

STARKVILLE ACADEMY

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Band Hall Office-----extension 109

Starkville Academy is accredited by and members of:
Southern Association of Colleges and Schools (SACS-CASI),
Southern Association of Independent Schools (SAIS), and
Mississippi Private School Association (MPSA)



Starkville Academy does not discriminate on the basis of race, religion, ethnic origin, disability or sex in administration of its educational policies, admissions policies, athletics, and other school administered programs.

STARKVILLE ACADEMY STUDENT HANDBOOK
2009 – 2010
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Part 1 - GENERAL INFORMATION

GRADES PreK-12

This handbook does not and cannot address every situation, question, or problem that may arise. Any situation, question, or problem that arises and is not covered in this handbook will be left to the discretion of the administration.

MISSION STATEMENT

The mission of Starkville Academy is to provide quality educational programs in a Christian environment that will challenge students to excel academically, physically, socially, and emotionally.

PHILOSOPHY

Starkville Academy was established to provide an excellent educational foundation for the students it serves. To this end the Academy is dedicated to finding and employing the best faculty and staff available and to providing a curriculum which will both stimulate and challenge our students. The Academy seeks to provide and encourage a positive learning environment so that each student can strive to realize his/her full potential academically.

Because education involves the whole person, Starkville Academy is also dedicated to the development of each student spiritually, physically, emotionally, socially, and culturally. Appropriate programs are offered to achieve this purpose.

BELIEFS

STARKVILLE ACADEMY WILL STRIVE TO:

1. Establish a curriculum that meets the needs of the individual student with an emphasis on requirements for college entrance.
2. Provide an atmosphere of learning for students in Prekindergarten(PreK) - Grade 12.
3. To provide the school experiences that will teach each student personal responsibilities and obligations as a contributing member of society.
4. Encourage self-discipline and independent creative thinking.
5. Instill in each student an appreciation for Christian culture and heritage.
6. Provide assistance and encouragement to students.
7. Challenge students to be contributing members of our community and society.
8. Provide adequate extracurricular activities for the development of physical, moral, social, and civic interest.

ASBESTOS MANAGEMENT PLAN

Starkville Academy underwent an inspection for both friable and non-friable asbestos on May 26, 2009. Mr. Jack Massey of Environmental Consultants, Inc. is the certified inspector who conducted this inspection. **No Friable asbestos was found at Starkville Academy.**

This inspection must be completed every three years. The results of the last inspection are on file in the head of school's office, the high school principal's office, and the elementary principal's office, including information regarding the location, the potential for disturbance, the physical condition of the building materials and other pertinent information in regard to flammable or non-flammable asbestos. Periodic inspections are done to ensure the safety and well being of all buildings occupants.

REGISTRATION

Each patron family should register their child/children for the upcoming year during the registration period in the spring. A non-refundable registration fee per family is payable when the educational contract is signed.

TUITION/FEES PAYMENTS

Each patron family is assessed a building fee and book/supply fee per child when contracts are signed. These fees are paid monthly with tuition. All tuition/fees payments are due on the 1st day of each month and are delinquent after the 15th day of each month in which payment is due. Twelve month contract payments are made June - May. Ten month contract payments are made August - May. Tuition/fees for all contracts must be paid in full by May 15th. Tuition/fees payments may be mailed to the school, brought to the main office, or drafted electronically on the 5th of each month.

There shall be assessed a late fee in the amount of \$30.00 per student for each payment not received on or before the 15th day of the month during which payment is due. If two consecutive monthly tuition/fees payments are missed or if the monthly installments due become 30 days or more past due on three separate occasions, the child/children covered under the contract shall not be allowed to attend school until such time as the **entire balance** due for tuition/fees have been paid in full. Progress reports, report cards, and diplomas shall not be released to any child whose educational contract is in default.

Students may not take exams at the end of first or second semester or participate in field day, school sponsored camps, etc. until all tuition/fees have been paid.

ADDITIONAL FEES

Additional fees for specific classes such as labs, driver's ed., computer, classroom fees, etc. will be paid **separately** at the beginning of school (NOT WITH TUITION).

Textbooks will be issued to students at the beginning of the school year. A fine will be assessed for any abuse, such as writing in the books, and charged to the student at the end of the year. If a student loses a book, he/she must pay full replacement cost for it. If a lost book is found, a refund will be given based on the condition of the book. Books left in the corridors, gym, cafeteria, or other areas will be picked up and students will be assessed a fine for their return.

RETURNED BANK DRAFT/CHECK POLICY

There is a \$30 fee for any returned bank draft and/or check. The bank draft will be re-drafted on the 15th of the month along with the \$30.00 return fee. Any draft returned after the 15th of the month will be charged the \$30.00 return fee and the \$30.00 late fee. It is the policy of Starkville Academy that if more than two returned checks occur in one school year, the patron will have to pay all tuition, fees, cafeteria money, activity money, etc. by cash, cashier's check, or money order.

CONTRACT CANCELLATION AND WITHDRAWAL

Any request for cancellation of the educational contract must specifically set forth in writing the reasons for said requests and be submitted to the Board of Directors at least five (5) days prior to any regularly scheduled meeting. Cancellation of this contract shall be governed by the following provisions:

- (a) Educational contracts on students enrolled for the forthcoming year that are submitted for cancellation prior to the 15th day of May shall, upon payment of 25% of the total tuition covered by this contract, have the balance of their contract cancelled in full.
 - (b) Educational contracts on students who move out of the geographic area served by the Corporation shall have the balance of their contract cancelled in full upon payment of tuition for days attended and payment of 100% of the Book and Building fees covered by this contract.
 - (c) Educational contracts on students who wish to attend another school or home school within the area served by the Corporation and who did not request cancellation prior to the 15th day of May shall, upon payment of 50% of the remaining tuition balance and 100% of Book and Building fees covered by this contract, have the balance of their contract cancelled.
- Parents of students who withdraw during the school year must request from the elementary or secondary office a withdrawal form to be completed for the student to be cleared for release. This form must also be signed by the parent.

