

EMCA 2018-2019

Parent Student Handbook

This document has be revised for the 2018-2019 school year
and supersedes all previous editions

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Vision

Our Vision Statement ... *Shaping Hearts and Minds for a Lifetime of Christian Service* is a constant reminder of our reason for existing. Our Lord has called us to this ministry and we are conscious that every action we take should glorify God and help to build His Kingdom.

Mission

Our Mission Statement is ... Developing godly men and women who apply a Christian worldview to all of life and whose faith produces inseparable works, and who confidently engage their culture and change it for the cause of Christ.

Purpose

East Memorial Christian Academy has been established to provide an academically challenging education in a Christian culture that is recognized for excellence and emphasizes the importance of faith in God and His revealed Word. It is our desire to see boys and girls live Christ honoring lives as they mature physically, mentally and spiritually.

Philosophy

All truth is God's truth. God must be recognized as "the Creator" of the universe before true mastery of the worldly facts can be achieved.

We embrace the concept where education is not a destination, but a journey. It is essential that men, women, boys and girls continuously study and develop mentally, emotionally, and spiritually in a learning environment where God's Word is the authority. It is our desire this educational process will bring light into the hearts of our students and God's plan for their salvation will become clear and they will make Jesus Christ Lord of their lives.

Achieve educational excellence while nurturing Christian character.

We believe the Bible clearly instructs **Parents**, not the Church or State, to "bring children up in the discipline and instruction of the Lord."

- The family raises and educates children. (Eph. 6:1-4)
- The church's commission is essentially to spread the Gospel and train

believers. (Matt: 28:18-20)

- The state is directed to enforce God's laws and protect the innocent (Rom. 13)

Therefore, under the delegation of the family, we seek to teach and discipline in a manner consistent with the Bible and a Godly home environment.

We believe it is our responsibility to nurture the growth of students in the spiritual, academic, social, and physical domains.

Jesus commands us to love Him with all of our heart, soul, and mind and with all our strength (Mark 12:30). Therefore, we seek to challenge children at all levels to learn and grow in all areas of their lives by providing excellent Christian teachers who use time proven educational techniques.

We believe our responsibility is to assist parents in teaching their children and that all things should be done "heartily as unto the Lord" (Col. 3:23). Therefore, we require students to do quality academic work while maintaining Christian standards of conduct.

Our learning process is designed to produce individuals equipped to become productive members of society and fruitful members in the Body of Christ.

School Verse

To help guide the daily lives of faculty, staff and students your board of directors adopted Ephesians 4:32 as our school verse. It is their hope this commandment will help create an environment where Christ is honored in every aspect of our school and individual lives.

Ephesians 4:32 And be ye kind one to another, tenderhearted, forgiving one another, even as God for Christ's sake hath forgiven you.

Statement of Beliefs

We **believe** the Bible is the Word of God, supernaturally inspired, and that it is inerrant in the original manuscripts and preserved by God in its verbal, plenary inspiration, so that it is the divinely authoritative standard for every age and every life.

We **believe** the Godhead exists eternally in three persons: Father, Son, and Holy Spirit and that these three are one God.

We **believe** God is the absolute and sole Creator of the universe, and that creation was by divine feat, not through evolutionary process.

We **believe** God, by His sovereign choice and out of His love for men, sent Christ into the world to save sinners.

We **believe** Jesus Christ in the flesh was both God and man, that He was born of a virgin and that He lived a sinless life. He taught and wrought mighty works, wonders and signs exactly as revealed in the four Gospels. Jesus was crucified, died as a penalty for our sins, and was raised from the dead bodily on the third day. Jesus ascended to the Father's right hand where He is head of the church and intercedes for believers, and from whence he is coming again personally, bodily, visibly to this earth to set up His millennial kingdom.

We **believe** since in His death, by His shed blood, the Lord Jesus Christ made a perfect atonement for sin, redeeming us from the curse of the law by becoming a curse for us. Men are saved and justified on the simple and single ground of the shed blood.

We **believe** such salvation, with its forgiveness of sins, its impartation of a new nature and its hope of eternal life is entirely apart from good works, baptism, church membership or man's effort. Salvation is of pure grace.

We **believe** a true believer is eternally secure, that he cannot lose his salvation, but that sin may interrupt the joy of his fellowship with God and bring the loving discipline of his Heavenly Father.

We **believe** all who receive Christ become joint-heirs with Christ; at death, their spirits depart to be with Christ in conscious blessedness. At the rapture, their bodies will be raised to the likeness of the body of His glory and dwell forever in divine presence.

We **believe** it is the goal of every Christian to grow in spiritual maturity through obedience to the Word of God and the indwelling Spirit.

We **believe** the Holy Spirit is God and possesses all the divine attributes. He indwells all believers, baptizing and sealing all believers at the moment of their salvation. He fills them in response to confession of sin and repentance.

General Objectives

1. To provide the student continual opportunities to learn about and know God through a relationship with His Son, Jesus Christ, since man is spiritually depraved.
2. To promote in our students a God-centered orientation to life.
3. To promote an instructional design in which students are taught that each discipline is embodied in God's truth.
4. To promote the development of moral character consistent with the principles of the Bible.
5. To promote a high level of literacy and academic achievement per the ability of the student.
6. To promote understanding of man's purpose of being, which is to bring glory to God.
7. To foster a "One Family – One Focus" relationship between home, school, and church.
8. To develop in students the ability to critically analyze the world's interpretation of truth and to discern it from God's truth.

Accreditation

EMCA is a fully accredited school with the Alabama Independent School Association (AISA) and AdvancED- (Southern Association of Colleges and Schools- SACS).

School Organization

The school is governed by a board of directors. Members of this board are appointed by and serve at the pleasure of the senior pastor of East Memorial Baptist Church. The term of office for each director is three years. Consecutive terms of service are permissible when determined by the senior pastor to be in the best interest of East Memorial Christian Academy. The Senior Pastor and the Administrator of East Memorial Christian Academy will serve as permanent board members. The Administrator is responsible for the day to day operations of the school.

The school is composed of two divisions; elementary, which includes K4-5th grades and secondary, which includes 6th-12th grades. The secondary level is further divided into middle school (6th – 8th grade) and high school (9th – 12th grade) categories. Classes in the elementary grades are self-contained, with one teacher being

responsible for presenting most academic subjects. Because of increased complexity of subjects, students in grades 6th-12th are required to change classes.

I. Admissions Policy

- A. EMCA does not discriminate on the basis of race, sex, color, handicap, or national/ethnic origin in the administration of its educational, admission, scholarship, athletic, and other school administered programs. EMCA is not equipped to handle physical or learning special needs students or students who have exhibited behavioral problems. Students in these categories are not considered for admission.
- B. The specific procedures for “New” student admission will be outlined in the Application Package, which is available online.
- C. Re-enrollment packages are provided to current students during our “priority enrollment” period in the spring. In the event enrollment exceeds our capacity, current students are given priority placement. The second level of enrollment priority goes to siblings of current students. Once this level is complete, the third level of enrollment is offered to EMBC members. If there are still vacancies in the school, these slots will be offered during the open-enrollment period and are filled on a first come, first served basis. All slots are secured when the non-refundable registration fee is paid.
- D. Students with outstanding tuition balances or other indebtedness to EMCA will not be reenrolled for the next year until full payment is received, unless specific arrangements have been made.
- E. Past behavior and Christian conduct will be considered during the enrollment process.
- F. Placement test may be used to help determine student grade placement.
- G. The following materials must be in the school office prior to final acceptance:
 - i. Current immunization record (Blue Card)
 - ii. Copy of birth certificate
 - iii. Latest report card
 - iv. Most recent SAT scores
 - v. Transcripts from all previous schools attended from which credits are being requested for transfer.
 - vi. Computer-Internet Agreement
 - vii. Multi-Media Release
 - viii. Emergency Medical Form
 - x. Field Trip Permission Form
 - xi. Handbook Acknowledgement/Corporal Punishment Form

H. Age Requirements:

- a. K4 students must be four (4) years of age on September 1st
 - b. K5 students must be five (5) years of age on September 1st
 - c. First (1st) grade students must be six (6) on September 1st
- I. Any student who has been expelled from another school is not eligible for enrollment. After a waiting period of two full semesters a student can request special consideration from the Administrator to submit an application. If the student is permitted to enroll, he or she will be on probationary status for a period of nine weeks.

II. Financial Obligations

1. Tuition may be paid annually beginning in June, over a 12 month period (June-May), or over a 10 month period (August-May). For 10 month tuition plans, all registration and application fees must be paid by June 1 and the first month's tuition (August) must be paid by August 1. Tuition may be paid in lump sum by June 1 and will receive a 5% discount.
2. If a student attends part of a school month, the parents are responsible for the **ENTIRE** month's tuition.
3. Accounts not paid by the 20th of the month in which they are due will be considered delinquent and shall be assessed a \$30.00 late fee for that month. Returned checks will be assessed the late fee plus a \$30.00 returned check fee.
4. Families with delinquent accounts will not receive report cards, transcripts, or diplomas until all financial obligations to EMCA are paid in full. All financial arrangements must be made with the school administrator.
5. Students whose parents/guardians have an outstanding balance that is thirty-one (31) days delinquent **WILL NOT** be permitted to attend classes until the account is brought to a current status or arrangements have been made for payment.
6. Students whose parents/guardians have an outstanding obligation to EMCA from a previous school year **WILL NOT** be permitted to register for classes until that obligation is paid in full.
7. Students whose parents/guardians have an outstanding financial obligation to EMCA or another school, public or private, **WILL NOT** be permitted to start school until all obligations are paid in full.

