

# **CENTRAL FRESHMAN ACADEMY**



**2014-2015**

*Revised June 2014*

**Student Handbook  
Parent Resource Guide  
2800 Dobbs Drive  
Phenix City, AL 36870**



## **PHENIX CITY PUBLIC SCHOOLS**

1212 Ninth Avenue  
P.O. Box 460  
Phenix City, AL 36868-0460

### **Superintendent of Schools**

Randy Wilkes

### **BOARD OF EDUCATION**

Mr. Brad Baker .....President  
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The Phenix City School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

**Mr. Joe Blevins, Director of Student, Personnel and Operational Services**

### **CENTRAL FRESHMAN ACADEMY**

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**CFA OFFICE PERSONNEL**

School Secretary.....Mrs. Regina Hall  
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# **CENTRAL FRESHMAN ACADEMY**

***“Pursuit of Excellence . . . Every Student . . . Every Day”***

On behalf of the faculty and staff, we would like to welcome you to the Central Freshman Academy for the 2014-2015 year and the fifth year of a new era in the Phenix City School System. We are excited that you have chosen to become a part of the CFA family and are looking forward to assisting you in your effort to achieve your educational goals. The Central Freshman Academy is a proud member of Central High School and its winning academic and athletic tradition. The Winning Attitude established at Central has been transitioned to The Academy.

You can benefit from everything The Academy has to offer by being actively involved in your classes and the various extra-curricular programs offered. Our primary goal is to help our scholars and parents to successfully transition into high school. Therefore, if you encounter difficulties, please seek out any of our trained professionals, and they will do their absolute best to assist you. Why? Because your success is our success!

This handbook has been prepared for you to use as a guide for a successful school year. Therefore, please take the time to familiarize yourself with each section of the handbook. Primarily, this book provides the basic information that you need to know in order to function as a good Academy scholar. The few pages that are devoted to rules and regulations are, for the most part, no more than rules of basic courtesy that are necessary to ensure that each scholar's rights are not infringed upon by others.

It is our wish that you have a Fantastic Freshman Year! We encourage you to become involved in all aspects of The Academy program. The administrative team and faculty and staff members are ready to help you in any way we can to ensure that you have the opportunity to receive a quality education.

**Mr. David Sikes, Principal**

**Mrs. Aretha McDonald, Assistant Principal**

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## **ACADEMY PHILOSOPHY AND PERFORMANCE GOALS**

The philosophy of the Central Freshman Academy is founded on the belief that each student can learn and has the fundamental right to an environment conducive to the best possible education. The Academy believes that students learn best when there is an invested partnership between the home, school, and community. Students should feel that their teachers and parents are supporting their academic efforts. The Academy must work closely with the parent to ensure that each student is hearing the same message about the importance of his/her education. Educating our Academy scholars is a full time responsibility that does not end when the scholar leaves the school building. This means that the school team must listen carefully to the parent and community stakeholders to understand the expectations of the home and community, and to ensure that the parent and community understand and share the mission of the school team.

Students learn best when they are actively involved in their own learning. They need opportunities to manipulate their own environment, explore alternatives, and to be challenged with interesting problems. The need to be actively engaged in making sense of the information provided them; they cannot be passive receivers of information if they are to truly learn.

Students must develop the ability to communicate through both oral and written language, and to compute. They must then learn how to observe, consider, and synthesize information using lifelong learning strategies. These learning strategies include, but are not limited to, problem-solving skills, they ability to use critical and creative thinking skills, and the ability to access and use information. Once these basics are established, Academy scholars will be prepared for learning in any environment with any discipline.

The Central Freshman Academy must be an organization that fosters trust and belief in self for each member of The Academy team, each parent, and each scholar. Each member of The Academy community must have high expectations for success for himself/herself as well as for the rest of the community members. The organization must be filled with growth-oriented faculty and staff that is constantly open for changes in order to match the complexities and expectations of the society in which we live.

It is the general belief that when opportunities arise, the school, home, and community should work together in the educational process to create in the student a desire for learning. Emphasis on the necessity of learning in order to cope with diverse and complex problems of daily living is an integral part of the educational process.

### **The Academy Performance Goals are to:**

- **Advocate for all freshmen within The Academy learning community**
- **Increase Ninth grade student attendance rates**
- **Focus on student performance data and improve academic skills and understanding**
- **Reduce the number of “Freshman’s” (retained 9<sup>th</sup> graders) by reducing the gap in retention of all subgroups**
- **Improve student literacy, numeracy, and writing skills**
- **Recognize student achievement**
- **Make a positive impact in the reduction of high school drop outs**
- **Prepare students to successfully achieve post-secondary goals—college, technical training, workforce, military**

## PHENIX CITY PUBLIC SCHOOLS

### **Mission:**

Phenix City Schools, in partnership with family and community, will develop responsible and productive citizens who are prepared for the challenges of the future.

### **Vision:**

Pursuing excellence on behalf of every student in every school.

### **Beliefs:**

- **Learning Environment** - The learning environment should be clean, safe, well-maintained, nurturing, stimulating, challenging and conducive to teaching, working, and learning.
- **Personnel** - All district personnel will be competent, dedicated, highly motivated and will be provided with adequate resources and professional development necessary to meet both student and individual professional needs.
- **Academic Success** - Academic success for each student is the result of a rigorous curriculum, access to technology, prepared and dedicated staff, involved families and engaged students.
- **High Expectations** - High expectations are held for all students and staff.
- **Responsibility** - Responsibility for learning is a shared partnership among schools, students, families and the community.
- **Respect** - Respect of self and others by staff and students is vital to the learning environment as well as through life.
- **Character and Integrity** - Character, integrity, and service to others are an integral part of the general curriculum.
- **Student Diversity** - Student diversity and uniqueness will be valued in order to best meet individual needs.
- **Student Empowerment** - Every student will graduate and be prepared to enter the work force or pursue further education, always striving for continuous knowledge and improvement.

### **GOALS:**

- Phenix City Schools will raise the academic level of all students in all subject areas to ensure that they acquire necessary skills that will enable them to be competitive in the ever-changing work force.
- Phenix City Schools will recruit, employ and retain a highly qualified instructional staff and provide them with relevant and research based professional development to ensure continuous improvement and facilitate the achievement of the mission and vision of the school district.
- Phenix City Schools will maintain a clean, safe, and orderly environment that is conducive to teaching, working and learning.
- Phenix City Schools will meet the challenge of an exploding student population that includes, but is not limited to, adequate classroom space, materials, supplies, technology and resources necessary for 21st century teaching and learning.



## **The Academy Mission Statement**

The mission of the Central Freshman Academy is to create a positive learning environment that promotes academic achievement and personal-social growth and development. The Academy is a transitional, small learning community that, in partnership with parents, teachers, scholars, and the local community, is committed to providing a secure, positive learning environment where students achieve the skills necessary for responsible citizenship and the achievement of post-secondary goals.

## **The Academy Statements of Belief**

- ❖ Our scholars are unique individuals that are worthy of tolerance and acceptance and deserve to be treated fairly
- ❖ Our scholars are capable of learning and need to experience success
- ❖ Our scholars need a variety of teaching strategies to meet their individual needs and learn best when they are actively involved in meaningful learning experiences
- ❖ Our scholars merit an undisturbed, safe, and orderly learning environment
- ❖ Our scholars should respect themselves and others and need to be surrounded by positive role models
- ❖ Our scholars should set achievable goals and then work towards them
- ❖ Our scholars learn to be responsible by being given responsibility
- ❖ Our scholars learn best when their family and community are involved with their education
- ❖ Our scholars should give their time and use their talent to benefit others through community service

The Central Freshman Academy is accredited by the Southern Association of Colleges and Council on Accreditation and School Improvement and the Alabama State Department of Education.

### **Military Clause/Hope Scholarship**

A student whose parent is active duty and assigned to Fort Benning, GA, but resides in Phenix City, AL, is eligible to apply for the HOPE Scholarship in Georgia.

**ACADEMIC INFORMATION**

The curriculum at The Academy includes all the freshman level college and career/technical programs necessary to prepare the scholar for graduation. During pre-registration and registration, scholars should seek the guidance of the counselor in order to be assured that they are meeting the requirements for graduation. A scholar must meet the graduation requirements in effect at the time of enrollment in the ninth grade, regardless of changes in requirements affecting subsequent classes.

**Phenix City Schools Diploma Options and Requirements**

Over the last few years, Alabama’s gradual strengthening of its high school graduation requirements has resulted in more academically and economically competitive graduates. Another benefit of the increased academic standards is a more meaningful Alabama high school diploma for the state’s graduates.

Effective for students beginning 9<sup>th</sup> grade during the 2014-2015 school year, incoming freshmen will be placed on the recently approved **Alabama High School Diploma**. This diploma will replace all variations of the diploma (i.e., Advanced Diploma, Career Tech Diploma, etc.). Pending Phenix City Board of Education approval, there will be endorsements added to this diploma.

<b>GRADING PERIODS</b>	
1 <sup>st</sup> Quarter	August 6 – October 9, 2014
2 <sup>nd</sup> Quarter	October 10 – December 19, 2014
End of 1 <sup>st</sup> Semester December 19, 2014	
3 <sup>rd</sup> Quarter	January 6– March 11, 2015
4 <sup>th</sup> Quarter	March 12 – May 22, 2015
End of 2 <sup>nd</sup> Semester May 21, 2015	
Total Instructional Days for Students: 170	

**School Fees**

Freshman class fees have been approved by the Phenix City Board of Education. Fees are due at the opening of school (no later than the second week of class). Failure to pay these fees may result in the student not being allowed to participate in certain activities.

**\*School Fees are Non-Refundable\***

P.E. Locker Rental.....	\$5.00/year
Hall Locker Rental.....	\$5.00/year
Marching Band (includes Symp & Concert).....	\$250.00
Majorette (includes Symp & Concert).....	\$250.00
Color Guard (includes Symp & Concert).....	\$250.00
Concert Band ONLY.....	\$50.00
Symphonic Band ONLY.....	\$50.00
ROTC Uniform .....	\$25.00 per semester
P.E. Uniform .....	\$20.00
Freshman Class Dues .....	\$15.00
School Day Insurance.....	\$14.00 /year

**Credit Recovery**

This program is for those scholars who fail a class with a semester average between **40** and **59** in classes covered by the E2020 software to recover that credit the following semester after school. The scholars only complete the objectives from the course that caused them to fail. This prevents scholars from having to redo the entire course and allows them to recover that lost credit in a much shorter time frame. Scholars who do not complete credit recovery in the very next semester after they failed a course must do Grade Recovery. The **maximum grade** that can be earned in Credit Recovery is **70**, which will replace the failing grade for that course on the official transcript. **Fee--\$70.00**

**Grade Recovery**

This program is for those scholars who do not attend **Credit Recovery** in the prescribed time or made **less than 40** in the class they failed the previous semester. Using this program, scholars must redo the entire course utilizing the E2020 software. Also, scholars who want to try and achieve higher than a 70 on their transcript for a course they failed must choose Grade Recovery to do so. **Fee--\$70.00**

**Credit Advancement**

For those scholars who want to get ahead, they can utilize the **E2020** software during the regular school year after regular school hours or during the summer. Students can take courses in the basic core classes and a limited selection of elective courses.