TERMINATION OF EDUCATIONAL CONTRACT

The Oktibbeha Educational Foundation, Inc. reserves the right to terminate the educational contract for any violation of the school rules and standards.

COMMUNICATION / PARENT CONFERENCE

Webpage

Information about the school is listed and updated on the school's website www.starkvilleacademy.org.

Parent and Teacher/Administration

Teachers may be contacted via email. Email addresses are listed in the school directory or may be obtained from the school's website.

Any questions concerning *classroom work, conduct, athletics, or any other student concerns* should be handled in the following hierarchical manner:

2. First through the appropriate classroom teacher or coach by contacting the guidance office for an appointment.
3. After meeting with the classroom teacher or coach if further communication is desired, the parent should make an appointment to meet with the appropriate administrator or athletic director.
4. The final step in the hierarchy of communicating a situation/concern is to make an appointment to meet with the Head of School.
5. Any individual deviating from the steps described above will be directed back to the appropriate level before any further discussions will take place.
6. **Administrators and teachers will not be available for a conference without an appointment.**

- Note:**
- Parents are not allowed to go to the classroom to get their child or see the teacher. If this is necessary report to the office and the appropriate arrangements will be made.
 - Parents are to refrain from calling teachers/staff at their homes and texting them on their cell phones; all contact should be made through the school office during school hours.

ORIENTATION AND OPEN HOUSE

Orientation and open house is held the week prior to the beginning of school for parents of students in grades PreK-12. Student orientation for transfer students is also held the week prior to the beginning of school.

SCHOOL HOURS AND ARRIVAL / DISMISSAL

Students in grades PreK-12 should not arrive at school prior to 7:30 a.m. Supervision by duty teachers does not begin until this time. **Starkville Academy assumes no liability for students who are not in a supervised school sanctioned activity before 7:30 a.m. or after 3:45 p.m.**

Parents may not park their vehicles and leave them in the dismissal lane. Extreme caution when driving on campus is essential to our students' safety, especially during arrival and dismissal times. A speed limit of **15 mph** will apply on school grounds.

Elementary Students

Supervision with duty teachers begins in all elementary buildings at 7:30 a.m. each morning. Students are to come inside their respective buildings and sit in the hallway with the supervising teacher until 7:45 when all classrooms are open. Classes begin promptly at 7:57 a.m.

Dismissal begins at 2:30 p.m. for PreK and kindergarten, 2:45 for grades 1-4, and 3:00 p.m. for grades 5-6. **Elementary students who have not been picked up by 3:30 p.m. will be sent to After School care and will be charged a fee. There will be no exceptions to this rule.**

PreK students will be dropped off and picked up at the PreK Building or at the breezeway awning between A and B Building, depending on class location. Students in grades K-4 are to be dropped off/picked up at the breezeway awning between A and B Buildings. Students in grades 5-6 are to be dropped off/picked up at the breezeway awning between C and D Buildings. If students are dropped off or picked up at the top of the hill, parents must escort them through the crosswalk. Elementary students are not to be dropped off/picked up at the band hall.

High School Students

The secondary (7-12) class day begins at 7:57 a.m. All faculty members are on duty from 7:45 a.m.-3:30 p.m. and report to their classrooms at 7:45 a.m. Upon arrival, all secondary students are to report to the cafeteria where supervision is provided until 7:45 a.m.

The secondary day ends at 3:15 p.m. Secondary students are to wait in the breezeway between C and D buildings and are to be picked up no later than 3:45 p.m. unless they are involved in a supervised school sanctioned activity. **Secondary students who have not been picked up by 3:45 p.m. will be sent to After School care and will be charged a fee. There will be no exceptions to this rule.** No student will be allowed in the building without special permission and supervision after 4:00 p.m. each day.

SEVERE WEATHER

We have a plan for all students to move to the safest areas provided by our school. Teachers and students practice these procedures regularly and know where to go and what to do. When people not familiar with these procedures come in to the school and disrupt the process, everyone is placed at greater risk. We ask that all parents, grandparents, guardians, or any others coming to Starkville Academy follow the procedures below to help insure the safety of everyone.

Severe Weather Procedures

- Any student checked out of school must be checked out through the proper office by someone authorized to do so on that student's check out list.
- PreK - 6th grade students check out in the elementary office with the elementary secretary. Grades 7-12 check out in the high school office with the high school secretary.
- Once the student has been checked out, the secretary will use the radio to call to the appropriate building for the student. The person checking the student out may then go to that building and wait for the student to come out. In C and D buildings (grades 5-12 will be in this area during severe weather) the person may wait in the lobby area. For students in A and B buildings (grades PreK-4 will be at this location during severe weather) the person should go to the breezeway between the two buildings.
- In the case of imminent danger, students will not be allowed to check out as office personnel will need to seek shelter and will be unavailable.

Please see that the office has your correct email address. You may send this to Julie MacGown at jmacgown@starkvilleacademy.org). We will make every attempt to keep parents updated via mass email bulletins. However, our primary concern is the safety of our students and staff.

SCHOOL CLOSING PROCEDURES

In the event of a full day emergency, such as severe weather or mechanical failure, a school closing announcement will be broadcast on all local radio and TV stations and emailed.