8. EMCA reserves the right to demand one month tuition deposit for students who previously had report cards held or were not admitted to class because of late payments.
9. If you have a verifiable financial **emergency** and are temporarily unable to pay, please contact the school administrator to make arrangements before you become delinquent or withdraw your student.

III. Attendance

A. **Parental Responsibility for Student Attendance and Behavior (Act 94-782 which amended Legislative Act 93-672; Code of Alabama 16-12-12).** It is the parent/guardian or other person having control or custody of a child required to attend school who fails to require the child to enroll, to regularly attend school, or to compel the child to properly conduct himself/herself as a pupil in accordance with the written policy on school behavior adopted by the board shall be guilty of a misdemeanor.

1. Students are expected to attend school every day school is in session. Absences are detrimental to a student's progress. Parents can help by scheduling vacations or other commitments during the time allotted in the school calendar. To be considered present a student must be in school at least one-half of the school day. They are required to be in school a minimum of four periods per day. If a student is not in school for the required number of periods then they are counted as absent.
2. Absences will be excused for personal injury, illness, death in the immediate family, emergency medical or dental treatment, medical/dental appointments or other emergency situations. Parents are encouraged to make every effort to schedule medical/dental appointments so as not to interfere with normal school hours. Parents will have three days to return a written note or send an e-mail to school explaining their student's absence. If a note or e-mail is not received within 3 days the absence will be unexcused, any graded work missed during an unexcused absence will be graded at 60% of the grade earned. If a student receives 3 unexcused absences or he/she will receive one day of suspension. Zeroes will be recorded for any missed work while suspended.
3. Special absences will be allowed for reasons determined by parental discretion. In such cases, parents are asked to contact the Assistant Administrator to arrange for a Pre-approved Absence Form prior to the absence. Special request should be made as soon as possible in advance of the planned absence. It is the student's responsibility to make up missed work.

4. Any unexcused absence(s) will result in disciplinary action and may include detention, suspension or expulsion. Three unexcused absences will result in one day of Suspension. Zeroes will be recorded for any work missed while suspended.
5. Alabama state law requires school administrators to report to authorities any student who has more than five (5) unexcused absences by semester.
6. Credit will **not** be granted for students in grades 9-12 with 10 or more absences per class, per semester. Exceptions must be approved in advance by the Board of Directors.

B. Late Arrivals and Early Checkouts

1. Late Arrivals- Every effort should be made to arrive at school in ample time that permits 6th-12th grade students to be seated and ready for class at 7:50 A.M and K-4 - 5th grade at 8:00 A.M. Late arrivals disrupt school operations from the front office to the classroom and should be avoided. Students must be signed in by a parent and have a note if they arrive after school starts and obtain an admission slip to class. Late arrivals are treated as tardy (See below).
2. Early Checkouts- Early checkouts should be used only as a last resort to enable students maximum classroom time. Parents are encouraged to schedule all appointments so as not to interfere with school attendance. Except for acute illness or emergency, students are required to provide a note signed by their parent/guardian stating the reason and time for early checkout. Your student will be called from class upon your arrival and signing them out. Students may not be checked out after 2:15pm.

C. Tardiness

A student will be marked tardy for any late arrival to school and/or any class. Late arrivals are disruptive and adversely impact the learning and teaching opportunities in the classroom. Tardiness should be avoided if at all possible.

1. An elementary student is late/tardy when not in his/her seat when the 8:00 a.m. bell rings. After five unexcused tardies during a semester, the teacher or front office may contact the student's parent for a conference.
2. High School students who are not in their seats when the 7:50 a.m. bell rings for class to begin are late. These students should report to the office and receive a tardy slip if this occurs during 1st period. A tardy slip will be issued in the office with the original being issued to the student to give to his/her first period teacher.
3. If a high school student is not in his/her seat when the bell rings for periods 2-7, the teacher will fill out a LATE SLIP and turn it in to the

office. Late Slips will be treated as tardies. NOTE: Late slips may be issued as written documents or noted electronically in the school attendance system. Secondary students are expected to keep track of their own attendance issues and parental contact will not necessarily be attempted unless there are “serious issues” which become detrimental to the student’s academic standing.

4. Nine tardies/late to class, the student will be suspended for one day. This is per semester.

D. Attendance Related Suspension (6th-12th Grade)

1. Three unexcused absences (1 unexcused absence is the same as 3 unexcused tardies or 3 unexcused late to class.)
2. Nine morning unexcused tardies (Three unexcused tardies equals one unexcused absence.)
3. Nine late to class (3 late to class equals 1 unexcused absence.)
4. Any combination of the three above for a total of nine.

IV. Grading System

A. Grades K4 & K5:

Letter Grade	Communicates
O	Outstanding
G	Good
S	Satisfactory
U	Unsatisfactory
P	Poor

B. Grades 1-12:

All grading will be based on percentages in a given reporting period, as percentages offer the fairest and most accurate system of averaging and calculating of grades.

Percent Grade	Letter Grade	Communicates
90-100	A	Excellent
80-89	B	Above Average
70-79	C	Average
60-69	D	Below Average
0-59	F	Failing
	P	Passing
	I	Incomplete
	X	Exempt

C. Conduct Grades:

Conduct grades will be shown as (O)-outstanding, (G)-good, (S)- satisfactory, (U)-unsatisfactory or (P)-poor. Individual teachers may include comments in this area. Any student receiving an “unsatisfactory” or “poor” conduct grade may result in a conference and the student will be placed on probationary status for the next grading period. Students placed on probationary status are subject to immediate suspension for future incidents of failure to meet personal conduct standards.

Any student receiving an unsatisfactory or poor conduct grade forfeits Honor Roll recognition for that term and year- end.

D. Report to Parents:

- i. All graded work, as well as teacher comments, will be communicated electronically using RenWeb. Parents may request copies of any graded work. Parents will be contacted if a student has a below C average during any grading period.
- ii. Report Cards- Students will receive a report card at the end of the school year. Grades can be accessed by using your RenWeb account. If you require a print out of a report card before the end of the year, please contact the school office.
- iii. Parent/Teacher Conferences- Conferences will be scheduled when parent and/or teacher deems necessary, with the goal of maintaining proper communication between the home and school.
- iv. Communication between parents/guardians and teachers is encouraged. Please do not hesitate to initiate conferences as needed throughout the year.

V. Standardized Testing

- A. East Memorial Christian Academy will administer standardized testing to all students in grades 3-10. Results of these tests are made available to parents/guardians and filed in the student’s cumulative record.
- B. All Advanced Diploma Juniors must take the ACT or SAT before the fall of their senior year. You may not enroll as a senior unless you have taken the ACT or SAT. Contact the School Counselor for testing dates and locations.

VI. Academic Policy

A. Secondary Exam Exemptions

1. Seniors may be exempt from the mid- year exams in courses that are only one semester in length. Such as: Government, Economics, Literature, and Grammar, if they have an "A" average in each grade term.
2. Seniors may be exempt from the end of the year exams if they have an "A" average in each grade term.

B. Promotion

1. Students in Grades 1-8 who fail three or more of his/her academic courses must repeat the entire grade. Summer School is not offered for students in these grades. In addition, students who do not achieve minimum standards in core subjects (Math and Reading) are subject to retention.
2. Without regard to the above, students may be retained in the current grade level when the faculty and parents/guardians determine it is in the best interest of the student. The EMCA Administrator will have the final decision based upon all information available to him.
3. Students will be notified of any academic performance requiring summer school to complete graduation requirements. Students will be expected to complete such requirements in order to be considered for the following school year.
4. Only two (2) subjects can be repeated during summer school. Students failing three (3) or more subjects will not be promoted.

C. Academic Probation

Students are required to maintain satisfactory performance in academics. A student's overall numeric average must be a 75 or above and he/she must not have more than one F at the end of any given 9-week term and/or semester term. If the minimum standard as stated above is not met then he/she will be placed on academic probation for the following 9-week reporting period.

Athletes on academic probation will also be on athletic probation. They will have 4 weeks to bring their overall numeric average up to the minimum standard. If the average is still below minimum standard after the 4-week period, they will immediately become ineligible to participate in extra-curricular activities. This will include all practices, dressing out with the team and traveling to games. Also, if the overall numeric

average meets the minimum standard at the end of the 4-week period and then the overall numeric average drops below the minimum standard during the remainder of the reporting period, they will immediately become ineligible to participate in extra-curricular activities. Students coming from another school system are held to these same academic and athletic standards. Final decisions in this matter rest with the School Administrator.

D. Attendance Eligibility

Daily attendance at school and practice is expected. In order for an athlete to be eligible to participate in any after-school activity he/she must be present in school the day of the activity. If the activity is to be held on a Saturday, then the student must be in attendance on the preceding Friday.

If a student had been deemed absent by the front office then he/she is not to participate or be involved in any way with an activity. Practices are considered an activity.

An athlete who accumulates an excessive number of absences or tardies as designated previously, may be placed on probation for a specific time period. If absences or tardies continue during this time, the athlete will be suspended from athletic participation until it is clear that the attendance problem is resolved.