**(Credit Recovery, Grade Recovery, and Credit Advancement Hours of Operation are 4:10-5:40 p.m. Monday - Thursday with Bus Transportation Provided)**

### **Credits Earned/Grade Level Placement**

Credits earned determine grade level placement. In order to register for any grade level, the following number of credits must have been earned.

- 5 credits to be a Sophomore
- 10 credits to be a Junior
- 17 credits to be a Senior; 24 to graduate

The maximum number of credits a scholar can earn in one year is 10—six during the regular school day; two through credit advancement after school; and two through credit advancement during the summer. Students who passed Algebra 1 and/or Business Tech Applications at South Girard or another accredited middle/junior high school that issued the credit will have those course(s) counted as credit(s) towards their high school diploma.

### **STUDENT EVALUATION**

#### **Regular Academic Ratings**

- A** Excellent Performance (100 – 90)
- B** Good Performance (89 – 80)
- C** Average Performance (79 – 70)
- D** Improvement Needed (69 – 60)
- F** \*Little or no effort made (59 - 0)

\*If this performance continues,  
**Failure is Imminent**

### **Exams**

Exams will be administered in all courses. However, a Beginning of the Year, Middle of the Year, and End of the Year exam will be administered in each core course. The schedule for these exams will be devised by the school administration and will be adhered to by students and teachers. Students must take these exams!

### **Progress Reports**

Progress Reports are distributed to ALL scholars at the mid-point (4 1/2 weeks) of each grading term. Each teacher will keep the scholar's

progress report on file. If a parent needs a copy of a child's progress report or has any questions regarding grades, he/she may contact the Guidance Counselor to set up an appointment. Provided no school days are lost due to inclement weather, progress reports will be issued on the following dates:

**Friday, September 5, 2014**  
**Thursday, November 13, 2014**  
**Thursday February 5, 2015**  
**Monday, April 20, 2015**

### **Report Cards**

Each scholar is issued a report card at the end of each nine weeks. If there are any questions concerning the cards, a conference may be held between the parent and teacher. Parent-teacher conferences are scheduled through the Guidance Counselor.

Provided no school days are lost due to inclement weather, report cards will be distributed on the following dates:

### **Fall Semester**

1<sup>st</sup> Nine Weeks      October 16, 2014  
2<sup>nd</sup> Nine Weeks      January 12, 2015

### **Spring Semester**

3<sup>rd</sup> Nine Weeks      March 18, 2015  
4<sup>th</sup> Nine Weeks      Mailed by June 1<sup>st</sup>

A scholar receiving an "I" (Incomplete) in any course for any grading period will be given two weeks (10 School Days) to complete work missed during that particular grading period. If not completed or arrangements have not been approved by the teacher and/or administrator, the student will receive a zero for each incomplete assignment.

### **Principal's List**

A Principal's List is made at the end of each grading period. Principal's List status will be awarded to all scholars who make an "A" in all subjects taken. Eligibility will be determined by the Guidance Counselor via data processing following the close of the grading period and will be displayed on "The Wall."

### **Honor List**

Honor List status will be awarded to all scholars who earn a combination of "A's" and "B's" in all subjects taken—**NO "C's" are permitted.** Eligibility will be determined by the Guidance Counselor via data processing following the

close of the grading period and will be displayed on "The Wall."

### **CFA Academic Awards Recognition**

Near the end of the school year, an Academic Awards Program will be held to recognize Honor Scholars. Scholars, who maintain an overall average of 90 or above for the first 3 grading periods, will be recognized at this program.

### **Global Scholar Performance Series**

The Alabama High School Graduation Exam was an assessment required by the Alabama State Department of Education. This assessment is being phased out. The class of 2018 will take **End of Course Tests** (Math) instead. Additionally, the freshmen will take the Global Scholar Performance Series assessments three times during the school year (Reading and Mathematics).

### **Tutoring**

Tutorial sessions will be provided for those scholars who do not achieve mastery or need assistance in the core curriculum classes. Sessions for core curriculum classes are usually held from 8:15 to 8:55 p.m. on Monday-Thursday based on appointments scheduled in advance by the teachers and students. **For additional information, parents and scholars should contact the Guidance Counselor.**

## **ATTENDANCE**

### **Attendance Policy**

The Phenix City Board of Education emphasizes the value of regular school attendance. In addition, Alabama state law requires that every student of compulsory age (under 17) be required to be in attendance for the full session of the school year. It is the responsibility of each student, under the law, to attend school on a daily basis, and it is the responsibility of the parent/guardian to send the child to school on a daily basis. Through this policy, the Phenix City Board of Education reaffirms its commitment to this state mandate.

The PCBOE also recognizes the educational benefits of regular attendance. Not only is each day's lesson important to the individual student, but his/her presence as a class participant contributes to the education of others. Further, all students are expected to be on time.

**School attendance is required on the day of any extra-curricular school activity in which the student wishes to participate. A student is considered in attendance if present 50% or more of the instructional day.**

Excused absences are defined by the policies and regulations of the PCBOE, which are in accordance with authority granted by the Compulsory School Attendance Law and the following guidelines:

1. Student is too ill to attend school. (A medical note must be provided within 3 days of return to school for the day to be excused.)
2. Inclement weather which would be dangerous to the life or health of the student if he/she attended school. The Superintendent would determine this situation and inform parents through the media.
3. Legal quarantine. School would be notified of this situation by a medical organization.
4. When there has been a death or a serious illness in the student's immediate family necessitating a **reasonable period of absence**. (Two to three days are considered reasonable.)
5. Emergency condition as determined by the superintendent or principal.
6. Student absent from school with prior permission of the principal and the consent of the parent(s).

### **Post-Absence/Make Up Procedures**

Upon returning to school after an absence, the student must bring a note from a parent, guardian, or medical personnel **within 3 days of returning to school** containing the following information:

1. Date of Excuse
2. Date(s) of Absence
3. Reason for Absence (in detail—"sick" or "ill" will **NOT** be accepted)
4. Signature of the parent, guardian, or medical personnel
5. Telephone number where a parent may be reached during the school day (home and business)
6. All medical notes must be on original letter head or original form. Office manager or doctor's signature must be affixed to the documentation, Information including name, dates, etc., must be clear and legible.

### **The student must then:**

1. Present the note from his/her parent, guardian, or medical personnel to the homeroom teacher.
2. The homeroom teacher will give the student an **Admit Slip** that must be signed by each teacher during the school day. It is the

student's responsibility to provide this excused absence slip to each of his/her teachers. The sixth period teacher will take the Admit Slip and return it to the office.

3. **Teachers will allow students to make up work; however, credit will only be given for work made up with an excused absence.** It is the responsibility of the student to make arrangements with the teacher involved to make up work missed. A grade of zero (0) will be recorded if work is not made up within the three day limit.
4. Students who have absences of more than 3 consecutive days may ask each teacher for an extension of time to complete make up work.
5. Long-range assignments due on the date of an excused absence **will be due immediately** upon return to school. In the case of a pre-arranged absence, the student must complete and turn in all work prior to the planned absence(s) unless otherwise arranged with the teacher(s).
6. If the student leaves school the day of a test, the student must **be prepared to take the test the day he/she returns to school.** If a test has been announced in advance and the student is absent the day before or the day of the test, the student must take the test the day or return to school. This policy is in effect for any announced assignments, papers, or projects, and homework.
7. Only the homeroom teacher or an administrator may issue an excused absence slip.
8. **Notes WILL NOT be accepted after the 3<sup>rd</sup> day following an absence. An unexcused absence will be assigned after the 3<sup>rd</sup> day.**
9. The last period (6<sup>th</sup> period) teacher will return the signed admit slip to Mrs. Hall.

### **Unexcused Absences**

Students will be allowed to make up work for absences that are unexcused; however, no credit will be given. An unexcused absence is defined as:

- An absence which does not meet the criteria for one of the exemptions from the Mandatory School Attendance Law as set forth by the State Board of Education and adopted by the PCBOE.
- An absence for which a student does not provide a written excuse documenting an excused absence, within the 3 days allowed, or within the guidelines of the excused absence procedures stated above.
- A student is truant from class or school.

### **Hall Passes**

Scholars will be permitted to leave the classroom on a case by case basis, and usually for emergency reasons only. Each student will receive an official CFA Academic Planner at the

beginning of the school year. The Academic Planner should be taken to each class daily. The hall pass is located inside the Planner, and **students may not request to leave class without having the hall pass available for the teacher to sign.**

### **Illness During the School Day**

#### **Checking Out of School**

#### **Early Dismissal from School**

**Parents should not request that a student be released from classes before the end of the school day unless for emergency reasons.**

Student will only be signed out of school by parents and/or authorized individuals. Only the individuals identified by the parents and listed on the check-out screen will be permitted to check out students. **A picture ID is required to be presented by all persons attempting to check out a CFA scholar!**

Students may be permitted to leave school if:

- A parent/guardian writes and signs a note explaining the reason(s) why the student must leave school and provides a telephone number for verification. The reason must be considered excused by policy, and it must be brought to the School Secretary prior to 1<sup>st</sup> period.
- The student becomes ill or injured. The student must obtain a hall pass from his/her assigned teacher and report to the Student Services Window. The parent/guardian will be telephoned by school personnel for notification. All students checking out must sign out with the designated office personnel before leaving campus.
- A student failing to sign out properly may not be allowed to make up work and is subject to disciplinary action.
- Students must remain in assigned classes until a parent is contacted. The student will then be called to the office. Only parent contact number(s) listed in the student file will be contacted. The parent/guardian signs the student out at the Secretary's counter. **Under no circumstances is an individual to sign out and then wait inside or outside the school building for his/her ride.**
- Students are not allowed to check out of school without parental permission. Students checking out under false pretenses will be subject to disciplinary action and will receive an unexcused absence in the classes not attended that day. A parent or his/her designee must come in and sign out a student before the student is allowed to leave campus during the school day.