If severe weather occurs during school hours, students may be dismissed. Notice of school closing during the day will be broadcast on all local radio and TV stations, emailed, and posted on the SA website. **Please do not call the school to ask if students will be dismissed.**

AFTER SCHOOL CARE

Starkville Academy provides After School care for a nominal fee on a daily basis during the school year for students in grades PreK-9. After School Care begins at 3:00PM for elementary, at 3:15PM for junior high and ends at 5:30PM. The program is staffed with SA faculty and staff and is held in assigned rooms. Arrangements for using After School Care may be made at the beginning of the school year or through the elementary or high school offices.

AGE FOR ADMISSION

- Students must be 4 years old on or before September 1 of the school year in order to be enrolled in PreK.
- Students must be 5 years old on or before September 1 of the school year in order to be enrolled in kindergarten.
- First grade students must be 6 years old on or before September 1 of the school year to be enrolled in first grade.

ATTENDANCE FOR GRADES PreK-12

A priority of SA is to use instructional time productively. Regular and punctual attendance is critical if the results of the teaching and learning tasks are to be maximized. It is essential that each student recognizes the sequential nature of instruction and that any unnecessary and/or excessive absence severely impedes the educational process. Therefore, SA attendance regulations have been established with the best interest of SA and the students/parents in mind.

Any ELEMENTARY STUDENT missing more than 20 days for any reason other than a school sponsored absence will not receive academic credit for the year.

Any HIGH SCHOOL STUDENT absent from a class for any reason other than a school sponsored absence for more than ten (10) times per semester course or twenty (20) times per year course will not receive academic credit for courses in which the absences have occurred.

A student will be considered absent from a class if he/she is not in attendance in the class for at least 25 minutes, regardless of the bell schedule.

The administration and school board may waive this standard if it is determined that the absences resulted from unusual circumstances or extended illness.

A student that is absent due to an extended illness and is under a doctor's care at the time of the absence must bring documentation to that effect to school when returning to class or no medical consideration will be given to the student if he/she exceeds the allowable absences in a class. **This documentation should be submitted to the office within three (3) days of returning**

from the extended illness.

Even though the school will make an effort to notify parents of excessive absences, it is the responsibility and accountability of the parents and students to avoid the excess.

School Sponsored Absences in grades PreK-12 include the following:

- Any activity sponsored by SA or any school representative.
- Any activity in which SA has a team, squad or group participating (including class field trips) whether it is on the SA campus or off.
- Any event in which an individual or individuals are given an excused absence from school to participate in a function in which he/she will represent SA (i.e. Athletic All-Star Games, Student Council Meetings, U.S. or MS Legislative Page, official college visit).
- Functions, such as (but not limited to) Boy/Girl Scouts, church programs, non-school dance and music competitions/recitals, are not considered school related functions and should be treated and handled as a Parental Planned Absence.

Excused Absences in grades PreK-12 include the following:

- The student's illness - students with fever over 100°, nausea, severe headache, or other symptoms of serious or contagious illness should not be sent to school under any circumstances. **No student should return to school until free of fever for 24 hours.**
- Serious illness in the student's immediate family
- Medical/dental appointments that can't be scheduled after school hours.
- Death of a family member

Family Vacations / Parental Planned Absences

Since the school calendar allows ample time for vacations in and around holiday seasons, parents should make every effort to arrange their vacations to coincide with school vacations. School administration highly discourages taking additional days just prior to and immediately following a school holiday.

When a student knows in advance that he/she will be absent, the absence must be pre-approved by the school administration. A **Planned Absence Form** should be obtained from the office. To obtain this form, a parent must send a note to the office stating the reason for the absence as soon as possible.

ELEMENTARY SCHOOL Parent Procedure for Notifying of/Verifying a Student's Absence

When an **elementary student returns after an absence**, he/she must bring to the teacher a parent excuse note. Absences for doctor/dental appointments or extended illnesses require notes from the physician's office. Students are responsible for scheduling make-up work with the teacher within the time limit of one day for each day missed.

HIGH SCHOOL Parent Procedure for Notifying of/Verifying a Student's Absence

On the day of the student's absence, parents are asked to telephone the school office by 9:00 a.m. stating that your son/daughter will be absent and the reason for that absence. WE WILL NO LONGER ACCEPT NOTES!

Note: Change in High School Student Procedure Upon Return to School Following an Absence

Due to the change in the procedure for notification/verification of a student absence stated above:

1. "Admission to Class" slips will no longer be used,
2. Students will report directly to class at the beginning of the day and not come by the office, and
3. **Unexcused absences will be handled on an individual basis by the administration.** (A student receiving an unexcused absence will not receive credit for missed work nor allowed to exempt any exam for the class(es) which the absence was unexcused.)

DISMISSALS FROM SCHOOL (CHECKING OUT) / LEAVING THE CAMPUS

No student may leave campus at any time, including after morning detention/work detail, without obtaining permission from the office. Requests for early dismissal (check out) should be confined to medical, dental, or items of an emergency or critical nature. Parent request by phone or personal contact should be submitted to the office by 9:00 a.m. on the day of the planned early dismissal. Unexpected dismissal due to illness or emergencies will be granted only upon telephone or personal contact.

Lunches and personal errands are not considered emergencies or to be critical in nature. When possible, we encourage parents to arrange dental or doctor appointment after school or on Saturday.

Parents who come to the school to pick up a student are required to report to the appropriate office to get the student.

Students are to sign out before being officially dismissed from school. Under no circumstances should a student leave the campus for any reason without first obtaining school approval and checking out in the office. Once a student checks out he/she must leave campus.

A pattern of numerous check outs will result in a school/parent conference, and the possibility of make-up time or other actions as prescribed by the administration.