Final decisions rest with the School Administrator.

E. Plagiarism Policy-

1. Plagiarism is the “unauthorized use or close imitation of the language and thoughts of another author and representation of them as one’s own original work.”

(<http://dictionary.reference.com/browse/plagiarism>) One must cite sources when copying another person’s words; when using another person’s ideas, even putting them in your own words; when using specific information that is not common knowledge; or when you use charts, maps, graphs, or pictures from other sources. (Scholastic, Inc.)

2. Plagiarism is akin to intellectual theft, i.e. stealing; Exodus 20:15 “You shall not steal;” NASB.

3. On occasion, mistakes will happen, citations will be omitted and students who are learning will make a mistake. In the event of a mistaken representation of other’s work as their own, the following guidelines will be utilized to allow and encourage the student to correct the work:

- If a few sentences (i.e., three or less) are plagiarized, the student has the opportunity to re-write the composition for 80%

of the actual grade due the following day, minus ten points for each additional day late.

- If a paragraph (five to seven sentences) is plagiarized, the student has the opportunity to re-write the composition for 65% of the actual grade, due the following day, minus ten points for each additional day late.
- If more than seven sentences are plagiarized, the student has the opportunity to re-write the composition for 50% of the actual grade, due the following day and minus ten points for each additional day late.

4. In the event that a student attempts to pass another's work as his/her own and the result cannot be described as "accidental" as described above, the student will receive a zero for the assignment as the final grade. School appropriate discipline will also apply in accordance with the student handbook.

F. East Memorial Christian Academy offers two diploma options for graduation.

1. AISA Minimum Diploma (Academic Diploma)
2. AISA Advanced Diploma

The following chart outlines requirements for these programs:

Requirements for Graduation
(In compliance with AISA)

Departments	AISA Minimum Diploma (Academic Diploma)	AISA Advanced Diploma**
Bible *	4 Units	4 Units
English *	4 Units	4 Units
Mathematics * Algebra I◇ Geometry◇ Advanced Algebra II◇ Pre-Cal with Trig ◇ Standard Algebra II Standard Algebra III w/Trig	4 Units To include Algebra I ◇ Geometry◇ Algebra II Algebra III w/Trig	4 Units Algebra I◇ Geometry◇ Advanced Algebra II◇ Pre-Calculus◇
Science * Biology ◇ Physical Science ◇ Advanced Chemistry ◇ Physics ◇ Anatomy & Physiology Chemistry	4 Units To include Biology ◇ Physical Science ◇ Chemistry Anatomy and Physiology	4 Units Biology ◇ Physical Science ◇ Advanced Chemistry◇ Physics◇
Social Studies * World History-1 ◇ U.S. History-2 ◇ U.S. Government- ½◇ Economics- ½ ◇	4 Units	4 Units
Physical Education-½ and Lifetime Sports-½	1 Unit	1 Unit
Health	½ Unit	½ Unit
Fine Arts (Speech Drama, Band, or Art)	½ Unit	½ Unit
Foreign Language◇	1 Unit	2 Units of same language
Computer Application	½ Unit	½ Unit
Service (School, Church or Community)◇		½ Unit
Electives	4.5 Units	3 Units
Total Units of Credit	28	28

* Indicates Core Subjects

◇ Indicates Honors Subjects

** A minimum of a "B" average in Math and Science are prerequisite for 11th and 12th grade Advanced Diploma (beginning with 9th grader for 2018-2019 school year)

Note: Only Units earned in grades 9-12 will count for graduation
except if Algebra I or a foreign language is taken in 8th Grade.

G. Dual Enrollment

East Memorial Christian Academy has an active dual enrollment contract with Jefferson State Community College (JSCC). This allows eligible students the opportunity to earn both high school and college credit simultaneously.

Students and parents who are considering the option of dual enrollment should proceed with caution. Students who successfully complete dual enrollment courses will receive credit toward their college degree. Students should understand, however, that dual enrollment courses are college courses and the amount of work necessary to for succeeding in dual enrollment courses may be much greater than in high school courses. In addition, dual enrollment courses become a part of a student's permanent college transcript (and in the high school transcript) and are calculated into the student's permanent college transcript and are calculated into the student's permanent high school GPA. It is important to do well in these courses to realize all benefits of dual enrollment.

What is Dual Enrollment/Dual Credit?

Eligible 11th and 12th grade high school students may enroll in a course which provides both college credit and high school credit for the same course. Serious consideration and counseling should be provided for 11th grade students to ensure they have the social maturity for college level work.

Eligibility requirements for Dual Enrollment

Eligible high school students may enroll in college classes concurrently with high school classes, and receive both high school and college credit. To be eligible the student must meet all college requirements for the course(s) and the following EMCA requirements:

1. The student must be in grade 11 or 12.
2. The student must have a 2.5 GPA, as defined by local board of education policy; in completed high school courses.
3. The student must have written approval by the EMCA Administrator or Assistant Administrator and school counselor. Student access to Dual Credit/Dual Enrollment is dependent upon both academic readiness and social maturity.
4. The student must meet admission requirements established by JSCC.

How does a Dual Enrollment class meet high school requirements?

Students must complete three semester credit hours at the postsecondary level to equal one credit (Carnegie unit) at the high school level in the same or approved subject. (There are specific requirements regarding English credits.)

East Memorial Christian Academy –Dual Enrollment Contract

We the undersigned understand and agree to the following conditions for having the privilege to participate in Dual Enrollment between East Memorial Christian Academy and Jefferson State Community College.

- Students must be on the Advance Diploma Track and maintain all A's and B's in all subjects.
- Student must be a senior or junior.
- Students must be recommended by a teacher or member of the administration.
- Students must have excellent attendance and conduct.
- Students are only approved to take English, History or an Approved Math during school hours.
- Students who enroll at Jefferson State during their junior year must take four English classes at Jefferson State to meet the graduation requirements for East Memorial Christian Academy.
- Students who enroll at Jefferson State during their senior year must take two English classes at Jefferson State to meet the graduation requirements for East Memorial Christian Academy.
- Students who begin taking English at Jefferson State must take all of their English courses at Jefferson State required for graduation for East Memorial Christian Academy.
- Students must submit to the counselor a copy of their registration form each semester.

We understand that non-compliance with all of the above statements will result in an immediate loss of privilege for participating in Dual Enrollment as a student of East Memorial Christian Academy.

Student's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____

VII. Permanent Records (K-12)

- A. Student Transcripts reflect semester grades only and use a letter grade based on the grade computation as explained below:
1. Grades are based on homework, quizzes, tests and projects as assigned by the teacher within a nine-week period.
 2. Semester grades are based on the two nine (9) week period grades and a final exam.
 3. Percentile average is the system used to compute a student's average grade. Academic probation, athletic and extra curricular eligibility and honors will be expressed in a percentage using the values found in the table located in grading system, paragraph IV B.
 4. Lack of Attendance can result in loss of credit for the semester and/or year. (See III A.6)
- B. Incomplete, late assignments and assignments required in order to receive credit for a course must be completed by the date assigned by the teacher unless there are extenuating circumstances approved by the teacher prior to the deadline or there is a major, prolonged illness.
1. Each teacher is allowed flexibility in establishing incomplete/late work policy.
 2. Students who do not hand in major assignments, projects, or class requirements are in danger of receiving a failing grade.
 3. All work must be made up by the close of the grading period. If assignments are not submitted by the end of the grading *period* because of an emergency situation, the student may receive an "incomplete" (I) on his/her report card. In such cases, the student will confer with his or her teacher and be placed on a schedule to complete missed work. The student will be responsible for completing all work within the time frame allotted or will receive a zero. The final grade will then be recomputed and marked upon the student's report card. Unless prior approval is granted, all grades of "incomplete" (I) must be made-up within two weeks or the student will receive a zero.

VIII. Honors and Recognition

East Memorial Christian Academy desires to recognize those students who have consistently excelled in academics and citizenship. The following is our current list of honors to recognize those who excel:

1. Honor Roll (1st-12th): This recognition will be made at the end of each 9-week reporting period for those students who achieve the minimum letter grades listed below in all subjects. In addition, a conduct grade of satisfactory or above is required.
 - a. Administrator's Honor Roll- "A" in all subjects
 - b. Faculty Honor Roll- "A's" and "B's" in all subjects
 - c. Honor Roll- Minimum of "B's" in all subjects

2. End –the-Year Awards (1st-12th)
 - a. Bible Scholar Award- Awarded to students who achieve an average letter grade of "A" for the year in Bible Class.
 - b. End-of-Year Honor Roll- This recognition is awarded to those students who achieve the minimum yearly average letter grades listed below in all subjects. In addition, a conduct grade of satisfactory or above is required for the entire year.
 - i. Administrator's Honor Roll- Yearly average of "A" in all subjects.
 - ii. Faculty Honor Roll – Yearly average of "A's" and "B's" in all subjects.
 - iii. Honor Roll – Yearly average of "B's" in all subjects.
 - c. Perfect Attendance Certificate- Awarded to any student who is present every day of the school year. NOTE: To be counted "present", a student must attend a minimum of 4 periods per day to count as a full day. Early departure must be an excused absence. All class work and homework for the day of early departure must be completed in the timeframe established by the respective teacher. Students participating in school sanctioned events will be considered present.

