled classes. However, the student may not leave the campus between classes. CRA will determine the appropriate setting for the open class, if one is necessary. Open class periods will not be scheduled during chapel. One open class period per day per semester is the maximum allowed by CRA.

Part-time students will not receive a diploma from CRA. Upon completion of a class and final payment of applicable tuition and fees, the student will receive a report card and a transcript listing the grade earned for the completed course work. Part-time students are responsible for completing and submitting necessary paperwork to receive credit through other learning programs in which the student is enrolled.

To qualify to play sports, part-time students in grades 7-12 must meet the following requirements:

- Enroll in at least one class period at CRA.
- Meet all AAA requirements for participation.
- Attend a minimum of 1 full class period on the day of any athletic event. If a part-time student is unable to attend 1 full class period on the day of the athletic event, the student must request permission in advance to be allowed to participate in that specific athletic event. Permission is at the discretion of the Administrator.
- Enroll in the corresponding athletic class period for the sport(s) in which the student wishes to be involved.
- Attend and participate in after-school practices for the sport(s) in which the student wishes to be involved.

Deviation from these guidelines may be granted by the Administrator under certain circumstances, but will never be in conflict or violation of AAA requirements and guidelines.

Reporting of Student Performance

A report will be sent to parents each nine weeks pertaining to the grade their child has made in each scheduled class. This report will be found on FACTS (Renweb) and will include a letter grade or average.

Parents are invited to schedule a conference with teachers if they so desire.

Two parent/teacher conferences are scheduled in the school calendar. They will be during 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.

School Organizations

- Art Club
- Chorus
- H2O (Falcons Against Drugs)
- Horizon
- FBLA
- Student Council
- KIDS

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.

Test Exemptions

Semester tests are an important educational tool that deepens learning and increases retention of learned information. Experiencing cumulative semester tests in high school is a study tool that will help a student be better prepared for college or other learning opportunities beyond high school.

As a means to prepare students for future learning opportunities, all students will take final exams in the fall semester.

For classes in the spring semester, students with an “A” or “B” average in a class for each of the 3rd and 4th quarters and who meet the attendance requirements may be exempt from taking the spring semester final exam in that class. Final grades will be based on an average of the 3rd and 4th quarter grades for the class.

Students may not miss more than 5 days in the spring semester to be exempt from spring semester final exams. Absences are tracked by class period. If a student exceeds 2 days of after-school detention in the spring semester, the student will not be exempt from spring semester final exams. If a student has been suspended at any time during the school year (fall semester or spring semester), either in-school suspension or out-of-school suspension, the student will not be exempt from spring semester final exams. Students must return all school issued materials – books, athletic uniforms, etc. – or pay for replacement items in order to be exempt from spring semester final exams.

Class time the day before final exams is considered the review day. Class review for final exams will begin no sooner than two school days before semester tests begin. Class work will be included in computing the student’s exemption status up to, but not including, review day. Students who are exempt from spring semester final exams are not required to attend the review day.

Any student who is exempt may elect to take spring semester final exams. However, if an exempt student’s spring semester final exam score would lower the student’s average in the class, it will not be counted in computing the final grade for the class.

Textbooks

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.

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.

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. When parents and students need to communicate with one another, the school office phone is to be used for this communication, not a student's personal device..