Parents should realize that a student's grades will suffer due to class absences. The administration reserves the right to excuse or not excuse all absences.

CHECKING-IN SCHOOL DURING THE SCHOOL DAY

If a student reports to school during the school day (checks-in), he/she must check-in through the office.

TARDINESS

Punctuality is expected of all students. SA believes it is the responsibility of parents to see that students arrive at school on time. It is the student's responsibility to arrive in class on time. The disciplinary action that will be administered for excessive tardies are outlined below:

PreK-Grade 6

Students in grades PreK-6 are expected to be in their assigned classrooms promptly at 7:57 a.m. Any student who arrives **after the tardy bell rings at 8:00 a.m.** will be considered tardy to school.

- Students are allowed 3 tardies per nine weeks
- The 4th tardy and all subsequent tardies will result in one day after school detention per tardy.
- Excessive tardies will require a parent conference.

Grade 7-Grade 12

Students in grades 7-12 must be in their assigned classrooms prior to the tardy bell at 8:00 a.m. Tardies will be kept up with by the classroom teacher. Students will be allowed 2 tardies per class per **semester**.

The disciplinary action that will be administered for excessive tardies **to a class within one semester** is as follows:

- Third (3rd) tardy to a class - one day of morning detention/work detail
- Fourth (4th) tardy to a class - two days of morning detention/work detail
- Fifth (5th) tardy and subsequent tardies to a class - procedures for drivers to school (HS students) and non-drivers to school (MS students) differ and are:
 - ✓ Drivers to school (HS students) - fifth and subsequent tardies to a class (5th, 6th, 7th, ...) - (5th) one full after school detention, (6th) two full after school detentions, (7th and 8th) Saturday school, (9th) one day suspension, ...
 - ✓ Non-drivers to school (MS students)
 - Fifth (5th) tardy to **first period** - a parent conference with an administrator.
 - Sixth (6th) and subsequent tardies to **first period** (6th, 7th, 8th,...) - (6th) one full after school detention, (7th) two full after school detentions, (8th and 9th) Saturday school, (10th) one day suspension, ...
 - ✓ Fifth and subsequent tardies (5th, 6th, 7th, ...) to **second through seventh periods** - (5th) one full after school detention, (6th) two full after school detentions, (7th and 8th) Saturday school, (9th) one day suspension, ...

NOTE: If a parent refuses to allow the student to attend morning detention/work detail, after school detention, Saturday school, or if the parent refuses to come in for a conference, the student will be suspended until a conference can be scheduled. A one-point deduction from each subject will be taken from the final nine weeks' average for each day of suspension.

PERFECT ATTENDANCE

A perfect attendance certificate will be awarded at school's end to any student who has been in attendance all day every day. **There will be no exceptions for absences including funerals, medical appointments, illness, surgery, vacations, etc.** The only exceptions are for students participating in a school-sponsored activity off campus or serving as a page in the state or U.S. legislature.

MAKE-UP WORK - CLASS LECTURE AND NOTES

When a student is absent for a portion of a class, an entire class period, or multiple days of a class (regardless of the reason for the absence(s)) it is the **student's responsibility** to:

1. Ensure that there is communication with any and all teachers,
2. Secure all missed class/lecture notes from a fellow student, and
3. Read the pages of the text covering the class/lecture notes.

If after securing all missed notes and reading the text, a student has questions regarding the material he/she should make an appointment to meet with the teacher. The student should have specific questions ready to present to the teacher. **It is not the teacher's responsibility to re-teach the entire missed lesson(s).**

MAKE-UP WORK - TEST, QUIZ, HOMEWORK, and CLASS WORK

When a student is absent for a portion of a class, an entire class period, or multiple days of a class (regardless of the reason for the absence(s)) it is **student's responsibility** to:

1. Ensure that there is communication with any and all teachers
2. Secure all missed assignments during the absence according to the policies outlined below (The teacher may extend a due date if he/she feels it is in the best interest of the student)

When a student is absent due to:

1. **Illness/Parental (one day)**
 - A. If a student is **present** the day an assignment is made or a test is announced and absent on the day the assignment is due or the test is given, he/she will be expected to turn in the assignment or take the test on his/her day of return.
 - B. If a student is **absent** the day an assignment is made or a test is announced:
 - If the due date is within two days of the day of absence, the due date for turning in the assignment or taking the test will be extended beyond the announced due date by one day
 - If the due date is over two days of the day of absence, the due date will stand as announced
2. **School sponsored event (i.e., athletic trip, field trip, college visit, etc) or a 1 day planned absence**
 - A. The student should make arrangements to take any test or quiz that he/she will miss prior to leaving for the event, if possible. If the test or quiz cannot be taken before leaving, the student will be expected to take the test or quiz on the day he/she returns to class.
 - B. Any multiple-day assignment/project due on the day the student will miss class should be turned in prior to departure unless the teacher gives additional time.
 - C. The student should meet with all teachers, get assignments, and be prepared to turn in any class work missed or homework assignments on the day he/she returns to class.
3. **Extended illness/parental (more than 1 day) or overnight school sponsored trip** - the student will be given up to the number of days he/she was absent to complete any test, quiz, homework, or class work missed during his/her absence after his/her return.
4. **Unexcused absence** - students with an unexcused absence will receive a zero for all work missed but he/she is still responsible for all material missed.

REQUEST FOR ASSIGNMENTS

Parents and students are encouraged to get all homework/missed assignments using the STIHome+ (see Homework section below).

However, upon request, the office will get homework/missed assignments when a student is absent. Parents should call the school to make arrangements by 9:00 A.M. so teachers will have time to prepare the work. This material may be picked up from the office after 2:30 P.M.