3. End-of-Year Awards (Senior High School only)

- a. Christian Life and Leadership Award – Awarded to two students, one male and one female, in grades 9-12 who exhibit the most consistent Christ-like lifestyle in academics, attitude and behavior while demonstrating exceptional leadership ability among his or her fellow students. Nominated by faculty and Staff.
- b. Valedictorian and Salutatorian – Awarded to advanced diploma seniors who have earned the highest and second-highest G.P.A. in core classes (see Requirements for Graduation table) taken at EMCA during grades 11 and 12 and must be recommended by the Administration. In the event that there are multiple students with either the highest or second highest G.P.A., multiple awards will be given.

Qualifications of Valedictorian:

- Highest cumulative U.G.P.A. in all credit bearing courses and
- Must be on Advanced Diploma track and
- Must have attended EMCA for two years, (11th and 12th grades) and
- Must be recommended by the Administration.
- Final decisions rest with the School Administrator.

Qualifications of Salutatorian:

- Second-highest cumulative U.G.P.A. in all credit bearing courses and
- Must be on Advanced Diploma track and
- Must have attended EMCA for two years (11th and 12th grades) and
- Must be recommended by the Administration.
- Final decisions rest with the School Administrator.

- c. Honor Cords- Awarded to Advanced Diploma Seniors who meet all academic criteria of a cumulative average of 85% or higher in credit bearing core classes.

4. End-of-Year Awards (K-4 – K-5)

- a. Bible Scholar Award – Awarded to students who achieve a yearly average grade of “Outstanding” in Bible.
- b. Perfect Attendance Certificate – Awarded to any student who is present every day of the school year. NOTE: Student must

attend a minimum of 4 periods per day to count as a full day. Early departure must be an excused absence.

c. Honor Roll – This recognition will be made at the end of each 9-week grading period for those students who achieve the minimum letter grades listed below in all subjects. In addition, a conduct grade of satisfactory or above is required.

- i. Administrator’s Honor Roll – “O” in all subjects.
- ii. Faculty Honor Roll – “O’s” and “G’s” in all subjects.
- iii. Honor Roll – Minimum of “G’s” in all subject areas.

d. End-of-Year Honor Roll – This recognition will be made at the end-of-year awards ceremony for those students who achieve the minimum yearly average letter grades listed below in all subjects. In addition, a conduct grade of satisfactory or above is required for the entire year.

- i. Administrator’s Honor Roll – Yearly average of “O” in all subjects.
- ii. Faculty Honor Roll – Yearly average of “O’s” and “G’s” in all subjects.
- iii. Honor Roll – Yearly average Minimum of “G’s” in all subject areas.

Exceptional Circumstances: Any student whose conduct in school or community brings discredit to themselves, EMCA, and/or East Memorial Baptist Church (EMBC) will be ineligible for any special recognition. Final decisions in these matters rest with the School Administrator. Students who have been suspended from EMCA for behavioral problems will not receive recognition on any honor roll for that reporting period.

X. Discipline

1. Admission to East Memorial Christian Academy is a privilege. The school exists for the purpose of providing a complete and wholesome education with emphasis in moral and Christian training. Effective instruction in these areas requires good order and discipline. This may be best described as the absence of distractions, friction, and disturbances which interfere with the effective functioning of the student, class, and school. Therefore the following policy and procedures will be supported in order to maintain such discipline.

1. Policy

- a. It is the policy of East Memorial Christian Academy that each student enrolled in the school has a basic right to the best education and training afforded by the school. However, when a student interferes in any way with a teacher's right to teach, or a fellow student's right to learn, that student forfeits his/her basic educational right and will be subject to those penalties imposed by the school administration. The first line of discipline lies with the classroom teacher. Students are to be subordinate to teachers at all times during school hours, whether in or out of class, or at any school sponsored event whether at home, away, or enroute to or from the event.
- b. All students are expected to maintain the highest standards of conduct at all times. Whether at school or participating in or attending school events at off-campus locations students are reminded that faculty, staff and parent chaperones are authority figures and should be treated as such. Simply stated, students must display proper respect to these adults by complying with their directions at all times and under all circumstances. Insubordination in any form will not be tolerated.
- c. Discipline will reflect the severity and frequency of the infraction(s). Discipline will range from verbal counseling to permanent expulsion. However, the following is not exhaustive, and will not limit the discretion of the school administration regarding disciplinary alternatives:
 - i. Detention Hall – Served before or after school. Faculty supervision will ensure strict compliance to Detention Hall rules. In addition, students may be assigned litter patrol or other housekeeping duties.
 - ii. In-school Suspension – Student will be removed from the classroom for a specified number of days. Students will spend the day in the administrative area working on assignments given by the teachers.
 - iii. Suspension – Student will be removed from school for a specified number of days. Students must keep up with class work and notes but zeroes will be recorded for any work missed (excludes projects) during the time the student was suspended.
 - iv. Expulsion – Students are unenrolled and will not be permitted to return to EMCA for a minimum of two semesters (current, plus one).

- v. Corporal Punishment, when required, will be administered by Administration. When a student’s conduct/behavior warrants corporal punishment, parents/guardians will be involved and assume responsibility for any decisions relating to corporal punishment.

SPECIAL DISCIPLINE

The School Administrator may expel students for any reason including but not limited to:

Immoral conduct	Disrespect by word	Lying	Illegal use or possession of drugs on or away from campus
Rebellious attitude	Disrespect by deed	Profanity	Vandalism
Drinking alcohol during or beyond school activity hours	Fighting	Cheating	Use of tobacco on or away from campus.

2. Rules of Conduct and Prohibitions

- a. Students are not allowed to consume or have food and/or drink in their possession in the classroom, computer lab, library, chapel, restrooms or administrative office space. (EXCEPTION: Teachers may allow snacks and beverages in their respective classroom as an incentive or reward). Food and drink may be consumed in designated vending areas, cafeteria or any areas that might be periodically approved for specific events. When in doubt please ask. This will help keep our facilities clean and present a professional image.
- b. Students are to be mannerly, courteous, and respectful.
- c. Reasonable quiet conducive to study and good order is expected.
- d. Students should respect school/church property and property of others.
- e. Students should WALK at all times when inside any buildings except when involved in physical education or approved activities.
- f. Students should use an “inside” voice at all times unless involved in approved activities (e.g. P.E., sporting events, cheerleading, etc.)

- g. Students are not permitted to use electronic devices, (cell phones, tablets, iPods, watches etc.) or any other devices for any purpose anytime during the school day, 7:50-3:10 p.m. If an electronic device is used, seen in use, or is heard, it will be taken by the staff, held in the School Office and returned only to the parent.

Discipline action steps for violation of this policy are:

First offense warrants an In-school suspension and parent notification

Second offense warrants one day of Out of school suspension (Suspended students must keep up with class work and notes but zeros will be recorded for any work missed (excluding projects) during the time the student was suspended)

Additional offense warrants one additional day of Out of school suspension for each additional offense.

- h. Personal electronic devices and accessories such as radios, CD players, iPods, DVD players, and computers must be approved by administration. This also applies to students traveling to, from and during extra-curricular events, unless permission is received from the faculty supervising the travel. Only forms of media meeting the character expectations of EMCA will be allowed.
- i. Only messages from parents or guardians will be delivered to students.
- j. Students are not permitted to exit the school building at anytime without the express permission of a faculty or staff member. (Note: Students must have a hall pass anytime they leave class during scheduled periods)
- k. Defiance of school authority (faculty or staff member) will not be tolerated.
- l. Consistent lack of cooperation within and outside the classroom is unacceptable behavior.
- m. Willful destruction of school/ church property or other's personal property is prohibited.
- n. The use and/or possession of tobacco or tobacco products is prohibited. Any student who intentionally sells, gives, possesses, uses or is under the influence of illegal drugs, narcotics, or alcohol could be expelled from school and reported to the appropriate law enforcement agencies for possible legal action. All students will be subject to random drug testing to be administered by an agent of the

school. All students may be tested twice annually, unless other specific testing is required. See Drug Policy, appendix 1.

If a student is on a prescribed medication, he/she should come by the office where the medicine will be dispensed by the nurse or office personnel. No medication should be kept with the student. **Medication release forms must be filled out by the parent in order for the office to dispense any prescribed medication to the student.**

- o. Bringing or possessing a knife, firearm, explosive device or weapon of any type on school/church property is prohibited.
- p. Lying, cheating and stealing are prohibited.
Lev 19:11 Ye shall not steal, neither deal falsely, neither lie one to another.
- q. Profanity, obscenity or vulgar and crass language, conduct or materials are prohibited.
Eph 4:29a. Let no corrupt communication proceed out of your mouth.
- r. Playing games of any kind on school property must be approved by a faculty or staff member.
- s. Public displays of affection to include, hand holding, hugging, etc, are prohibited.
- t. Coarse joking is prohibited.
- u. Each student is expected to respect all persons without regard to race, creed, or national origin.
- v. Parents/guardians, immediate family, and alumni are welcome to visit for lunch. All family members and alumni must register in the school office and receive the appropriate identification tag. This tag must be worn at all times during your visit.
- w. Individual users of the East Memorial Christian Academy computer networks are responsible for their behavior and communication over those networks. It is presumed that users will comply with East Memorial Christian Academy standards and will honor the agreement specified in our acceptable use policy.