- Students leaving will not be permitted to return that day unless accompanied by medical/legal appointment verification or unless accompanied by a parent or his/her designee.

**Leaving Campus without Permission**

Students leaving class or leaving without permission during the school day **will receive zeros for all work missed during class and will not be allowed to make up any work missed.** The absences will be recorded as unexcused. The student will also receive the appropriate disciplinary action for skipping/truancy.

**Skipping**

A student is considered to be skipping for **any unauthorized absence** from a class, which includes being in any location on campus with or without permission for an extended period of time (i.e. remaining in the cafeteria after your class has been dismissed, reporting to class after the sounding of the bell and attendance has been taken). The school administration will take the following action:

<b>1<sup>st</sup> Offense</b>	<b>2 days of ISS</b>
<b>2<sup>nd</sup> Offense</b>	<b>3 days of ISS</b>
<b>3<sup>rd</sup> Offense</b>	<b>4 days of ISS</b>
<b>4<sup>th</sup> Offense</b>	<b>2 days of OSS</b>
<b>5<sup>th</sup> Offense</b>	<b>Suspension pending Hearing w/Principal</b>

**Truancy**

A student is considered truant if he/she is absent from school without official authorization. The school administration will take the following action:

<b>1<sup>st</sup> Offense</b>	<b>3 days of ISS</b>
<b>2<sup>nd</sup> Offense</b>	<b>4 days of ISS</b>
<b>3<sup>rd</sup> Offense</b>	<b>5 days of ISS</b>
<b>4<sup>th</sup> Offense</b>	<b>2 days of OSS</b>
<b>5<sup>th</sup> Offense</b>	<b>Suspension pending Hearing w/Principal</b>

**Early Warning Truancy Program**

The Phenix City School System, in cooperation with the Russell County Juvenile Court has implemented the Early Warning Truancy Program. The purpose of this program is to ensure that students attend school regularly and on time. An outline of the program follows.

1. At registration for the new school year, each student will receive a letter explaining the procedures of the Early Warning Truancy Program
2. If a student has 10 absences, not medically or legally documented, he/she will be referred to the Early Warning Truancy Program

Any student who has previously attended the Early Warning Truancy Prevention Program that continues to have problems will not be referred to this program again. Instead, a petition will be filed with the Juvenile court Officials for prosecution.

**Tardy Policy**

Students are considered tardy when the tardy bell sounds at 9:00 am. Students who arrive late will report to the Secretary's desk in the administrative offices to acquire a tardy slip. A **Tardy** to school/class that will be excused as follows:

1. The doctor's office verifies in writing that a student had a doctor's appointment
2. A legal representative verifies that there was a legal appointment that took place at the time when school began that day
3. A school bus arrives late
4. A true emergency existed and was excused by the Principal
5. The student was detained by an administrator and has a pass from the administrator

**Students who arrive more than 30 minutes late must be signed in to school by a parent or guardian.**

Students will be admitted into class without a pass for the first "five" minutes after the tardy bell rings although still considered and still recorded tardy. Tardies reported on the STI system will be recorded daily.

The student begins the school year (or semester for semester courses) with a 100 point participation grade in each course. Each unexcused tardy will result in a 5 points deduction. On the 8<sup>th</sup> tardy the student will be suspended in school or out of school as determined by the administration.

- 10<sup>th</sup> Unexcused Tardy – Suspension pending a parent conference with an administrator
- 12<sup>th</sup> Unexcused Tardy – Suspension pending a hearing with the Principal

This participation grade will be averaged with each 9 weeks grade to determine the final average.

**Learner's Permit**

Any student who is fifteen (15) years of age or older who wishes to secure a learner's permit or a driver's license must obtain from the Principal's secretary, where he/she is in attendance, a **Student Enrollment/Exclusion**

form. This completed form must be submitted to the Department of Public Safety for processing. **If a student who is 17 years of age withdraws from school for any reason, the chief attendance administrator shall use the Student Enrollment/ Exclusion Status form to notify the Department of Public Safety of the withdrawal. Withdrawal shall be defined as more than 15 days total unexcused absences or (10) consecutive unexcused absences during a semester. If, upon withdrawal from school, the following exceptions exist no notice shall be sent to the Department of Public Safety.**

1. The student is enrolled in a General Educational Development (GED) Program or has obtained a high school diploma
2. The circumstances are beyond the control of the student
3. The withdrawal is for the purpose of transferring another school
4. The student is enrolled in a job training program approved by the State Superintendent of Education

Persons applying for a renewal who wish an exemption from this policy may request exempt status from the Chief Attendance Administrator. The superintendent "shall be sole judge of whether the withdrawal is due to circumstances beyond the control of the person." Suspension or expulsion from school or imprisonment in a jail or penitentiary is not a circumstance beyond the control of the person. Nothing in this policy is intended to interfere with the proper execution of the laws, both state and federal, that govern the education of the handicapped or disabled students.

### **CONDUCT**

#### **Bus Conduct Policy**

While the PCBOE offers, as needed, a system of pupil transportation, it also requires parents of students to accept the responsibility of supervision until the student boards the bus in the morning and after the student leaves the bus at the end of the school day.

Since the bus is an extension of the classroom, the Board requires students to conduct themselves on the bus in a manner consistent with established discipline policies of the PCBOE.

A student who becomes a disciplinary problem on the school bus may have his/her transportation privileges suspended. The student will be given one warning prior to suspension. **Serious cases involving drugs, alcoholic beverages, weapons, sexual harassment, and destruction of property or personal endangerment will be referred to the superintendent for due process, and may result in the termination of transportation privileges.** When

students are suspended or terminated from such privileges, it shall be the parent's responsibility to provide transportation to and from school.

#### **Regulations for Transported Students:**

*Riding on the school bus is a privilege.* The privilege is extended to eligible students in the city throughout the school term. In order to maintain and continue this service, it is necessary that all students realize they must accept certain responsibilities and be governed by certain rules and regulations. They are as follows:

##### **A. General Regulations Governing Pupil Conduct and Safety**

1. Transportation shall be furnished for all students whose legal residence is too far from their assigned school or in areas considered too hazardous to walk
2. According to State board Policy, all students living 2 miles or more from their assigned school will be transported. However, the Phenix City School System will transport those students who live in an area too far to walk or where conditions exist which are hazardous to the child's safety
3. Students transported on buses operated by the Phenix City Schools are under the jurisdiction of school officials at all times. Proper conduct on the buses is required and students must not endanger the safety and welfare of others
4. Students will not be permitted to ride a school bus to a school outside their assigned school attendance zone
5. Students using school buses shall board and depart from the bus only at regularly scheduled stops nearest their residence unless approved by the transportation supervisor. Pupils are to board buses for return trip only at the school where they are enrolled
6. Students, who live in a non-transported area with one parent, will not be allowed to ride the bus to the home of the other parent unless permission is obtained in writing from the legal guardian and the request approved by the transportation supervisor. This same regulation will apply to pupils who want to ride a different bus to a different area to visit the other parent.
7. It shall be a clear violation of rules for any student on a school bus to have in his/her possession any item that has been designed for use as a weapon. Forbidden items shall include, but are not limited to, the following: knives of any kind and any length, razors or razor blades, box openers, firearms, explosive devices including fireworks of any description, pepper spray, mace, chains, items which may be used as clubs made of any

material and any length designed for weapons. It shall also be a violation for any student to possess or be under the influence of drugs/alcohol or other controlled substances. Serious cases involving drugs, alcohol, weapons, destruction of property or jeopardizing the lives and safety of others will be referred to the superintendent for "due process." Students who violate the rules may be placed on immediate suspension from the bus. In some cases, the police authorities may be notified for possible legal action

8. The PCBOE may refuse to transport any student who:
  - a. Impedes the safety and welfare of the driver and fellow students
  - b. Continues disruptive behavior after being counseled by the driver an administrator or any PCBOE employee
  - c. Damages a school bus
  - d. Fails to adhere to School Board Policy

#### B. **Specific Rules and Regulations While Waiting for the Bus, On the Bus, When Leaving the Bus**

1. Loading (on the road and at school)
  - a. Be on time at the bus stop
  - b. Stay off the road at all times while waiting for the bus
  - c. Be careful when approaching bus stop
  - d. Do not move toward the bus at the school loading zone until the bus have been brought to a complete stop
  - e. Bus must be at a complete stop before attempting to load or unload
  - f. Students will not be permitted to bring on board volatile substances; active chemical agents; live, dead or preserved animals; objects that measure more than 24" in either length, width or height; and soft drink cans or bottles
2. While on the Bus
  - a. Keep head and hands inside the bus at all times
  - b. Assist in keeping the bus clean
  - c. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident
  - d. Treat bus equipment as you would valuable furniture in your home
  - e. Never tamper with the bus, emergency door, or any other equipment
  - f. Leave no books, packages, coats or other items on the bus

- g. Keep books, packages, coats, book bags, backpacks and all items out of aisles and driver compartment
  - h. Help look after the comfort and safety of small children
  - i. Never throw anything out of the bus window
  - j. Never leave your seat while the bus is in motion
  - k. Be courteous to fellow pupils and the bus driver
  - l. **Absolute quiet** is necessary when approaching a railroad crossing
  - m. In case of a road emergency, remain in the bus and follow the driver's directions
  - n. No smoking is permitted on the bus
  - o. Use of vulgar or profane language is prohibited
  - p. Obey the driver at all times
3. When Leaving the Bus
    - a. Do not loiter
    - b. Assist smaller riders if necessary
    - c. If you live on the right of the bus, walk quickly away from the bus and off the street
    - d. If you live on the left of the bus, proceed to the front of the bus, wait for signal from driver, check for approaching vehicles and cross the road when safe

#### **Unlawful Bus Entry**

The **Alabama State Legislature** has recently passed the Charles "Chuck" Poland, Jr. Act. Under this law, a person is will be prosecuted for first degree criminal trespassing for any of the following actions:

- Unlawfully entering a public school bus
- Refusing to depart the school bus after the bus driver or other school official directs occupant to do so
- Intentionally stopping, impeding, delaying or detaining any school bus
- Intentionally destroying, defacing, burning or damaging any public school bus

#### **Bus Vandalism**

Students who vandalize or damage buses will be charged for repairs. Students will not be permitted to ride bus until all damages are paid in full.