The homework/missed assignment material will **not include class lecture notes** (see Make-up Work sections above).

Participation in school or extra-curricular activities is not a valid excuse for incomplete homework assignments.

HOMEWORK

Elementary students must use a planner or notebook for recording homework assignments. Parents of elementary students should initial the planner or notebook nightly to indicate that assignments are complete.

Secondary students are encouraged to use a planner or notebook for organization and time management of scheduled assignments and tests.

All homework assignments are posted on the SA website at www.starkvilleacademy.org under STIHome+, using each student's user number and password.

Parents may help with homework by setting aside a specific time and place for homework, supplying necessary study materials, and encouraging the student in his/her studies. **However, parents should not do the student's work!**

PERMANENT RECORDS

Each student who enrolls in PreK through grade 12 will have a cumulative folder on file in the school office. This folder must contain the student's grade and attendance records, achievement test results, Mississippi Certificate of Immunization Compliance, a certified copy of his/her birth certificate, Social Security number, and health and biographical information.

PreK and kindergarten enrollees will not be allowed to attend school without a Mississippi Certificate of Immunization Compliance and a certified copy of his/her birth certificate on file in the elementary office.

Students in grades K-12 who transfer to SA will have their cumulative folders forwarded to SA. **Out-of-state transfer students must present a Mississippi Certificate of Immunization Compliance prior to enrollment.**

Only authorized school personnel and the student's parents have access to a student's cumulative record. The cumulative record will not be released to a new school if tuition obligations at Starkville Academy have not been met.

CHILD CUSTODY

To insure the safety of our students, the custodial parent or guardian must provide the school with a copy of the appropriate documents regarding the child's custody. This is to prevent a child from being released to a non-custodial parent or guardian. No student will be released to anyone other than a custodial parent or guardian unless the school has been notified in writing by the custodial parent or guardian. If the documentation is not provided, Starkville Academy will not be held liable.

MEDICATIONS

Students needing occasional medications for colds, sore throats, and earaches are to take those medicines at home if possible. Medication that is prescribed 3 times a day can be given before the student comes to school, after school, and again at bedtime.

For elementary students, medications to be given at school must have complete written instructions from the parent and must be turned in to the child's teacher.

All medication for high school students will be kept in the secondary office. Parents of high school students must send written instructions authorizing the type, dosage, and procedures for dispensing the medication.

INJURIES

Students who sustain an injury during the school day will receive appropriate first aid treatment. Parents will be notified immediately of the injury and of any need for further medical attention. If parents cannot be reached and immediate medical attention is necessary, school personnel will notify the physician listed on the student's emergency form and make proper arrangements for immediate attention.

SPECIAL TESTING

Students in grades K-7 will be given achievement tests each spring. Parents will be notified of testing dates and will receive a written report of their child's test results.

All eighth grade students take the EXPLORE. All sophomores take the PLAN. All juniors take the ASVAB. Sophomores and juniors are encouraged to take the P-SAT. All students are required to have an ACT score to graduate.

PAPERS

All students in grades 6-12 will submit essays and English papers in a uniform style. All papers will be typed using **Times New Roman font size 12**. All margins will be one inch. A cover sheet will be used at the beginning of each paper. In grades 10-12 all research papers will be written according to **MLA style** and will be submitted for a plagiarism check.

VISITORS AND MESSAGES

For the protection and security of the students and faculty, strict regulations with regard to visitors on school campus must be enforced. **All visitors, including parents, are required to check in with the elementary or secondary office and obtain a visitor's badge. The badge must be returned to the respective office upon completion of the visit.**

Students not enrolled in this school are not allowed in the building or on campus during the school day without permission from the administration.

If a parent has a message or package for his/her child, the parent should leave a note or the item in the elementary or secondary office. Office personnel will see that the message or item is delivered to that student.

Parents are encouraged to use the telephone voice mail system and teachers' school email for communication with teachers. Codes and addresses will be furnished at the beginning of the school year.

DELIVERIES

Starkville Academy does not accept deliveries of flowers, balloons, or other favors to students. Such deliveries should be made to the student's home.

LUNCH PERIOD

Starkville Academy has a closed lunch period. Elementary and high school students may bring their lunches from home or go through the plate lunch or a la carte lines. The contractual agreement between Starkville Academy and the food service provider prohibits **all commercial foods** (i.e., Subway, Wendy's, McDonalds, etc.) from being brought into the cafeteria during the lunch periods, regardless of its packaging.

Seniors and other designated classes will be allowed to eat in the patio area. Teachers are on duty in the cafeteria to supervise and provide a pleasant atmosphere to enjoy lunch. All food must remain in the cafeteria.

SNACKS/BREAK

Elementary students are allowed to eat a snack brought from home during the morning. Parents are encouraged to send a nutritious snack and to avoid high sugar content foods.

High school students have a mid-morning break where they may go to the cafeteria for snack or breakfast items. Drink machines are off limits during school hours.

USE OF OFFICE TELEPHONES

Student use of the **elementary** office telephone is not permitted unless there is an emergency. Transportation and social arrangements should be confirmed with elementary children before school each morning. Parents should also check to see that the child has all class materials, lunch money, or sack lunches prior to the beginning of the school day.

The **high school** office phone may be used by high school students at break, lunch, or after school. Emergency use of this phone will be handled on an as needed basis. **Students will not be interrupted from class to receive phone calls.**

CELL PHONES

At SA we understand the need for cell phones because of their convenience and the safety they provide the student.

Therefore, cell phones are to be kept in the **off** position and **out of sight** upon arrival to school and until the end of the student's school day and he/she is outside the building. This shall be construed to mean that cell phones can not be used in any manner and in any location on the SA campus from 7:50 a.m. until 3:15 p.m. This includes the student's use of another student's cell phone with or without the owner's permission.