3. Assertive Discipline Plan

Our Rules for Grades 4 – 5 are as follows:

1. Come prepared for class
2. Raise your hand before speaking
3. Respect others
4. Keep your hands, feet, and other personal objects to yourself
5. Remain in your seat unless given permission to do otherwise
6. No eating or drinking in class

If a student chooses to break a rule:

1st offense: Student's name on board = Warning

2nd offense: One check after name = 30 minute detention.

3rd offense: Two checks after name = 45 minute detention.

4th offense: Three checks after name = Isolation with "0" on work in class and parent is called.

5th offense: Student sent to office and more severe methods discussed

SEVERE DISRESPECT: Student sent to office and parent is called.

Suspension or expulsion is possible.

Our Rules for Grades 6 - 12 are as follows:

1. Be in your seat with all necessary materials before the tardy bell rings.
2. Raise your hand before speaking.
3. No drinking, eating, or personal grooming in the classroom.
4. Keep your hands, feet, and other personal objects to yourself.
5. Remain in your seat unless given permission to do otherwise.

If a student chooses to break a rule:

1st offense: Student's name on board = Warning

2nd offense: One check after name = 30 minute detention after school

3rd offense: Two checks after name = 45 minute detention after school.

4th offense: Three checks after name = 1 hour detention after school and parent is called.

SEVERE DISRESPECT: Student sent to office and parent is called.

Suspension or expulsion is possible.

XI. Drug Policy (see appendix 1)

XII. Dress and Appearance

Note: Personal appearance guidelines apply to any student or faculty wearing a school uniform for classes, sporting events, or other extra-curricular activities. Appearance guidelines apply to all, no matter when or where the uniform is

being displayed. If you are wearing the uniform, you are representing EMCA. Please represent your school proudly.

A. All faculty, staff and students are required to purchase, wear and maintain EMCA approved uniforms. Students must always present a well dressed and well groomed image that will bring credit to themselves and EMCA. The appearance code is intended to provide a conservative appearance for students and faculty. ANY student wearing apparel, hair style, accessories, etc. deemed not conservative by the administration will be asked to remove or not wear the item to school again. Full cooperation from the student's family is expected.

B. Dress and appearance policy

1. Uniform shirts must be fully tucked into lower garment, sleeves rolled down, collar turned down and all buttons secured except for the top shirt button. (exception: girls' banded uniform shirt and spirit shirts).
2. Earrings- (Girls) Stud earrings, any combination with no more than two earrings in each ear, will be allowed to be worn during non-AISA sanctioned activities. The concern for modest student appearance and the safety of the student athlete is the emphasis for this rule. For all AISA sanctioned activities, scholastic competitions and others, ONE stud earring shall be allowed in each ear.
3. Earrings- (Boys) None
4. Body Piercing and/or tattoos are not permitted
5. Hair- (Boys & Girls) must be neat and clean at all times and must be of a style and color that will not draw attention to oneself. No faddish hairstyles are permitted. If in doubt ask your homeroom teacher before styling or coloring.
6. Hair - Any student (boy or girl) requiring a haircut should be sent to Administration.
Specifically, Boys' Hair:
 - a. Must not exceed over the top of the ears, eyebrows, or collar
 - b. Sideburns must not extend beyond the earlobe
 - c. Other facial hair is not permitted and boys must be clean shaven
7. Girl's hair must not cover the eyes.
8. While you do not have to buy an outer garment, please note that any outer garment worn at the school must be an authorized uniform item. Hoodies and sweatshirts are approved outer garments. The Letterman Jacket is an authorized item.
9. Wearing of sunglasses indoors is prohibited unless prescribed by a doctor.
10. Shorts - (Boys and Girls) Length of shorts may not extend beyond the top of the knee cap or be shorter than 2" above the top of the knee cap when worn.

11. Skirts/Skorts – (Girls) Length of skirt/skort may not extend below the ankles or be shorter than 2” above the top of the knee cap.
12. Shoes - (Boys and Girls) Girls shall be allowed to wear dress sandals. Dress sandals must have a strap on the back (no flip flops). All shoes, not sandals, shall be closed toe and heel. Cowboy boots are not allowed.
13. Friday attire consist of spirit wear T-shirt (purchased through the office, spirit pack or Booster Club) and long blue jeans.
14. Our uniform supplier, AKD, remains the standard uniform supplier for EMCA. It is our strong recommendation that all school uniforms be purchased from AKD. Any items not purchased from our uniform supplier should meet the uniform standard of clothing in type, color, and style. Please contact the school office with questions. Uniforms that we consider out of compliance with the “spirit of the rule” will be handled on an individual basis. Our concern is for the good and modest appearance of our students. A uniform appearance for our student body relieves the stress of keeping up with the latest styles and trends, at least at school, and allows us to concentrate on the mission, to *Shape Hearts and Minds for a Lifetime of Christian Service*.

XIII. Physical Education Policies

All students 9th grade and below are required to participate in physical education (PE) class at the scheduled times unless they have a doctor’s excuse. If a student does not come to school ready for participation in PE, he/she will have points taken off their participation grade. NOTE: Students in grades 6th-9th are required to wear the EMCA approved PE uniforms for PE Class.

XIV. General Rules

- A. Homework
No Homework or studying for tests will be required on Wednesday nights. This policy allows our students to attend church on Wednesday evenings without having to worry about homework or tests the next day.
- B. Make-up Work
 1. Excused Absences:
 - a. It is the responsibility of the student/parent to ask for any make-up work incurred during an excused absence. Upon returning to school from an excused absence the student/parent must take the initiative to collect any/all missed

assignments and schedule any/all make-up tests that were missed. A grade of zero (0) will be given for a test or assignment not completed within the date determined by the teacher(s). Students will have one school day per day missed to complete the assignment.

- b. For students on school-sanctioned outings, assignments should be turned in before the absence. Arrangements to take tests or quizzes should be made with each teacher prior to the absence.

2. Unexcused Absences:

The student may make up all missed work at the rate of 60% of the grade earned. A grade of zero (0) will be given for any test or assignment not completed within the date determined by the teacher(s).

C. Lunchroom Rules

1. Each student is responsible for picking up their own trash and depositing it in the proper containers.
2. Food or drink that has spilled must be cleaned up immediately.
3. Talk at a normal conversational level. Use your inside voice.
4. Students are to comply with directions given by lunchroom staff.
5. Students may not sit on tables nor rearrange tables and/or chairs.

D. Visitors

Parents/guardians are welcome to visit the school. To help enhance security for our students:

1. All visitors must register in the school office and receive the appropriate identification tag. This tag must be worn at all times during your visit. Visitors should sign out in the office at the end of the visit. All exterior doors are locked to the outside during the school day for the safety of our students and faculty. All visits shall be conducted through the front office. Parking is provided across the main drive. Your cooperation is necessary and appreciated.
2. Please be prepared to show proper picture identification.

E. Library Rules

1 A student is allowed to check out a book in the presence of a teacher or designated person only. Books will be checked out for a period of 2 weeks. Students in K4-5th will be allowed to check out two items, one of which may be a video. Students in 6th-12th will be allowed to check out three items, one of which may be a video. A student will be charged the cost of any item lost or damaged.

Potentially Unacceptable Library Material

If a parent feels an EMCA library item is inappropriate for their child, the parent should bring this to the teacher's attention. The teacher will then discuss the matter with the librarian and determine if the item is, in fact inappropriate. If unsure, Administration will be consulted. If it is determined the item should no longer be available in the EMCA library, it will be deleted from the catalog and discarded. If the inappropriate material can be edited, it will be edited accordingly.

XV. Miscellaneous

A. School Closing

In the event of bad weather, school closing will follow the Autauga County Schools and will be announced between 6:00-6:45 A.M. on local radio and television stations or as weather emergencies occur. Please include your cell phone number in your RenWeb profile; emergency messages will be sent as soon as the school closing decision is made. Please do not call school officials prior to 6:45 A.M. as they will be working to assess the conditions and notifying the media as necessary. Our student's safety will always be the primary consideration when deciding to open or close school.

B. Fire Drills and Emergency Evacuations

When the fire alarm sounds, students will leave the building in a quiet, orderly manner, according to instructions posted throughout the building. Additionally, students must comply with instructions given by faculty, staff or emergency response personnel.

1. As soon as the alarm sounds, all personnel will exit the building in an orderly manner.
2. The teacher will quickly lead the students out of the room.
3. Students should not take the time to gather personal items, but should exit the room as quickly as possible.
4. Students and all personnel are to proceed to the reassembly point.
5. Students are to remain in the designated reassembly area until the all clear sound is given. At that time students are to return to their classrooms in a quiet and orderly manner.

C. Tornado Drills and Emergency Response

1. For a tornado drill or actual “warning” all personnel are to exit their classroom or office and proceed in a prompt and orderly manner to their designated safety zone.
2. Every exercise and/or actual warning should be considered SERIOUS business. Injury or death could result if you fail to act responsibly and immediately comply with directions.
3. Students will NOT be released from the designated safety zone during severe weather warnings. Parents, please do not call the school during these times. Calls will not be answered and doors will be locked while staff and faculty are in the safe zones.

D. Lost and Found

Lost and found items may be dropped off or reclaimed in the administration reception area. Unclaimed items left in the office for more than one week become the property of the school and may be discarded or donated to a charitable organization.

E. Student Exclusion Due to Illness

Should your child develop vomiting, diarrhea and/or fever (100° or higher) while at school, school personnel will contact you and ask you to take your child home.