#### **Student Behavior**

The atmosphere at The Academy will depend upon the thoughtfulness and cooperation of



every individual. We believe that a Code of Conduct should assist students in developing individual responsibility for self-control; acquiring good manners and consideration for others; and demonstrating respect for those charged with maintaining a positive learning environment. The Academy Code of Conduct is an addition to, not a replacement for, the Phenix City Board of Education's Student Code of Conduct and all federal, state, and local laws. The following policies shall be used to govern student conduct at school, at all school-sponsored activities, and at any time the student is under the jurisdiction of the school. In cases of extremely disruptive or dangerous behavior, persons, or groups involved may be suspended and ejected from the school campus/activity without the necessity of a prior hearing. In such instances, however, each student will be afforded the right to a due-process hearing at the earliest possible opportunity. Acts of conduct that are in violation of the law shall be reported to the proper legal authorities through our on-campus resource officer. The PCBOE and the school resource officer have the right to punish students whose behavior is subversive to good order and discipline in the school even if such behavior is not specified in the written rules.

### **Academy Rules (General 3)**

1. Be Respectful
2. Be Resourceful
3. Be Responsible

### **Book Bags and Back Packs**

Scholars are allowed to bring book bags and backpacks into the building in the morning upon arrival at school. Duffle bags and/or book bags used for the purpose of carrying uniforms, equipment, etc. should be given to the club/activity sponsor before school begins by the scholar. If the scholar chooses to store the bag in the sponsor's class, the sponsor will not be responsible for the contents of the bag.

### **Campus Authority**

Scholars must be aware that all teachers, secretaries, bus drivers, custodians, cafeteria personnel, and other school system employees, as well as the administration have authority over the scholars from the time they leave home in the morning until they return home in the afternoon. Even if a scholar is not assigned to a specific teacher, the scholar is obligated to follow the teacher's instructions, directions, and commands. These adults are charged with

upholding all rules, regulations, and policies just as students are charged with following them.

### **Care of Personal Property**

Scholars are not permitted to bring items to school that are dangerous, unnecessary for usual classroom work, liable to be stolen, or distracting to others. These items include, but are not limited to the following:

- Toys or comic books
- Cards, dice, or other gambling articles
- Radios, cameras, or other expensive items that may be stolen
- MP3s, IPODs, or PSP
- Laser Pointers

These items may be taken up and a parent may pick up the item(s) at the end of the school day on the first occurrence. On subsequent occurrences, these items will be taken up and returned to parent(s) who request them at the end of the school year.

All scholars must take care of their personal items such as money, purses, wallets, coats, gym clothes, pens, pencils, or notebooks. Always keep these things with you or in your locker. **The Academy assumes no responsibility for lost or stolen items and these items are brought to school at the owner's risk.** You may check the Lost & Found section in the office if you lose something.

### **Cellular Phones or Other Electronic Devices Policy**

The following is an explanation of the CFA electronic device policy to include but is not limited to cell phones, MP3 players, hand held video games, etc.:

1. Cell phones or other forms of electronic communication are allowed to be brought to school by students, but **MUST remain OFF throughout the school day** from the time they enter the building at the start of school until the official end of the school day
2. All other electronic devices will be off and out of sight during the instructional day of school
3. Any violation of the above stated policy will result in the following disciplinary action:  
**1<sup>st</sup> Offense – will require a parent or legal guardian to pick up the electronic device after school. The device may be picked up that day AFTER school (3:00-4:30 p.m.)**  
**2<sup>nd</sup> Offense – will result in the school confiscating the device for 5 consecutive days and the device will have to be picked up by a parent or legal guardian any time after the 5<sup>th</sup> day (3:00-4:30 p.m.)**

**3<sup>rd</sup> Offense** – will result in the school confiscating the device for 10 consecutive days. The device will have to be picked up by a parent or legal guardian after the 10<sup>th</sup> day (3:30-4:30 p.m.) and the student is banned from bringing any form of electronic device to the school for the remainder of the school year

**4<sup>th</sup> Offense** – will result in 3 days of Out of School Suspension (OSS)

**5<sup>th</sup> Offense** – will result in a hearing with the Principal. The student will serve OSS until the hearing with the Principal has taken place

4. Any student who refuses to give his/her electronic device to an administrator will be referred to the superintendent for a hearing that may result in an alternative school placement
5. Possession of an electronic device is the responsibility of the student. The teachers and administrators are NOT responsible for devices that are lost or stolen. Students should be diligent in maintaining possession of these devices as administrators will NOT conduct searches looking for lost or stolen items
6. If a scholar allows another student to utilize their electronic device and it is in violation of the above stated policy, the device will still be confiscated accordingly. There will not be an exemption just because the student claims it is not his/her own cell phone, MP3 player, or video game
7. Any electronic device that is being used at an inappropriate time will be turned over “as is” without any modification to it. For example, students will NOT be allowed to remove the SIM card or keep the headphones. The device in its entirety will be withheld

The purpose of this policy is to allow scholars to bring electronic devices to school for the various reasons they may be needed, but is in place to ensure they are not a disruption to the learning process.

### **Cheating**

Scholars are expected to do their own work and to do it on time. Cheating is the unauthorized giving or receiving of information on homework, class work, quizzes, tests, projects, research papers, or exams as specified by the teacher.

If a student is determined to be cheating, the following consequences will be enforced:

First Offense:

1. **Zero for that activity**
2. **Parents notified by the teacher**

Subsequent Offenses:

**Referred to an administrator for disciplinary action in addition to above consequences**

### **Code of Conduct**

All scholars enrolled at The Academy are to be familiar with and comply with all aspects of the **PCBOE Code of Conduct**. A copy is available on the CFA website ([www.pcboe.net](http://www.pcboe.net)). If you are unable to access the Code of Conduct, please contact the school's office.

### **Detention**

Teacher Detention:

Scholars may be required to stay after school for misconduct. All students who are assigned detention will be given a written 24-hour notice to arrange transportation. Failure to stay for detention may result in additional disciplinary actions. **Transportation is NOT provided.**

Administrator Detention:

Scholars may be assigned to after school detention by the administrative staff. Offenses range from possession of illegal items at school, public displays of affection, to failure to stay for a teacher-assigned detention, etc. After school detention meets from **4:05 p.m. to 4:35 p.m. in the office lobby**. Scholars must be on time, sign in, and arrange for transportation prior to their assigned day of detention. **Failure to show for detention will result in suspension.**

### **Dress Code**

Central Freshman Academy strives to prepare students for the world of College and Career. In order to do this, students must learn to dress in a manner suitable for the work and education environment. The dress and personal appearance will not be disruptive nor interfere with the educational process or cause a potential safety hazard.

### **Expected Dress**

A student's school clothes will consist of clothing that is neat, clean, safe, and appropriate to wear to school. Safe refers to clothing that in no way may cause danger to the student, other students, or staff; appropriate refers to clothing that covers the body sufficiently enough not to attract undue attention of school officials and/or other students. Any clothing that may disrupt the learning environment is considered inappropriate for school wear. The principal or designee will make the final judgment as to whether or not a student's clothing is appropriate for school wear. Failure to follow the student dress policy will lead to disciplinary action. This handbook and the orientation sessions held

during the first week of school will be the only formal warning that students receive about the dress policy. During orientation students will be notified that disciplinary actions will be taken for inappropriate dress beginning the next day.

### **Inappropriate Clothing**

The following items MAY NOT be worn at school:

- Ball caps, stocking caps, sweat bands, bandannas that have been associated with gang affiliations (may not be visible), hair rollers, hairnets, skullcaps, etc.
- Clothing that reveals the body in an inappropriate manner:

Boys: Shirts must have sleeves.

Girls: Clothing may not be too tight, too short, bare the midriff, bare at the sides, off shoulder, low cut in the front or back, or sheer.

- Pants with rips or see-through areas that are above the fingertips with exposed skin or undergarments.
- Finger tips may not extend past the bottom of shorts, dresses, skirts, or jumpers.
- Biker/Spandex shorts, baggy, sagging, or oversized garments; pajama pants or sets; clothing that exposes undergarments.
- Clothing that depicts or suggests lewd or profane words or designs, drug products, alcohol products, tobacco products.
- House shoes.
- Sunglasses or safety glasses outside of lab or shops.
- Students cannot wear jewelry or accessories that distract other students or interfere with the learning environment. Items such as heavy metal chains, spikes, etc. are not permitted.

A student not in adherence to the dress code policy will be placed in ISS and subject to the following disciplinary action(s):

#### **Warning – at Student Orientation**

**1<sup>st</sup> Offense – 2 days of Admin Detention**

**2<sup>nd</sup> Offense – 1 day of ISS**

**3<sup>rd</sup> Offense – 2 days of ISS**

**4<sup>th</sup> Offense – 2 days of OSS**

**5<sup>th</sup> Offense – Hearing with the Principal**

If subsequent offenses occur, more severe action will be taken.

### **Fighting Policy**

Any scholar in grades 7 – 12 who fights at school, adjacent to school, on the school bus, or at the bus stop for any reason, will be **suspended pending a hearing with the**

**Superintendent or his designee** for each offense. The school reserves the right to press charges against the student if deemed necessary.

### **Food and Drink Products**

Food items purchased in the cafeteria must be consumed in the cafeteria. **No food or drink should be stored in lockers or carried into the hallways or classrooms.** Food and drink products (unopened or opened) taken outside the cafeteria will be confiscated and thrown away by teachers, administrators, or staff.

### **In School Suspension Program (ISS)**

The In School Suspension Program is designed as another alternative to suspension from school and a behavior modification program. In this program, scholars are segregated from the general student population and work on class assignments provided by their regular teachers. **Students may be assigned to ISS for a block during the day.**

Scholars are counted present each day they attend ISS and receive credit for completed assignments. Students that misbehave or who have unsuccessful days while in ISS may be assigned additional days of ISS or be suspended out of school (OSS).

**Check-in and check-out days do not count as a completed, successful day of ISS; therefore, the day must be made up.**

### **Out of School Suspension (OSS)**

Suspension is the last resort before the most severe disciplinary measures are administered; therefore, scholars receiving this level of punishment require increased parental intervention. Students may be suspended for up to 10 days at any given time. The Suspension policy mandates that students will not be allowed to attend any school or school sponsored activities for the prescribed number of days suspended, and that they are remanded to their parent/guardian during school hours. **Upon returning to school after a suspension, the student must be accompanied by a parent/guardian for a conference with an administrator.** If the student returns to school without a parent/guardian, he/she will be placed in ISS for the remainder of that school day. The student will be suspended and may return to school only when the parent can accompany him/her for a conference with an administrator.