Having cell phones on and/or in use (for calling or texting) is STRICTLY PROHIBITED AT SCHOOL!!!!

Students who check out early or leave campus before the end of the school day may not use their cell phones until they are in their vehicles.

Parents, cell phones are not to be used at school! If you need to contact your child, please call the office and, in the case of an emergency, we will be happy to deliver the message or get your child to the phone.

Consequences

Each time a cell phone is visible or it is determined (**either directly or indirectly**) that it is not or has not been in the **off** position, the phone will be confiscated (regardless of ownership of the phone) and turned in to the appropriate principal and the student must see the principal to retrieve the phone at the end of the school day. Furthermore, the student will be subject to the following disciplinary action:

- 1st Offense - Student will receive warning
- 2nd Offense - Student will receive 1 day of After School Detention
- 3rd Offense - Student will receive 2 days of After School Detention
- 4th and subsequent offenses -
 - ✓ **Elementary Students** - A parent conference must be held with the principal in order to retrieve the phone and to discuss measures to correct the behavior.
 - ✓ **High School Students** - Student will receive 4 hours of Saturday School and referral to administration, at which time additional measures to correct behavior will be assigned and a Disciplinary Plan of Improvement will be established to correct insubordination.

Important Notes:

1. Due to the technological advances in today's cell phones, primarily text messaging and photo/video capabilities, the following criteria will be enforced:
The use of a cell phone during a class activity (class work, test, project, etc.) will be considered cheating. The class activity is considered to be over when the last person in the class has completed. All consequences for cheating as stated in 'Cheating and Plagiarism' section will be enforced.
2. A student's possession of a cell phone on the Starkville Academy campus is a *privilege*. Any misuse of the cell phone may result in the student's loss of the privilege to bring on campus and may result in further disciplinary action(s).

ELECTRONIC DEVICES ON CAMPUS

Radios, CD/DVD players, iPODS, pagers, headsets, cameras and other electronic devices are not to be used or visible on campus during school hours. Violations of this policy will result in the same penalties as described above for cell phones.

If an electronic device is necessary for an educational activity, permission must be obtained from a school administrator.

TOBACCO-FREE CAMPUS POLICY

In the interest of the health and welfare of our students and guests, Starkville Academy is a tobacco-free campus. Starkville Academy does not allow smoking or tobacco of any kind in its buildings or on school grounds by students, faculty, staff, patrons, or visitors.

STUDENT/FACULTY/BOARD DRUG AND ALCOHOL PREVENTION POLICY

Starkville Academy has a comprehensive Drug and Alcohol Prevention Policy. The purpose of the policy is to educate the students who attend Starkville Academy regarding the problems of drug/alcohol abuse and aid these students to lead healthy responsible lives.

Details and procedures for implementation of the drug testing phase of the policy for students are as follows:

Purpose:

- A. To educate the students, faculty, and patrons regarding the dangers of drug abuse.
- B. To deter and prevent drug usage.
- C. To identify persons associated with Starkville Academy who may be using illegal drugs.
- D. To insure any chronic dependency is recognized, addressed, and appropriately treated.
- E. To promote the health and academic progress of each student.
- F. To encourage the development of responsible life styles and positive community role models.

Participants:

- A. Administrators, faculty, employees, and Board of Directors will be tested randomly and at least once during the school year.
- B. All students enrolled in grades 7-12 will be required to participate in the drug screening program. Each student in grades 9-12 will be tested at least once during the school year and subject to random testing at any time. Each student in grades 7-8 will be subject to random testing. Consent to the student's participation is a condition of the enrollment contract.

ANY STUDENT WHO REFUSES TO PARTICIPATE WILL BE DISMISSED FROM SCHOOL IMMEDIATELY.

Testing Procedure:

- A. The primary method of testing is hair analysis.
- B. The collection and coding of specimen samples will be handled in such a manner as to insure confidentiality.
- C. The hair samples will be collected and tested by a private laboratory utilizing the most modern methods. A positive result will automatically be retested utilizing a drug specific procedure to insure no error has occurred.

Cost:

- A. Drug education and initial student drug screening will be funded through the cost of tuition as assessed by the Board of Directors to students in grades K-12.
- B. The cost of initial drug screening for administrators, faculty, employees, and Board of Directors shall be absorbed by the school. Said individuals will be responsible for all costs associated with a positive screening.
- C. Parents will bear the costs of students exhibiting positive tests results, including but not limited to consultation and retesting.
- D. Tuition and fees for students dismissed from Starkville Academy for violation of the DRUG EDUCATION AND SCREENING POLICY will not be refunded.

Consequences:

All samples showing a positive result will automatically be retested by the testing laboratory immediately to assure that no error has occurred. The second test will be a more specific test. If the first positive result is verified and confirmed, the following steps will be taken:

Note: A confirmed positive remains in effect throughout the student's enrollment at Starkville Academy (i.e. is not abolished upon grade completion).

FIRST POSITIVE RESULT:

1. The head of school will inform the parents that their child tested positive and that a MRO (Medical Review Officer) will be in contact with them to interpret the test results.
2. The student in question must then be evaluated within 10 days by a professional consultant or a certified alcohol and drug abuse counselor approved by the head of school. The professional treatment plan must be successfully completed. The cost of the evaluation and treatment program will be at the parents' expense. Failure to enroll in and/or complete the requirements of the counseling program recommended to the student will result in the student's immediate dismissal from Starkville Academy.
3. The student in question will be required to be tested again at the time the drug should be clear from the body. The time frame will be determined by the MRO. The cost of testing will be paid by the parent.
4. At the next scheduled drug testing the student would automatically appear on the random testing roster.
5. A board member, administrator, teacher or employee with a confirmed positive drug screening shall be immediately terminated from Starkville Academy. In such event, the employee's salary will be terminated.