In the absence of a medical or physician-signed clearance to return to school, students who are ill should be excluded according to the following guidelines:

Symptom	Exclusion Period
Fever (100° or higher)	Until 24 hours after the last episode of fever without anti-fever medication
Diarrhea	Until 24 hours after the last episode of diarrhea
Vomiting	Until 24 hours after the last episode of vomiting
Wound(s)	Any wound(s) which may spread infection must be covered at all times while at school.

Parents must complete the Emergency Medical Form included in the Registration Packet.

F. Head Lice

Students who are found to have lice or nits at school will be removed from class and the Parent/Guardian will be contacted to pick up the student. Students must be picked up within the hour. Parent/Guardian must treat the condition right away with a lice killing product such as **Nix** or **Rid**. Carefully follow the product instructions for treatment of head lice. All nits must be removed before the student will be allowed to return to school. The school nurse will need to check the student to make sure they are “nit free” before they return to class.

G. Traffic

During school drop off and pick up periods, 7:00 am- 8:15am and 2:30pm-3:20pm, all traffic will be ONE WAY entering from the first school entrance from Highway 14 and exiting from the second school entrance from Highway 14. In the morning, all students should be dropped off at the gym entrance. For afternoon pick-up, parents should form 2 lines of traffic.

Elementary parents should line up between the first and second covered canopies. Elementary parents should pull as far forward as possible. All Elementary students must be picked up by 3:15 at the Elementary pick-up location. After 3:15, remaining students will be signed in to After-Care and must be signed out by a parent or a driving sibling.

Secondary parents should line up in two lines following the cones to pick up at the gym entrance (it is one way). Students driving and leaving during these times will be required to exit the school property in the same manner. For the safety of our students and faculty **you must watch your speed-the posted speed limit is 15 MPH at all times in all areas.**

H. Field Trip

A field trip is an educational experience that has a direct relation to the goals and objectives of the school grade or subject. Parents should fill out the Field Trip Permission Form included in the Registration Packet each year.

I. Extended Care

Extended care is a supervised, comfortable, and enjoyable place for children to stay before and/or after school. **Pre-Care** is 7:00-7:30 a.m. for ages K4-12th and is required for students arriving on campus before 7:30 a.m. **After-Care** is 3:15-6:00 p.m. for ages K4-6th grade and is required for any students staying on campus after 3:15. If you need either of these services, contact the school office for registration and fee information.

XVI. Athletic Guidelines

All sports-related activities must, and will be, coordinated through the EMCA Athletic Director. We will offer as many of these opportunities as enrollment will allow. The following guidelines for academic eligibility are in accordance with AISA (Alabama Independent School Association), and will be observed for team sports, cheerleaders, and any other activities occurring aside from normal curricular activities.

- All students must have written parental consent.
- All student-athletes must meet the following minimum requirements at each grade level to be eligible for athletics

Seventh grade students must have passed the sixth grade the previous academic year, and have been promoted to the seventh grade.

Eighth grade students must have passed the seventh grade the previous academic year, and have been promoted to the eighth grade.

Seventh and eighth grade students must pass five (5) subjects the first semester to be eligible for the second semester.

Ninth grade students must have passed the eighth grade the previous academic year, and have been promoted to the ninth grade.

Tenth through twelfth grade students must have passed six (6) new Carnegie units during the previous academic year to be eligible for the first semester. Note: A minimum of four (4) core curriculum credits must be included in this requirement. Ninth through twelfth grade students may earn and/or retain second semester eligibility by passing 3 new credits during the first semester of the current year. Note: A minimum of (1 ½) core curricular credits must be included in this requirement. If students do not meet AISA grade requirements at the end of the 1st semester, students may regain their eligibility for 2nd semester if all member school/AISA approved coursework is completed and is compliance with AISA grade requirements. Verification is due in the AISA office no later than March 1st. If requirements are completed earlier, student athletes may participate upon verification of coursework by the AISA office. If students do not meet requirements of this policy, they will continue to be ineligible for athletics for the remainder of the 2nd semester. Students may not enroll in make-up coursework until the end of 1st semester as set on the AISA calendar of events. Only AISA approved courses may be used.

** Core curricular subjects include English, History, Math, and Science

****A student-athlete repeating any seventh or eighth grade will be ineligible (for 1 calendar year), regardless of the reason for repeating. Students in grades 9-12 will follow the AISA Academic requirements.**

- All other questions regarding a student's eligibility for athletics should be directed to the Athletic Director.
- Students must at all times exhibit Christ-like, sportsman-like behavior. The objective will always be to exemplify and glorify Christ. Failure to do so will result in a conference with the coach, Athletic Director, and Administrator and possible suspension for a length of time which will be determined during the conference.
- All students who have agreed to participate in sports activities are expected to complete the entire schedule including playoff appearances unless dismissed from the team. (See Policy for Quitting a Sport)
- Participation in all practices and scheduled games is required unless a valid written parental excuse is presented to the coach and permission granted by the coach.
- As with all other school activities, the administration reserves the right to make the final decision in any questionable situation or circumstance.

Policy on Quitting a Sport/Extra-Curricular

- Student athletes who choose to quit a sport will not be allowed to participate in any other sport for 365 days from the day that the athlete quits. The date that the athlete quits will be recorded within our athletic department.
- We encourage athletes to finish what they begin.
- Student athletes who choose to quit should meet with the coach of that sport, the Athletic Director, and the Administrator.

Appendix I

East Memorial Christian Academy **Student / Faculty Drug Testing Policies and Procedures**

Adopted and Effective February 1, 2008

I. Purpose

The Mission of East Memorial Christian Academy is to translate its stated ideal, the Pursuit of Excellence, into action by developing highly motivated, respectful and creative students. The Academy strives to provide an educational program that will challenge students to expand their knowledge, understanding and capabilities to their greatest potential, within an environment that fosters character development and nurtures responsibility and Christian virtue in citizenship and community service.

Clearly, illegal drugs can have no place within such a context. Therefore, through the institution of a drug-testing program, the Academy seeks to establish a campus environment that is drug-free at all times.

The program applies to all students in Grades 6-12. It is overseen by the Administrator, who has safe discretion for its implementation and for the maintenance of confidentiality.

While the possession or consumption of illegal drugs by Academy students and staff on school property or at school related events is absolutely prohibited and will result in severe school discipline, the Academy's drug-testing program is intended to be therapeutic in nature. That is, though responses to positive test results will escalate in their seriousness in an effort to deter illegal drug use, the program's primary goal is to help students and their families through considerate intervention rather than to singly impose harsh punishment.

II. Testing Method

Hair analysis, by means of mass spectrometry, shall be the primary means of testing for evidence of illegal drug use, except that the School Administrator may, at his discretion, employ other available testing methods in the event a student is suspected of being under the influence of illegal drugs while at the Academy.

Drug Testing LLC, a licensed clinical laboratory shall perform the analysis of all samples collected for substance testing. Drug Testing LLC uses a patented process to screen hair samples for the presence of a number of drugs, including: marijuana, cocaine, opiates, PCP, methamphetamine, MDEA (Eve or Intellect), MDMA (Ecstasy), and Oxycodone (Oxycontin, Davao, Percocet). (Over time, analysis may seek evidence of other drugs, as behavior and science change) Hair testing detects evidence of illegal drug use for the period approximately 30 days per inch of length of each hair sample prior to collection of the sample. More information about the Drug Testing hair testing is available at www.drugtesting.com.

III. Testing Procedure

A. Each student tested shall be assigned a unique identification number. Hair samples shall be collected by either Academy personnel designated by the School Administrator who have been trained by Drug Testing LLC in collection and chain of custody procedures. Each sample ran by Drug Testing LLC shall then be sealed in a separate envelope in the presence of the student. While the student shall be given a receipt for the envelope, no name shall appear on the envelope containing the sample.

B. Mandatory Testing: All students n Grades 6-12 will be tested twice through the course of each Academy school year. All students will be tested within the first month of attendance at the Academy.

C. Additional Testing: After Mandatory Testing is completed, a sample of students in Grades 6-12, representing between 20% and 30% of the population will be selected for confidential testing across the remainder of the Academy's school year. Those tested may include a) students selected at random, b) students suspected of illegal drug use, and/or. c) Students engaged in regular Re-Testing (as described in Section F below).

D. In the event that the School Administrator has reason to believe a student is using illegal drugs, she/he may, at his or her discretion, include that students selected for Additional Testing during the school year. This shall be handled confidentially, and only the School Administrator shall know of the reason for the student's selection (see IV, A).

E. Any student lacking an amount of hair adequate for the purposes of the hair testing method shall participate in a series of substitute tests (probably urinalysis, though other methods may be substituted as deemed appropriate by the School Administrator or the School Administrator's designee) that will provide results equivalent to hair sampling. Costs exceeding the cost of a single hair test shall be borne by the student's parent/guardian, unless the lack of hair is caused by a demonstrated medical condition.

F. Regular Re-Testing: Any student testing positive on the initial test, or any student who admits to drug use in advance of the test (see VIII below) will be retested on a regular basis (approximately once each month) within the Additional Testing format for the duration of one calendar year. During the 90-Day period following the positive test, such re-testing will rely on methods other than hair sampling (probably urinalysis) to avoid the possibility of a further positive test resulting from previously identified drug use.