### **C.A.R.E.**

This placement is utilized for scholars who have demonstrated excessive disciplinary behavior issues and have previously been assigned ISS and/or OSS. This placement may be 10 or more days. Isolated behavioral management strategies will be implemented.

### **Success Academy (SA)**

The Success Academy is an alternative placement designed to modify behavior before allowing the student to return to the regular school environment. A student assigned to this site for any length of time cannot participate in extra-curricular activities while assigned to the Success Academy. These students are not allowed on the campus of The Academy during this placement.

### **Profane or Inappropriate Language**

The use of unchaste language is considered to be in poor taste whether it is directed toward others or used conversationally. Profanity shall be interpreted as any profane, vulgar, or unnecessarily crude utterance or gesture. Such language and gestures are unacceptable on the school campus and are strictly prohibited. **Profane language directed towards a school board employee will result in suspension and recommendation for a disciplinary hearing.**

### **Public Display of Affection**

Display of affection, i.e., hugging, kissing, holding hands, etc., is not appropriate at school. Scholars who engage in public displays of affections may be referred to an administrator.

### **Tobacco Use**

The use of tobacco products is **prohibited on all school board property.**

## **GENERAL INFORMATION**

### **Academy Hours of Operation**

The Academy regular hours of operation are 8:30 a.m. to 4:30 p.m.

### **Accident Insurance**

Information will be available in the school's office for students to take to their parents for consideration. **Students who participate in athletic and band programs must provide proof of coverage.**

### **After School Procedures**

1. The Academy dismisses at 4:00 p.m. All scholars who do not have detention or club/

team meetings should exit the campus no later than **4:05 p.m.**

2. Club/team members and scholars participating in tutorial/academic programs or assigned detention must report to the designated area by 4:10 p.m.
3. Books, book bags, and other items needed before leaving campus must be acquired before reporting to the meeting/detention area.
4. Club/team members and scholars held for detention or staying for an academic program must exit the campus within 10 minutes of dismissal time.
5. All scholars participating in after school activities should be picked up from the main entrance driveway. Scholars must remain on the front entrance porch until they are picked up. Scholars must be picked up by 4:00 p.m. after regular school dismissal and no later than 15 minutes after a scheduled activity ends.

### **Announcements**

Announcements of general interest are made over the intercom during the homeroom period, lunch periods, and at the end of 6<sup>th</sup> period. Daily recitation of the Pledge of Allegiance to the American flag will occur during homeroom period morning announcements. A State mandated Moment of Reflection is observed immediately following the Pledge.

### **Asbestos Information**

The United States Environmental Protection Agency has established regulations regarding asbestos-containing materials in school buildings. These regulations (Public Law 99-519) require that all schools conduct surveys to identify the presence of asbestos in their buildings and implement appropriate response actions.

These regulations require certain action to occur in response to any asbestos containing material found in our schools. The PCBOE has had an asbestos management in place for several years. The PCBOE had a re-inspection performed at all of their facilities in compliance with these regulations, and an asbestos management plan was developed. The plan describes in detail how any asbestos exposure will be minimized.

Students, parents, teachers and others are invited to review this plan which is available in the principal's or director's office. Should you have any questions or desire further information, please contact the principal.

### **Assembly Programs**

Assembly programs will be held either in the gymnasium or in the auditorium. Scholars are expected to be orderly and courteous while going to and from the assembly program, as well as during the assembly program. **Follow PRIDE guidelines.**

### **Cafeteria**

The lunchroom is an essential part of the school program. It is operated daily during the school year for the convenience of our students and faculty. Scholars are asked to make lunch pleasant for all by waiting their turn in lines, using all authorized lines for most efficient movement of lunch lines, and leaving the tables free of food and spills. Trays are to be disposed of appropriately. **Follow PRIDE guidelines.** Students are expected to pay for any lunch items at the time of selection. Lunch costs \$2.50. **NO CHARGES WILL BE ALLOWED.**

Breakfast will be served in the school cafeteria each morning from 8:15 a.m. until 8:50 a.m. Scholars who elect to eat breakfast at school are encouraged to eat as quickly as possible in order to get to class on time. Scholars are expected to pay for any breakfast items at the time of selection. Breakfast costs \$2.00. **NO CHARGES WILL BE ALLOWED.**

### **Class Dues, Fees, & Other Finances\***

The bookkeeper will accept personal checks for fees, dues, and other expenses owed to the school or organizations through April 18, 2014. **All monies for the current school year must be paid by April 18, 2015. NO CHECKS WILL BE ACCEPTED AFTER THIS DATE—CASH ONLY!**

**Class dues, fees, field trip monies are non-refundable.** Class dues are used for expenses to carry out class activities.

**\*See page 8 for Class Fees listing.**

### **Class Sponsors**

Freshman Sponsors are Kristen Thomas, and Valerie Borders.

### **Class Officers**

Academy scholars will elect Class Officers (President, Vice President, Secretary, and Treasurer). Class sponsors will inform the student body of the nominating procedures and will govern all activities. Officers will be decided based on plurality of the class votes.

Students eligible for nomination must:

1. Meet No Pass-No Play requirements
2. Have a cumulative average of 80 for the previous school year
3. Have no more than 2 referrals during the previous or current school year

These students are also considered to be members of the Student Council and are expected to actively participate in Council events and meetings. **Class officers will be elected at the beginning of each new school year.**

### **Clubs and Organizations**

Scholars have an opportunity to participate in many activities through the clubs and organizations at The Academy.

Clubs and organizations will be organized only with the advice and approval of the Administration. When it is determined that formation of a club or organization is in the best interest of the students at The Academy, every effort will be made to provide a time, place, and advisor for its operation. In order to remain active, clubs and organizations must have definite goals and objectives with appropriate activities to warrant their purpose.

Clubs and organizations will make their own rules of operation in accordance with the national governing organization and keeping with CFA administration and School Board policy.

Clubs and organizations that are not school-affiliated are not to conduct business of any form on campus (i.e. selling fund raising products).

The following list of active clubs is provided for your information:

Art Club  
Book Club  
Drama Club  
D-Vine 2  
FBLA (Future Business Leaders of America)  
Leading Ladies  
G.Q. (Gentlemen's Quarters)  
Interact Club  
Student Council

### **Computer Acceptable Use Policy**

Scholars and teachers must adhere to the laws, policies, and rules governing computer use including, but not limited to: copyright laws, rights of software publishers, license agreements, and personal rights privacy created by federal and state law. Students using Phenix City Public School computers, programs, software, and networks are to understand that these items are for educational use only. Any activity that may interfere with the legitimate operation of the computer networks will result in disciplinary action. (See Code of Conduct Offenses 2.06, Petty Theft; 2.07, Property Damage; 3.05, Stealing; or 3.08, Criminal Mischief). In the case of computer hackers, this may include notification of the appropriate state or federal law enforcement agency. The same shall apply to students working with non-district computers while under the supervision of school officials. In addition, vandalism of computer hardware will not be tolerated and will result in severe disciplinary action. (See Code of Conduct Offenses 2.07 and 3.08)

### **Custodial Services**

The Academy has an excellent custodial staff. However, it is not solely their responsibility to keep The Academy clean. It is the responsibility of the students and faculty to keep the campus neat, clean, and in good condition at all times. **Follow PRIDE guidelines.**

### **Emergency Drills**

Emergency drills are held at irregular intervals throughout the school year. The instructions indicating building evacuation or cover positions are posted in each classroom. Students are expected to move to the designated area quickly, quietly, and orderly. Students are to follow all directions of the faculty and staff and are to remain with their teacher and class until properly released by their teacher.

Any student found guilty of tampering with emergency warning equipment will be subject to disciplinary action by local school officials and is subject to legal recourse with the Phenix City Police Department.

### **Fire Drill Procedures**

The Central Freshman Academy has established procedures that will be followed in the event that it becomes necessary to evacuate

the school. These procedures will be reviewed with your student and CFA personnel during the school year.

### **Storm Drill Procedures**

**Tornado Watch** – An alert or forecast issued whenever atmospheric conditions are favorable for the development of severe weather or tornadoes, giving an estimate of the situation. Actual conditions in the area at the time of the “watch” announcement may not be threatening.

**Tornado Warning** – A message of danger issued when a tornado has been sighted and there may be danger to life and property if protective measures are not taken by people who are in its path.

The Central Freshman Academy has established procedures that will be followed in the event that it becomes necessary to evacuate the school. These procedures will be reviewed with your student and CFA personnel during the school year.

### **Bomb Threat Procedures**

**Bomb Threats** – A message received by school officials threatening danger to school personnel and/or property

The Central Freshman Academy has established procedures that will be followed in the event that it becomes necessary to evacuate the school. These procedures will be reviewed with your student and CFA personnel during the school year.

### **Lock Down Procedures**

The Central Freshman Academy has established procedures that will be followed in the event that it becomes necessary to lock down the school. These procedures will be reviewed with your student and CFA personnel during the school year.

### **Extra-Curricular Programs**

All scholars will be invited to participate in extra-curricular programs and will be notified by posting notices and/or by disseminating fliers or something similar, which contain the name, title and contact telephone for each sponsor and coach. All scholars are encouraged to participate in all extra-curricular programs. Each sponsor, director and coach will be available to

meet, upon request, with any interested student to fully inform him/her about each extra-curricular program in order to encourage participation for all students. Notification shall also be posted prominently on bulletin boards in the school for a reasonable period of time.

### **Flowers, Balloons & Other Deliveries**

In order to maintain the integrity of The Academy's instructional program, the delivery of flowers, gifts, balloons, etc., to students at school is prohibited. This includes the practice of students bringing such items to other students.

### **Guidance Services**

The Guidance Department is open to scholars for discussion of their concerns from 8:15 a.m. to 4:15 p.m. daily. The guidance program provides the following services to our scholars:

1. Provide personal assistance for each scholar
2. Help scholars become aware of their personal aptitudes and abilities
3. Help scholars develop post-secondary academic and career goals

### **Gym Regulations**

Alabama State Law requires students to take physical education. In order for students to comply with this statute, the following requirements will be met.