SECOND POSITIVE RESULT:

1. The head of school will inform the parents that their child tested positive and that a MRO (Medical Review Officer) will be in contact with them to interpret the test results.
2. The student will be immediately suspended from any extracurricular activity and shall not be allowed to resume such activity until the family has furnished to the head of school sufficient written proof that the student has successfully completed the professional treatment plan.
3. The student in question will be required to be tested again at the time the drug should be

clear from the body. The time frame will be determined by the MRO. The cost of testing will be paid by the parent. The student will be reinstated if the test is negative. A positive second test will automatically move the student to the third positive results consequences.

4. At the next scheduled drug testing the student would automatically appear on the random testing roster.

THIRD POSITIVE RESULT:

1. The head of school will inform the parents that their child tested positive and that a MRO (Medical Review Officer) will be in contact with them to interpret the test results.
2. A third positive drug screening will result in the student's immediate and permanent dismissal from Starkville Academy. In such event, the parents of said student shall not be entitled to reimbursement of fees or tuition previously paid.

SEXUAL HARASSMENT POLICY

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other inappropriate verbal, written, or physical conduct of a sexual nature. It is the policy of Starkville Academy to provide a positive learning and working atmosphere for students, employees and visitors, free from sexual harassment. It is a violation of this policy for any administrator, teacher or other employee, or any student to engage in or condone sexual harassment. Any employee or student who believes that he or she has been subjected to sexual harassment has the right to file a complaint with the Complaint Manager. If the original complaint is oral, the complaining party shall be asked to put the complaint in writing. **The complete policy is on file in the Head of School's Office.**

PROGRAMS AND ASSEMBLIES

When entering the gymnasium for a program or assembly, students should enter quietly and remain quiet during the entire time. Students are expected to give their attention to the speaker. Students are not to talk or disturb the ones around them by making comments.

Students should never boo, hiss, whistle, or stomp their feet regardless of their opinion of a program. Students are to applaud courteously. Reading or working on any type of schoolwork is not permitted during a program.

GYM USAGE

No food or drinks are to be carried into the gymnasium except at school-sponsored events where concessions are sold.

There are scheduled classes and activities in the gymnasium during the entire school day. Students are prohibited from cutting through the gym to get to or from classes. The gym area is closed during first through seventh periods except to students scheduled in the gymnasium area.

LOST AND FOUND

Please label all personal belongings with the student's first and last names. Turn in items found at school to the elementary or high school office. If a student loses anything, he/she should report the loss to the office. **All unclaimed items will be disposed of at the end of the school year.**

FUND RAISING

All activities designed to raise money for the school, or school-sponsored groups, must be approved by the head of school and Board of Directors. All money must be turned in to the bookkeeping office for a receipt.

YEARBOOK AND SCHOOL PICTURES

The high school yearbook staff produces an annual that is available for purchase to all students. Individual student pictures and senior portraits are made each year for the annual and are also available for purchase.

USE OF SCHOOL FACILITIES

All school facilities are for the use of SA students, staff, and patrons in direct association with student activities. Students are not to be on campus after school hours unless under the supervision of a faculty member. Exceptions to this policy will only be granted as the result of head of school and Board approval. All school activities will have precedence over any other activity on the school campus.

ATHLETIC BOOSTER CLUB

Parents of student athletes are required by school board policy to join the Athletic Booster Club.

Part 2 – STUDENT CONDUCT GRADES PreK-12

STARKVILLE ACADEMY RATIONALE OF DISCIPLINE

Students of SA are expected to meet the highest standards of personal, ethical and moral conduct possible. Attending SA is a privilege that is extended on the condition that students and parents accept and support all School policies, including these conduct and discipline policies. When used in this document, the term "parents" will be considered to include legal guardians.

Students and parents are expected to be familiar with the school's conduct and discipline policies and to willingly abide by them. If any student or parent violates any of these policies, there will be a disciplinary response by SA. The school, in its sole discretion, will make the final determination of whether there has been a violation of its policies. Serious violations may result in expulsion.

STARKVILLE ACADEMY PHILOSOPHY OF DISCIPLINE

SA strives for high standards in conduct and self-discipline. Students are expected to organize and manage their lives in a way that is personally gratifying as well as acceptable in a school environment. The fundamentals of discipline as looked upon by the Administration of SA have the following objectives:

- To develop in all students a high level of responsibility with respect to the adherence to mandated rules, all school assignments, commitments to extra curricular activities, and all other facets of their life both school related and non-school related.
- To create and preserve the conditions essential to the orderly process of the school
- To prepare the student for effective participation in adult life

The policies of conduct and discipline described here after are in place to provide an orderly, safe, and effective learning environment. The Board of Directors supports policy decisions made by the administration and expect students and parents to adhere to these policies.

The conduct and discipline policies described in this handbook applies to any student who is:

- In attendance at school or on school property or
- At any school sponsored activity on or off the SA campus

Parents and students must be aware that attending SA is a privilege. Students who are not committed to obeying the rules of conduct of SA will be asked to leave.