G. The procedure for conducting tests other than hair sampling will be done in accordance with procedures of and training by the testing facility selected. Strict confidentiality with regard to these tests will be maintained by the school and by the facility, as with the hair testing method.

H. Cost: The cost of Initial Mandatory Testing and Additional Testing is charged to parents with the regular fees each fall. The cost of regular re-testing due to a positive test result will be paid for by the parent/guardian at the prevailing rate.

I. In the event that on-the-spot testing (e.g., urinalysis) is deemed necessary, the cost of testing will be borne by the parent/guardian if positive, and by the Academy if negative.

IV. Confidentiality and Dissemination of Test Results

A. Records of the individually coded numbers identifying hair samples and results shall be maintained by the School Administrator in confidence. No names shall be recorded on the collection bag or the paperwork sent to the testing organization. The test results that the Academy received from the company shall not have student names on them. The School Administrator, or his/her designee, alone has the ability to match individual names with individually coded numbers.

B. All records pertaining to a student's drug-testing history at East Memorial Christian Academy shall be maintained solely by the School Administrator or his designee in a locked location at the Academy. These records shall be destroyed within one month of the student's high school graduation, whether from the Academy or from another school.

C. The testing organization will provide test results – identified by individually coded number – in a confidential manner to the School Administrator or his/her designee.

D. The School Administrator will notify the student's parent/guardian of a positive test result, within ten days of the receipt of those results by the Academy. The School Administrator will request a meeting to discuss the situation. This meeting will include the parent/guardian, the student and the School Administrator. Attendance by an Academy counselor is optional and can occur if requested by the parent/guardian.

E. All test results will remain strictly confidential between the student, parent/guardian, and the School Administrator and/or designated Academy employee, and Academy counselor if requested, and any confidential counseling program agreed upon by the parent/guardian and School Administrator or School Administrator's designee.

F. No test results will be disclosed to any person or agency beyond the person identified above without signed consent by the student's parent/guardian, or except as required by applicable law. (Release of test results of students may be requested by the School Administrator or by the School Administrator's designee for purposes of professional evaluation and possible treatment recommendations.)

V. Consequences of Positive Results

A. On the first occasion that a student tests positive for illegal drugs, the School Administrator shall notify his/her parent of the result. A conference shall be arranged with the student, his/her parent/guardian, and the School Administrator (and/or the School Administrator's designee) to discuss the test results. An Academy counselor may attend the meeting at the request of the parent/guardian. The Course of action shall be determined by the School Administrator as approved by the School Board and all disciplinary issues shall be agreed to by the student and parent/guardian as a condition of enrollment. The participation in any sporting activity is immediately placed on probation and continued approval to participation shall be up to the School Administrator. The test results and the meeting's discussion will remain confidential, and there shall be no further Academy action as a result of the positive test results, except that as noted above, the student will be re-tested on a regular basis (approximately once each month), at his/her parent's expense, for a duration of one calendar year. As noted above, during the 90 day period following the positive test, such re-testing will rely on methods other than

hair sampling (probably urinalysis) to avoid the possibility of a further positive test resulting from previously identified drug use. If the student does not test positive during the entire one-year period, the student will subsequently be subject to the same requirements regarding Mandatory and Additional Testing that apply to other students, except that a second positive test result will result in a heightened response (see “B” below).

B. If a student tests positive for illegal drugs a second time during his or her Academy career, the School Administrator or the School Administrator’s designee shall refer the student, after consultation with his/her parent/guardian, for a substance abuse evaluation through an Academy approved counselor or community agency, based on a list provided by the Academy. This counselor or community agency will provide recommendations to the family on the type of additional services required. The student and parent/guardian shall seek this evaluation and cooperate with said counselor or community agency. All costs for this will be the responsibility of the parent/guardian. The counselor’s progress reports must be submitted to the School Administrator or the School Administrator’s designee on a regular basis in order to determine that the student is in an assistance program and is remaining drug-free. These progress reports will be treated as confidential and will be destroyed at the same time as the student’s other drug-testing records.

If a student or his/her parent/guardian refuses professional assistance or fails to comply with any of the aforementioned requirements, the student will be required to withdraw from the Academy.

A student who has tested positive and is in an Academy approved substance abuse treatment program will continue all normal Academy activities unless directed otherwise by the parent/guardian and/or program counselor, with the approval of the School Administrator or the School Administrator’s designee, or if consequences are separately imposed as a result of Athletic Department training rules as provided in Section VI.

B. The student will be re-tested on a regular basis (approximately once each month), at his/her parent’s expense, for a duration of one calendar year. During the 90-day period following the positive test, such follow-up testing will rely on methods other than hair sampling (probably urinalysis) to avoid the possibility of a further positive test resulting from previously identified drug use.

C. If an Academy student tests positive for illegal drugs a third time during his or her Academy career, he/she will be required to withdraw from the Academy, with no possibility of readmission until at least one complete semester has passed. Readmission is not guaranteed and should not be considered likely. Readmission will be considered only after one complete semester has passed only with the support and advice of an Academy approved counselor, and only with credible proof that the student is drug-free.

Prior to being considered for readmission, the student shall submit a standard admissions application. In addition to the requirements noted in the paragraph above, the student shall meet all the standard requirements for admission to the Academy, including continued high academic performance at another school.

Should readmission be granted, the student will be re-tested on a regular basis (approximately once each month), at his/her parent’s expense, for a duration of one

calendar year. In the event of a subsequent positive drug test result, the student will be required to withdraw from the Academy with no possibility of re-admission in the future.

D. Academy personnel will not initiate criminal charges or other legal action against a student solely on the basis of a positive drug test.

E. Any student may contest the allegation of a positive test result, following procedures outlined by the Academy and by the testing organization. These procedures will be outlined to the student and to his/her parent/guardian in the initial contact from the School Administrator.

VI. Impact of a positive test result on community involvement

A. The identity of any student testing positive under the protocols of the Academy's drug testing program shall remain confidential between the student, his/her parent/guardian, the School Administrator (and/or the School Administrator's designee), and, if in attendance at the confidential meeting, an Academy counselor. No other person shall be notified of a positive test result.

B. In keeping with longstanding Academy practice, the Athletic Department will continue to establish "training rules" regarding the use of illegal drugs and other substances by its interscholastic athletes. The Department and its coaches have a vested interest in promoting and maintaining adolescents' physical health, and the incentives provided by interscholastic athletic participation appear to be effective deterrents to unhealthy behavior (e.g., the use of illegal drugs). The Department will continue its system of graduated consequences, or modify them from time to time with approval of the School Administrator, with the understanding that any disciplinary actions it undertakes are to be exercised as confidentially as possible and without publicizing the reason for the discipline.

C. In the event that a member of the Athletic Department gains information, as distinct from rumor or suspicion, of an interscholastic athlete's use of illegal drugs, that department member is expected to notify the School Administrator directly; the School Administrator will inform the Athletic Director. At the point, the Academy will act according to the rules and procedures outlined in its Student Drug Testing Program, with the exception that the consequences of violating Athletic Department training rules will be imposed as appropriate.

D. Similar sanctions may be developed regarding student participation in other extracurricular activities, subject to the review and approval of the School Administrator.

VII. Refusal to Participate/Tampering/Subverting

Any student who refuses to participate in the process or any student who tampers with hair samples collected or in any other way attempts to subvert the analysis process, shall be required to withdraw from the Academy.

VIII. Acknowledgement of Illegal Drug Use

Prior to the day of drug testing a student in Grades 6-12 may acknowledge the use of illegal drugs to the School Administrator or to any faculty member, coach or counselor. This acknowledgement or self-referral will be considered a positive test result; however, the Academy will test to confirm the extent of drug use. A first self-referral will be considered as a first positive test result (unless the actual test result is negative), a self-referral following either a first positive test result or a first self-referral, will be considered a second positive test result and so on.

Special note should be addressed to the inclusion of “counselor” in the paragraph above. As employees and agents of the Academy, Academy counselors have an obligation to support Academy policy, in this case the intention to intervene when a student admits using illegal drugs and to support the establishment of a campus environment that is drug-free at all times.

If in the course of conversation with the School Administrator, a faculty member a coach or an Academy counselor, a student begins to discuss his or her own drug use that Academy employee is expected to interrupt the student and inform him/her that he/she (the employee) is obligated to report any acknowledged student drug use to the School Administrator and that such an acknowledgement by the student will lead to required hair testing of that particular student.

IX. This drug testing policy shall become part of the student/parent handbook as well as the Faculty Staff Handbook affected February 1, 2008. Receipt of the student handbook serves as confirmation in the participation of this drug policy

Appendix II

INFECTIOUS DISEASE POLICY OF THE ALABAMA INDEPENDENT SCHOOL ASSOCIATION

PURPOSE

The Alabama Independent School Association (AISA) has adopted this policy in an effort to minimize the possibility of transmission of any infectious diseases during school activities and athletic practice sessions or contests.

The policy primarily addresses blood borne pathogens such as the hepatitis B virus (HBV) and the Human Immunodeficiency Virus (HIV). However, it also discusses common-sense precautions against the spread of less-serious infectious diseases such as influenza and the common cold viruses (rhinoviruses).

Much of this policy has been written with contact sports such as football, wrestling and basketball in mind. However, it is applicable for all sports and activities.