1. Students will take advantage of the dressing rooms each day by dressing out in standard gym suit. Information regarding gym suits may be obtained from the P.E. teachers
2. Physical Education teachers will issue gym lockers at the beginning of the school year. A \$5.00 locker maintenance fee will be assessed to each student using a gym locker
3. According to State law, any student with physical disability may be excused from physical education. **A written statement from a medical physician must be provided to the school.**
4. Excessive failure by the student to dress out for P.E. will result in a discipline referral
5. No student is allowed in the gymnasium after regular school hours or other than the assigned P.E. period unless approval is given by appropriate school authority.

Students who violate this regulation will receive a discipline referral

6. Physical Education lockers may not be used for storage of textbooks

### **Parent/Home Portal System**

The parent/home portal system provides a mode of communication between the school and parents. A link to this system may be found on the CFA webpage.

### **Internet Acceptable Use Policy**

The Phenix City School District offers Internet access. To gain access, each scholar must obtain parental permission as verified by the signatures on the permission form. Employees shall sign an Internet Acceptable Use Policy (AUP) form. Parents or guests wishing to use the District's Internet access will also sign the AUP form.

The Internet should be used for research and education through the provision of unique resources and opportunities for collaboration among students, teachers, and administrators. Use of the Internet must support this and be consistent with the educational objectives of The Academy.

**Users are responsible for appropriate behavior while using the Internet. Additionally, users are responsible for their actions while using the equipment and resources. Use is a privilege, not a right, and may be revoked if abused.** Vandalism of equipment or programs will result in disciplinary referral as prescribed by student/employee conduct policies.

The Phenix City School District makes no guarantees, implied or otherwise, regarding the reliability of the data connection or the information. The PCSD shall not be liable for any loss or corruption of data resulting while using the Internet connection. The PCSD reserves the right to examine all data stored in the machines involved in the Internet link to make sure that all users are in compliance.

No user shall use this Internet link to perform any act that may be construed as illegal or unethical, including the use of the link to gain unauthorized access to other systems on the network. The PCSD condemns all illegal distribution of software, otherwise known as pirating. Any user caught transferring such files through the Internet, and any whose accounts are found to contain such illegal files, shall immediately have their accounts permanently revoked. In addition, all users should be aware

that software piracy is a federal offense and is punishable by fine or imprisonment.

Finally, all users should keep in mind that when they use the Internet, they are entering a global community, and any actions taken by them will reflect upon the PCSD as a whole. As such, all users must behave in an ethical and legal manner.

### **CFA Library Policies**

The Academy has a full-time librarian on campus, and a virtual library—housed in the Media Lab—is available to all scholars on a daily basis. Please refer to the CFA webpage for The Academy library policy and procedures information.

Academy scholars may not access the CHS library before school or during lunch. However, the CHS library is open until 4:30 p.m. daily, and Academy scholars may utilize it during after school hours (4:00 -4:30 p.m.). Additionally, CFA students may be permitted to use the CHS library during the regular school day **with a CFA teacher library pass.**

### **CHS Library Policies**

Books in the regular collection may be borrowed for a 1-week period and may be renewed if necessary. Students may borrow up to 3 books at a time. Books in the Reference Collection, including encyclopedias, may only be borrowed overnight. Audio-visual materials and equipment are not loaned to students except upon teacher request.

Fines for overdue materials will be 10 cents per day, beginning with the 1<sup>st</sup> day the material is overdue. Fines may accumulate up to half the cost of the material. Overdue notices will be distributed by the CFA librarian via homeroom period. All money owed to the library must be paid before a student will be allowed to borrow other materials from the library. If a lost book is paid for and later returned, the student will be refunded the amount paid minus the amount of fine accumulated or \$1.00, whichever is smaller.

### **Lockers**

Hall lockers will be available from homeroom teachers at the beginning of the year. Any scholar may purchase a locker for a \$5.00 locker maintenance fee. **When a student is assigned a locker, he/she shares the locker with the school as a co-tenant and the school has the right to conduct periodic**

### **searches in order to look for contraband items and/or overdue library books.**

Students who are found abusing lockers, tampering with lockers, or attempting to open the lockers in any manner which by-passes the combination will lose locker privileges and be subject to disciplinary action. **No student is allowed to share a locker with another student.**

Sharing lockers will result in disciplinary action.

### **Medication (Administered to Students)**

The PCBOE recommends that medication be administered by the parent or guardian at home. However, if under exceptional circumstances a student is required to take prescription medication during school hours and the parent cannot be at school to administer the medication, only the principal or his/her designee shall administer the medication in compliance with the following procedures.

1. Written instructions signed by the parent/guardian and physician shall be required and shall include:
  - a. Name of student
  - b. Name of medication, including prescription number, if dispensed by a pharmacy
  - c. Purpose of medication
  - d. Time to be administered
  - e. Dosage
  - f. Possible side effects
  - g. Termination date for administering the medication
2. The school principal or designee shall:
  - a. Inform appropriate school personnel of the medication
  - b. Keep a record of the administration of the medication
  - c. Keep medication in a locked cabinet
  - d. Return unused medication to parents only
3. The parents shall assume responsibility for informing the school principal of any change in the student's health or change in medication
4. The school principal shall retain the discretion to reject requests for administration of medication

**No non-prescription medication, including such medications as aspirin, etc., shall be administered to students under any circumstance. Parents should bring prescription medication to the school. Students should not transport medication to or from the school.**

### **New Beginnings**



New Beginnings is a parenting program offered through Phenix City Schools. Since teen pregnancy can jeopardize the education, health, and financial resources of the teen mother, the future may not hold great promise. The New Beginnings Program addresses the needs of these at-risk students. Please see the counselor for other information.

### **No Pass, No Play Policy**

This policy applies to athletics, Band, or other Extra-curricular activity.

Mission: To ensure to the fullest extent possible that students in Phenix City participating in athletics and other extra-curricular activities are eligible to graduate with their classmates.

The PCBOE recognizes the value of athletics and other extra-curricular activities as they relate to the total education of students. The PCBOE also recognizes and supports high academic standards and the necessity of developing a framework to annually assess each athletic and extra-curricular participant's progress toward graduating from high school on schedule.

The PCBOE prescribes the following regulations for eligibility by students in this school system to participate in athletics and/or extra-curricular activities.

1. Each student in Grades 9-12 must, for the last 2 semesters of attendance and summer school, if applicable, have a 70 average in 6 of 6 courses. Those courses can be composed of any combination of English, math, science, and social studies
2. Physical education may count only 1 unit per year
3. No more than 2 credits may be made up during summer school
4. A student who is eligible at the start of the academic year remains eligible for the entire academic year. Students deemed ineligible at the beginning of the school year by virtue of having failed to meet the requirements as outlined in number (1) above may regain eligibility at the end of the 1<sup>st</sup> semester by meeting the requirements for eligibility in the 2 most recently completed semesters, including summer school. The average of 70 is determined by combining the scores of the 2 semesters to obtain a school year average and not judging the semesters independently. Eligibility restoration must be determined no later than the 5<sup>th</sup> day of the second semester
5. Bona fide transfers may be dealt with according to rules of the Alabama High School Athletic Association for sports and rules to be developed by the PCBOE as it pertains to other extra-curricular activities
6. Each eligible student must have a minimum composite numerical average of 70 on the 6

credits from the last 2 semesters of attendance, and summer school if applicable. Summer school work passed may substitute for regular school work failed in computing the 70 average

7. Each eligible student must meet the definition of a regular student as defined by the AHSAA
8. Any student who earns more than 4 credits in the core curriculum in any given year or who accumulates a total in excess of the required 4 per year may be exempt from earning the 4 core courses in the succeeding year as long as that student remains on schedule for graduation with his/her class

Each student below grade 9 shall pass 5 subjects with a composite numerical average of 70 with all rules applying the same as to students in grades 9-12. For purposes of definition, athletic events are defined as those recognized and sanctioned by the AHSAA. Extra-curricular activities are defined as those in which a student represents his/her school in an event in which other schools have representation.

### **Pep Rallies**

Themes for pep rallies must be approved by the administration prior to pep rally day. The costumes and paraphernalia can only be worn during the pep rally. T-shirts and shirts other than CFA shirts must be approved by the sponsors and the administration.

**We will have 3 or 4 Pep Rallies during the school year, and those dates will be announced in advance of each one.**

### **Safety and Security**

To help insure safety and security throughout the school day, surveillance cameras are in place at the Central Freshman Academy. Students and visitors are monitored daily both inside and outside the school building.

Tampering with surveillance equipment will result in disciplinary action by the administration.

### **School Trips/Field Trips**

The Academy provides several opportunities throughout the school year for its scholars to participate in school and/or field trips. The rules and regulations listed below will govern students involved in school/field trips. This code of conduct is written solely for the purpose of student safety and the safety of others. Students found violating any of these rules and regulations will be subject to disciplinary action.

1. Prior to the trip, all students must turn in a permission slip, signed by one or both

- parents or guardians, to the teacher in charge
2. Field trips are an extension of the CFA classroom. Students are expected to adhere to all school rules and policies
  3. If applicable, all trip expenses must be paid prior to trips. **No refunds of any monies paid for a field trip will be granted**
  4. Field or school trip-specific dress codes will be strictly adhered to, and scholars that are not dressed according to CODE will NOT be permitted to participate in the activity and fees will NOT be refunded
  5. No individuals will be allowed to ride on the buses except students and chaperons (parents, administrators, and teachers)
  6. All students must be seated while the bus is in motion. All bodily limbs must remain inside the bus at all times
  7. No student will be allowed to travel by car with other individuals except in extreme emergency, approved in advance, by the principal and person in charge of the trip

### **Student Council Homecoming Policy**

The following policy has been approved for Homecoming elections.

1. Prospective candidates for Homecoming King, Queen, and Court will be required to submit an application to the Student Council sponsors by the announced deadline. Failure to return application will result in the prospective candidate being disqualified. Prospective candidates must be eligible for extra-curricular activities and adhere to the No Pass, No Play guideline and 1)Have a cumulative average of 80 for the previous school year; and 2)Have no more than 2 referrals during the previous or current school year. All eligible candidates will be notified before the election
2. The elections of the King, Queen, and Court will be held during homeroom and based on a plurality of votes. In the event of an exact tie, a run-off election will be held as soon as possible
3. The Queen will be Freshman Maid on the CHS Homecoming Court
4. The top 3 King finalists, and the top 5 finalists in the Queen election will be announced on the Wednesday preceding Homecoming. The King and Queen will be announced during the half-time of the Homecoming Game. The remaining 4

finalists will be designated Ladies-in-Waiting in the Court

5. The King will receive a sash and a trophy or plaque. The Queen will receive a sash, a trophy or plaque, a bouquet of flowers, and a crown. The Ladies-in-Waiting will receive a trophy or plaque and a flower

### **Student Council Officers**

Each homeroom will have 1 Student Council Representative. The student per Advisory with a plurality of the votes will be declared the winner and will be the Class Representative. The Student Council Officers (President, Vice President, Secretary, and Treasurer) will be elected from those representatives by the student body. Student Council Officers may not serve a dual role as Class Officers.