REGULATIONS

Member school's faculty and staff must become knowledgeable of these regulations and be prepared to follow the stated guidelines when an injury results in bleeding during any school activity. AISA-member school officials are instructed to monitor situations in athletic contests in which an injury occurs and results in bleeding. Officials will follow the appropriate guidelines as set forth in this policy when those situations do occur. For purpose of emphasis, the guidelines which will be enforced are surrounded by a border.

BLOODBORNE PATHOGENS

Blood borne pathogens are pathogenic microorganisms present in human blood and cause disease in humans. In addition to blood, these pathogens may be present in other body fluids such as semen, vaginal fluids, breast milk and any body fluid which is obviously contaminated with blood. These pathogens include, but are not limited to hepatitis B virus and HIV.

Hepatitis B is a virus resulting in serious disease of the liver. Victims can suffer long-term consequences such as cirrhosis and liver cancer. HIV is the virus which, by weakening the immune system, causes AIDS and makes a person susceptible to infections their immune systems normally would be able to fight off. AIDS is currently incurable but is treatable.

Although hepatitis B virus is a much more common virus than HIV, it is HIV and AIDS which have served to heighten public concern about blood borne pathogens. This concern has prompted the AISA and other such organizations to adopt such guidelines.

The precise risk of HIV transmission from an infected individual by exposure to blood or certain other body fluids of an infected individual is not known. However, evidence would suggest it its extremely low. In fact, the possibility of contracting HIC in this manner much less than contracting HBV and other blood borne viral infections. Therefore, student-athletes, coaches and officials must understand that while it is theoretically possible for HIV to be transmitted by blood

from one individual to another via an open wound or mucous membrane contact, the probability of this occurring is extremely low. Precautions should be taken to minimize the possibility of transmission.

RECOMMENDED PRECAUTIONS AGAINST THE TRANSMISSION OF BLOOD BORNE PATHOGENS

Proper handling of all situations in which exposure to blood occurs will greatly reduce the possibility of transmission of blood borne pathogens such as hepatitis B virus or HIV.

Injuries resulting in the presence of blood are most likely to occur in physical education classes, athletic practice sessions and athletic contests. It is extremely important that teachers, coaches, officials and student-athletes observe the following precautions and treat all blood and any body fluid visibly contaminated with blood as potentially infectious.

- I. Before competing, a student-athlete must cover any open wound on his body. This will reduce the risk of transmission of a blood borne pathogen from his open wound to the open wound or mucous membrane of another person or vice versa.

IMPORTANT NOTE: *"Coach", "teacher", "administrator" and "official" may be substituted wherever use of the term "student-athlete" is used throughout this policy. Also the pronouns "she", "her" and "hers" are applicable in all instances where "he", "him" or "his" is used*

2. Trainers (or coaches/managers) should render first aid to student-athletes who are bleeding. These individuals should be properly trained in the correct manner to treat injuries which involve bleeding so they will not become contaminated with the blood.
3. When rendering first aid, an individual should wear protective gloves (such as disposable latex or vinyl gloves) any time blood, open wounds or mucous membranes are involved. Clean gloves should be worn for each student-athlete treated or when treating the same student-athlete more than once.
4. If an individual gets someone else's blood on his skin, he should wear protective gloves and wash the blood off with a disposable towel using soap and water or disinfect such as isopropyl alcohol (rubbing alcohol).
5. If a student-athlete begins to bleed during practice or competition, play must be stopped, the injured student-athlete removed and any potentially contaminated surfaces (such as the basketball court or wrestling mat) cleaned using a disinfectant solution of bleach and water. The recommended mixture is nine parts water to one part bleach (one cup bleach to nine cups water). The surface should be rinsed with clean water to avoid mucous membrane exposure to the disinfectant. The individual cleaning should wear protective gloves.
6. A student-athlete removed from an athletic practice or contest due to bleeding must have the bleeding stopped and any wound covered before returning to competition. If the bleeding resumes, the practice or contest must be stopped and any potentially surfaces cleaned. It is up to the discretion of the official in charge of the competition (i.e., referee in football and basketball, home plate umpire in baseball, etc.) as to how many times the

competition should be stopped due to a student-athlete's bleeding before he is disqualified from further participation. The decision to disqualify should be based on the health of the student athlete.

7. An individual who has treated an injury where blood was present or has cleaned a potentially contaminated surface should wash his hands with soap and hot water whether or not protective glove were worn.
8. Student-athletes should shower using a liberal amount of soap and hot water after each practice and competition.
9. Towels used for any purpose by student-athletes, coaches or officials should not be used to clean blood from any potentially contaminated surface, neither should towels be shared by student-athletes, coaches or officials.

***NOTE:** Disposable towels should be used in all cleaning of blood contamination. Towels, protective gloves and other materials used in cleaning, as well as any bandages used to stop bleeding, should be placed in a sealed container lined with a plastic bag. Plastic bags are to be closed and discarded daily. Do not reuse the plastic bags.*

OTHER INFECTIOUS DISEASES

Infectious diseases such as influenza, the common cold (rhinovirus) and mononucleosis are generally transmitted by reparatory (rhinoviruses) and the mononucleosis virus is generally transmitted by respiratory secretions, saliva and nasal discharge. This occurs through the air when an infected person sneezes or coughs or by hand contact with contaminated surfaces. Thus, the chances of becoming infected with one of these viruses is greater in a confined area where a number of individuals breathe the same air, or when individuals share objects such as towels, cups, water bottles, eating utensils, etc.

Unlike blood borne pathogens such as HBV and HIV which may have an incubation period of days, weeks or years, colds and influenza usually manifest themselves through symptoms in a manner of hours to days after being exposes.

Symptoms of influenza (fever, headache, pain joints, sore throat and cough) and the common cold (runny nose, sneezing, tearing of eyes) usually prevent the student-athlete from participating in a practice or competition due to the weakness that results from their presence.

RECOMMENDED PRECAUTIONS AGAINST THE TRANSMISSION OF OTHER INFECTIOUS DISEASES

The AISA recommends the following precautions be taken to help prevent the spread of such diseases as influenza, the common cold and mononucleosis in an athletic setting:

1. A teacher, coach or student suffering from influenza or other similar illness should stay home from school as long as he has a fever. An individual suffering from these illnesses can remain contagious as long as he has a fever, usually nor more than two to three days. If the individual feels it is necessary to attend school while still contagious, he should use good hygiene and cover his mouth and nose when coughing and sneezing.

2. Again, avoid the sharing of towels, cups and water bottles. It is poor hygienic practice to share these items.

3. Keep locker room areas well ventilated. Good air circulation may lessen the possibility of airborne spread.

FOR MORE INFORMATION

For further information concerning infectious diseases, contact the State of Alabama Department of Public Health at 242-5131.

NOTE

Faculty and staff must become knowledgeable of these regulations and be prepared to follow the stated guidelines when an injury results in bleeding during any school activity.

Appendix III

ALABAMA NOTIFIABLE DISEASES/CONDITIONS

Group A Diseases/Conditions-Report to the County (or State) Health Department by Telephone, FAX, or in person within 24 hours of diagnosis

Botulism	Pertussis
Cholera	Poliomyelitis, paralytic
Diphtheria	Rabies, human and animal
H. <i>influenzae</i> , invasive diseases*	Trichinosis
Hepatitis A	Tuberculosis
Listeriosis	Typhoid fever
Measles (rubeola)	Yellow fever
N. <i>meningitidis</i> , invasive diseases**	Outbreaks of any kind

*i.e., meningitis, epiglottitis, sepsis, cellulitis, septic arthritis, osteomyelitis, pericarditis, and type b pneumonia

** Detection of organism from normally sterile site (e.g., blood and cerebrospinal fluid)

Group B Diseases/Conditions-Report in writing to the County (or State) Health Department within 7 days of diagnosis.

Anthrax, human	Legionellosis
Brucellosis	Leprosy
Campylobacteriosis	Leptospirosis
Chancroid*	Lyme disease
Chlamydia trachomatis*	Lymphogranuloma venereum*
Cryptosporidiosis	Malaria
Dengue fever	Mumps
E. con 0157: H7 (including HUS and TTP)	Psittacosis
Ehrlichiosis	Rocky Mountain spotted fever
Encephalitis, viral	Rubella
Giardiasis	Salmonellosis
Gonorrhea*	Shigellosis
Granuloma inguinale*	Syphilis*
Hepatitis B, C and other viral	Tetanus
Histoplasmosis	Toxic shock syndrome
Human Immunodeficiency Virus infection	Tularemia
** (including asymptomatic	Yersiniosis
infection, ARC and AIDS)	Vibriosis
Lead, elevated blood levels > 15 mcg/dl)	

*Use sexually transmitted diseases report care

**HIV-Seropositivity to be reported by laboratories; symptomatic cases to be reported by clinicians to State Division of AIDS Prevention & Control (334) 206-5364 or 1-800-344-1153.

State Health Department Telephone Numbers:

Division of Epidemiology (334) 206-5347 or 1-800-338-BEPI (24-hour coverage) FAX: (334) 206-5967

Division of HIV/AIDS Prevention & Control (334) 206-5364 or 1-800-344-1153

Division of Sexually Transmitted Diseases (334) 206-5350

Division of Tuberculosis Control (334) 206-5330

Division of Immunization (334) 206-5023

Bureau of Clinical Laboratories (334) 260-3400 (24-hour coverage)