The Student Council Officers must meet the following requirements.

1. Adhere to No Pass, No Play guidelines
2. Have a cumulative 80 average for the previous semester and 3<sup>rd</sup> 9 weeks
3. Have no more than 2 discipline referrals during the previous our current school year, excluding tardy referrals

Class Officers are also members of the Student Council and are required to participate in Student Council activities.

Questions in reference to Student Council should be addressed to Ms. Kristen Thomas and Ms. Kim Moyer.

### **Student Transfers/Withdrawals**

If a student transfers into The Academy, official admission should be made through the Main Office located in the administrative section. If a student is withdrawn from The Academy, he/she should follow the procedure listed below on the last day he/she is present at school.

1. The parent must come to school to withdraw a student
2. The Secretary will initiate the withdrawal form
3. All textbooks should be returned to the Secretary on the student's last day of enrollment
4. All monies due for damaged or lost books and/or other outstanding fees should be paid to the bookkeeper

### **Telephone Use**

The Academy office telephones are for business use only. Only urgent telephone messages from parents will be delivered to the student by the principal's office. **Students are never called to the telephone during the school day.** If it is necessary

for students to use the telephone in an emergency, office personnel will contact the parent/guardian directly. Only contacts listed in the student's file will be telephoned. The student will be expected to remain in class until the parent/guardian can be contacted.

### **Textbooks**

State-owned textbooks will be issued to each scholar when enrolled. However, no books will be issued to students who owe payment for books from the previous term. Each student should take proper care of books issued. In the event of damage (other than normal use) or loss of books, **students will pay the cost of replacing the textbook(s).**

### **Visitors**

Anyone not employed by the PCBOE to work at The Academy is considered a visitor. Parents and other school patrons are welcome to visit the school at appropriate times. Special programs and visiting days are planned each school year for such visits.

The principal is responsible for protecting instructional time and the welfare of students. Office personnel should be aware of the purpose of any visit. If at all possible, visits should be pre-arranged. Principals are authorized to take the necessary steps in dealing with unauthorized visitors.

**All visitors are required to report to the Main Office to sign in and get a visitor badge before going to any other part of the school.**

Students may NOT bring guests to school to visit. This includes boyfriends, girlfriends, younger siblings, etc. All unauthorized persons found on campus will be asked to leave immediately! Failure to comply with this directive or repeated occurrences will result in legal action by the School Resource Officer.

## **School – Community Relations**

### **Flag Display**

The United States Flag and the Alabama State Flag will be displayed from the school building while school is in session with the exception of inclement weather. Each classroom will also display the United States Flag and everyone is expected to observe the flag during the daily recitation of the Pledge of Allegiance.

### **Media Coverage**

During the course of the school year, members of the CFA Media Services and approved outside media services (local radio, television, or newspaper) may film or interview a scholar for various publications. If a parent/guardian objects to this filming/interviews, it is the responsibility of him/her to notify The Academy administration in writing.

### **Notices and Announcements**

Various notices, announcements and questionnaires are sent home with students, whenever necessary, to inform the parents of items of interest are gather required data. **Parents should encourage their student to be responsible in delivering these announcements.**

Additional information may be mailed to the home address or broadcasted through the school-cast automated phone system. To assist in keeping parents/guardians informed, **it is critical that updated mailing addresses and telephone contact numbers are provided to the school.**

The CFA website is updated constantly and should be utilized to remain current on Academy events and announcements.

### **Parents On Board Meetings**

The *Parents On Board* Meetings are designed to acquaint the parents with the faculty and administration as well as to improve conditions for education in Phenix City. We urge all parents to join the *Parents On Board* at the beginning of the school year and to attend all meetings. This is the only way the administration can learn your desires regarding our education system and we can work collaboratively to improve our school.

### **Parent Meeting Dates**

Tuesday, August 12, 2014

Ice Cream Social 5:30 & Meeting 6:00 p.m.

Tuesday, January 27, 2015

Student Presentation 6:00 p.m.

### **Parent – Teacher Conferences**

All parents/guardians are encouraged to arrange conferences with teachers to discuss student concerns at any time. Conferences will be arranged at the request of a scholar, parent, teacher, counselor, and/or administrator. The following suggestions are given to help parents

and teachers maximize benefits from the conference.

1. Make a list of things you **want to tell** the teacher about your student so that the teacher can better understand your child
2. Make a list of **what to ask** the teacher about your student. Any complaints? Ask your student what he/she would like to discuss with the teacher—Homework? Tests? Attitudes?
3. If **only one parent** can attend the conference, ask your spouse for ideas/suggestions
4. Bring the student with you unless requested otherwise
5. **DO NOT** bring brothers and sisters if you can possibly get a sitter

#### Helpful Hints

1. **Realize** what an important role you play in the education of your student
2. Understand the need for a close **partnership** between parent and teacher to help your child get the best education
3. Take an **interest** and try to **understand** the goals of both the child and the school
4. Give **praise** for success and try to help overcome failures—based on the strengths and weaknesses of the individual
5. **Keep in close touch** with your student's teachers. Feel free to email them and ask for a conference to be scheduled

### **Special Services**

(For more information about any of the following special services, call the Phenix City School Board of Education's Special Education Department at (334) 298-0534)

#### **Child Find**

Child Find is a component of Individuals with Disabilities Education Act that requires states to identify, locate, and evaluate all children with disabilities, aged birth to 21, who are in need of early intervention or special education services.

#### **English Learner Program (EL)**

The English Learner (EL) program emphasizes mastery of English language skills and content area concepts for students who do not speak English as their primary language and may have limited English proficiency (LEP). This program enables the student to participate effectively in the regular academic program.

#### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a

Federal law that protects the privacy of student education records. Parents are guaranteed the right to inspect and review the educational records of their children. Personally identifiable records can be released either with prior parental consent or to an official with legitimate educational interests.

#### **Gifted Education**

The Phenix City School System recognizes that all students identified as gifted in our system have the right to an appropriate education that provides educational interventions which sustain, challenge, and ensure continued growth. The Phenix City Gifted Education Program is designated to identify students who demonstrate high intellectual capacity, high academic proficiency, and/or exceptional talent in creative expression or leadership. This program includes specific measures designated to identify culturally diverse gifted students and ensures that no student will be excluded from either referral or participation in the gifted program because of behavior.

#### **No Child Left Behind**

In accordance with Phenix City Board of Education policy, The Academy will provide a free and appropriate public education to the following groups: homeless, migratory, neglected and delinquent students. This policy dictates that enrollment will be provided pending removal of any and all barriers to the same free and appropriate public education.

#### **Problem Solving Team (PST)**

This team is a designated school-based committee designed to meet the needs of general education at-risk students that is composed of regular education teachers, administrators, counselors, and others as needed. This committee addresses the discipline, academic and behavioral student challenges. It also provides immediate support and progress monitoring when addressing classroom concerns.

#### **Section 504 of the Rehabilitation Act of 1973**

Section 504 is a national law that protects qualified individuals from discrimination based on their disability. The Phenix City Board of Education employs formalized procedures and guidelines to ensure that our school district is in compliance. Section 504 protects persons with a physical or mental impairment which substantially limits one or more major life activity, including but not limited to, caring for one's self, walking, seeing, hearing, speaking, breathing, performing manual tasks, learning, communicating, and reading. Additional information, eligibility requirements, and a copy of the Section 504 guidelines may be obtained from the Phenix City Public Schools Special Education Department.

**Special Education-Individuals with Disabilities Education Act (IDEA)**

Students identified by school system personnel as qualifying for special education services receive those services in the least restrictive environment for the individual student. Services are primarily delivered through inclusion in the regular education classroom and/or the resource room as outlined in the students' Individual Education Plan (IEP). A certified and highly qualified faculty member works closely with the student to deliver instruction. The special education teacher oversees the implementation of the IEP for students identified as being in need of special

following person has been designated to handle inquiries regarding the non-discrimination policies: **Mr. Joe Blevins, Director of Student, Personnel and Operational Services.**

1212 Ninth Avenue,  
Phenix City, AL 36867  
(334) 298-0534.

The Central Freshman Academy is a whole-school Title 1 Program. This federally funded program provides additional federal dollars to support the academic programs of The Academy. Title 1 Parent Meetings are held twice each year—in the fall

Class	Time	Length
Homeroom ( NO BELL TO 1 <sup>st</sup> Period)	9:00-9:15 AM	15 minutes
1 <sup>st</sup> Period	9:15-10:13 AM	58 minutes
2 <sup>nd</sup> Period	10:18-11:16 AM	58 minutes
3 <sup>rd</sup> Period	11:21-12:19 PM	58 minutes
4 <sup>th</sup> Period	12:24-1:54 PM	58 minutes
Lunch 1	12:24-12:54 PM	30 minutes
Lunch 2	12:54-1:24 PM	30 minutes
Lunch 3	1:24-1:54 PM	30 minutes
5 <sup>th</sup> Period	1:59-2:57 PM	58 minutes
6 <sup>th</sup> Period	3:03-4:00 PM	58 minutes

education services and is the primary contact for issues related to the students' IEP.

semester and in the spring semester.

**Title 1 Parent Meetings**

Tuesday, August 12, 2014 at 6:00 p.m.  
Tuesday, January 27, 2015 at 6:00 p.m.

**Central Freshman Academy Bell Schedule**

**Title IX (Equal Opportunity)**

The Phenix City Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The

**PM Activity Schedule**

Class	Time	Length
Homeroom ( NO BELL TO 1 <sup>st</sup> Period)	9:00-9:15 AM	15 minutes
1 <sup>st</sup> Period	9:15-10:02 AM	47 minutes
2 <sup>nd</sup> Period	10:07-10:54 AM	47 minutes
3 <sup>rd</sup> Period	10:59-11:46 AM	47 minutes
4 <sup>th</sup> Period	11:51-1:21 PM	90 minutes
Lunch 1	11:51-12:21 AM	30 minutes
Lunch 2	12:21-12:51 AM	30 minutes
Lunch 3	12:51-1:21 PM	30 minutes
5 <sup>th</sup> Period	1:26-2:13 PM	47 minutes
6 <sup>th</sup> Period	2:18-3:05 PM	47 minutes
PM Activity	3:10-4:00 PM	50 minutes

**AM Activity Schedule**

Class	Time	Length
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Homeroom ( NO BELL TO 1 <sup>st</sup> Period)	9:00-9:10 AM	10 minutes
<b>AM Activity</b>	<b>9:15-10:05 AM</b>	<b>50 minutes</b>
1 <sup>st</sup> Period	10:10-10:57 AM	47 minutes
2 <sup>nd</sup> Period	11:02-11:47 AM	47minutes
3 <sup>rd</sup> Period	11:52-12:39 AM	47 minutes
4 <sup>th</sup> Period	12:44 -2:14 PM	90 minutes
Lunch 1	12:44 -1:14 PM	30 minutes
Lunch 2	1:14-1:44 PM	30 minutes
Lunch 3	1:44-2:14 PM	30 minutes
5 <sup>th</sup> Period	2:19-3:07 PM	47 minutes
6 <sup>th</sup> Period	3:12-4:00 PM	48 minutes



## 2014 CFA Red Devils Football Schedule

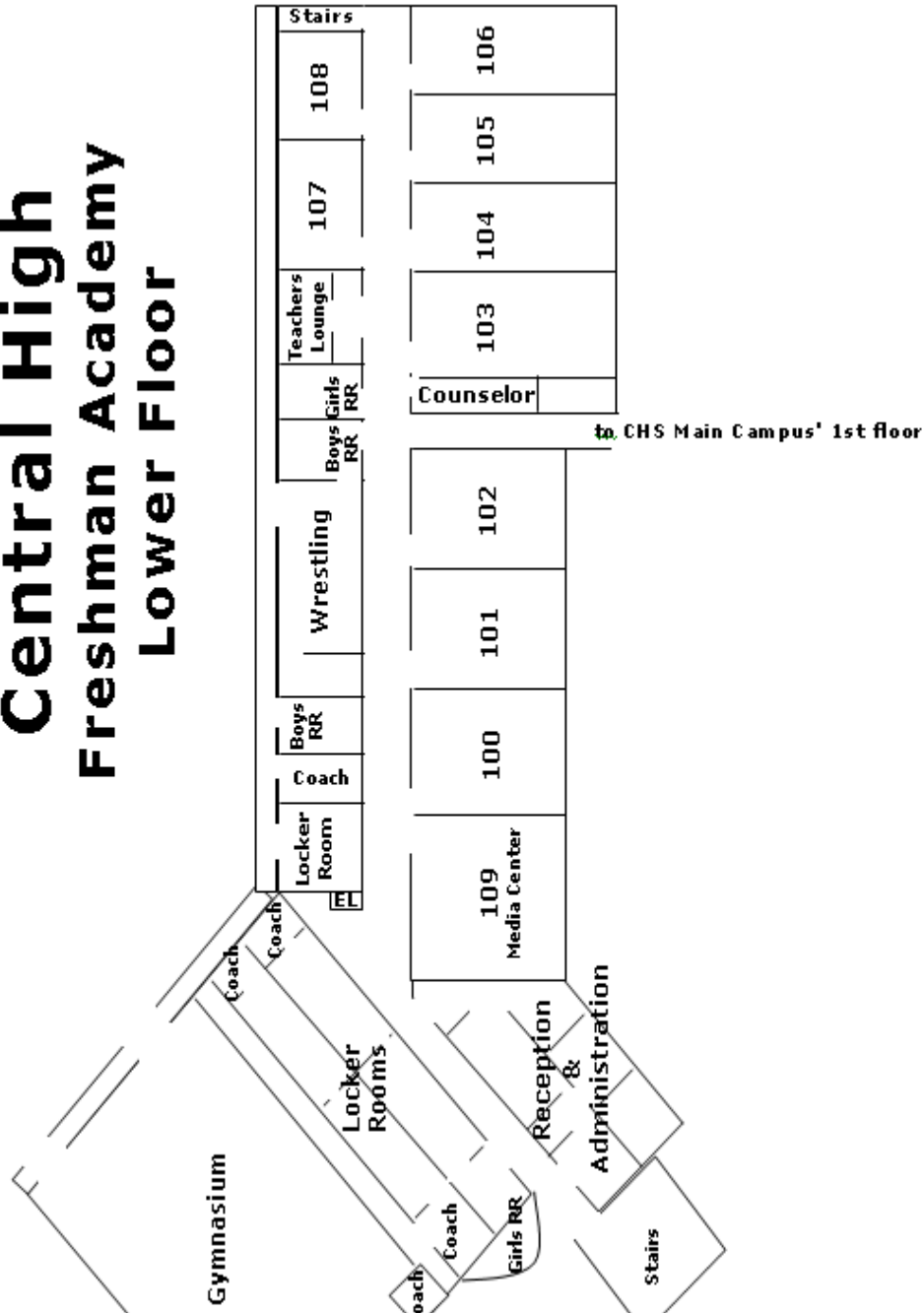
Date	Opponent	Location	Time (EST)
Aug 23	Jamboree	Wetumpka	2:00
Sept 2	Auburn	Home	6:00
Sept 8	Carver	Home	6:00
Sept 15	Enterprise	Enterprise	4:00
Sept 22	Eufaula	Eufaula	7:00
Sept 29	Wetumpka	Wetumpka	6:30
Oct 6	Opelika	Opelika	6:30
Oct 13	Brookstone	Home	6:00
Oct 20	Smiths Station	Home	6:00



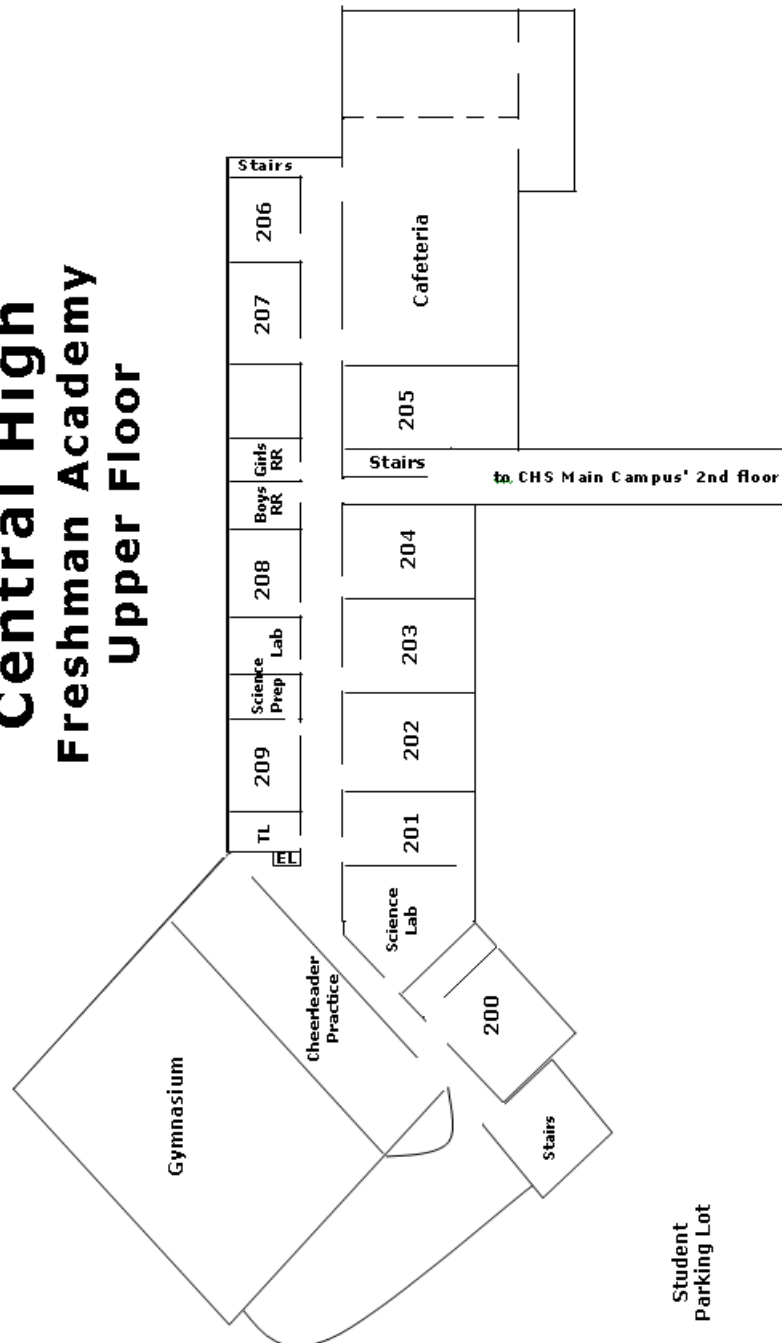
Together We Achieve WA



# Central High Freshman Academy Lower Floor



# Central High Freshman Academy Upper Floor





## **Important Information on Meningococcal Disease and Vaccine**

### ***What is meningococcal disease?***

Meningococcal disease is a serious illness, caused by bacteria. It is the leading cause of bacterial meningitis in children 2-18 years old in the United States.

### ***How do you catch the disease?***

The bacteria that cause meningococcal disease are very common. The disease is most common in children and people with certain medical conditions that affect their immune system. College freshmen living in dormitories also have increased risk of getting the disease. The disease is spread through exchange of respiratory droplets or saliva with an infected person including kissing, coughing, sneezing, sharing drinking glasses and eating utensils. In a few people, the bacteria overcome the body's immune system and pass through the lining of the nose and throat into the blood stream where they cause meningitis. Meningitis is a term that describes inflammation of the tissues surrounding the brain and spinal cord.

### ***What are the symptoms of the disease?***

- Fever
- Headache
- Stiff neck
- Red rash
- Drowsiness
- Nausea and vomiting

### ***Meningococcal vaccine: Who should get the vaccine and when?***

MCV4, or the meningococcal vaccine, is recommended for all children 11-12 years of age and for unvaccinated adolescents at high school entry (15 years of age). High school seniors should also consider obtaining the vaccine prior to entering college, especially if they are planning on living in a dormitory. Please consult your physician or local health department for more information.

**For more information on this and other vaccine recommendations go to:**

**[www.adph.org/immunization](http://www.adph.org/immunization)**