STUDENT RESPONSIBILITY AT STARVILLE ACADEMY

1. A SA student is expected to respect SA and the authority of the school (i.e., administrators, teachers (regardless of whether the teachers are personal teachers of the student or not), and staff).
2. A SA student is responsible for knowing and adhering to the policies of SA as they pertain to student conduct and student life.
3. A SA student is expected to respect the property of other students, staff and personnel. No student is to borrow or use another person's property or enter another person's desk or locker without permission.
4. A SA student is responsible for his own personal property and is expected to take care of his belongings. The school takes no responsibility for the loss or damage to personal property.
5. A SA student is expected to respect school property, including the building, furnishings, grounds, equipment, and textbooks. Misuse, damage, or loss caused by a student is subject to fine, replacement, suspension or expulsion.
6. The following are the **Standard Classroom Policies**. In addition, teachers may have special regulations not listed below. **Students are bound by both the following rules and by the teacher's special rules.**
 - Students are to be in their classrooms and prepared to begin class when the tardy bell rings. They are not to leave their places in the classroom without permission.
 - Each student is to have all the necessary materials for class: text(s), workbooks, notebooks, paper, pencil/pen, etc.
 - Students are to be attentive and participate actively in all class activities assigned by the teacher. They are not to do work for another class or to read other-than-class materials, unless given explicit permission to do so by the teacher. Materials for another class or for non-class activities should not be on a student's desk.
 - Each student is to refrain from talking out without permission and from talking to others while instruction is going on or study periods or tests are underway; noise making, forced laughter, etc. are also unacceptable.

- Students are not to congregate around a teacher's desk without permission. All items on the teacher's desk are considered personal; students are not to touch or read papers, gradebooks, etc.
- Students are to avoid any actions that are distracting to the learning procedure under way in the classroom, especially harassing other students, taking books, poking and kicking others, pushing desks, throwing or shooting items around the room, passing notes, etc.
- Students are responsible for the cleanliness around their desks. Students are to clean-up around their desks at the end of each class.
- Students are not to use: vulgar, obscene, suggestive, or insulting expressions; overt demonstrations of disapproval; and/or any behavior that is disruptive to the classroom situation. Additionally, they are not to argue about tests, grades, and/or punishments during the class, but rather they should see the teacher after class in order to resolve such difficulties.
- The location of desks, the condition of windows, blinds, thermostats, and lights are the teacher's responsibility; students are not to regulate these unless directed to do so by the teacher.
- Students should always knock before entering a classroom when a class is in session. Respect and politeness are expected at all times.

General Rules of Conduct

Listed below are some general rules of conduct that would apply to all students of Starkville Academy. Please refer to the elementary section and the secondary section for more specific disciplinary guidelines.

GUIDING PRINCIPLES IN ADMINISTERING DISCIPLINE AT STARKVILLE ACADEMY

School officials are guided by certain principles in the administration of discipline. These guiding principles include the following:

- The school reserves the right to consider all attempts to commit violations in the same context as completed violations. Accomplices in violations may be considered as involved as violators and face similar consequences.
- During the investigation of a violation the administration may suspend the student or prohibit or restrict participation in student activities, including, but not limited to athletics, student organizations, or elected positions. This action may be in conjunction with or in addition to any other form of disciplinary procedure utilized.
- The school reserves the right to consider any violation in which the students are/were involved, regardless of the time passed.
- The school reserves the right to use progressive forms of discipline in the event of excessive number of occurrences of a particular form of discipline or multiple offenses whether or not specified in the following descriptions. The decision will be the sole decision of the administration.

RESOLUTION ON DELINQUENT ACTS

WHEREAS, the conduct of students off campus may affect the safety and welfare of the faculty, staff, and students of Starkville Academy, and

BE IT RESOLVED, that if a student child commits an act(s) which is a delinquent act as defined by §43-21-105(j) *Mississippi Code Annotated (1972, as amended)* or any act(s) as defined in §43-21-105(k) and any subsequent amendments, the Oktibbeha Educational Foundation, Inc. reserves the right to terminate the educational contract.

That the student's parent, guardian or custodian will be given notice of the termination of the educational contract in writing, first class mail, postage prepaid.

The parent, guardian or custodian will have ten days from date of termination letter to request a due process hearing before the Board of the Oktibbeha Educational Foundation, Inc. The request must be in writing.

STUDENT HARASSMENT POLICY

Harassment is ongoing verbal and/or physical attacks against a person. It includes intimidation in all forms. It is done with intent to disrupt physically and/or emotionally. This can be done by an individual or by a group gathered to harass someone. Harassment can be physical, racial, verbal, or sexual.

Harassment is a behavior, which is **UNWELCOME** and **REPEATED**; it will **NOT** be allowed to continue. Some forms of harassment are **UNLAWFUL**.

In schools, harassment can happen when:

- A student harasses another student
- A student harasses an adult

Physical Harassment:

- Hitting, punching, jostling, pushing, or spitting
- Frightening others by threatening these actions against them
- Hiding, damaging, or destroying the property of others

Non-physical Harassment:

- Name-calling or putting others down
- Using offensive names or making suggestive comments
- Using abusive language to others
- Making degrading comments about another's race, culture, gender, religious, or social background
- Ridiculing a person or making derogatory comments about his or her body, face, or clothing
- Writing derogatory graffiti about others
- Writing crude notes or crude drawings about others
- Spreading rumors about students, adults, or their families
- Belittling another student's abilities or achievements
- Posting, texting, or sending derogatory statements via digital media, i.e. email, internet blogs, cell phones, etc

Any student who engages in any harassing behaviors toward another SA student or adult will be subject to disciplinary action, which may include suspension or expulsion.

DRUGS / CONTROLLED SUBSTANCE ABUSE POLICY

A student's use, under the influence, possession (on person, in personal belongings, in locker, or in vehicle), sell, or supply of illegal drugs / controlled substances is not permitted on campus or at any school sponsored activity and will result in automatic suspension and subject to expulsion from school as an undesirable student, pending Board action. As mandated by the **School Violence Act of 1994** the student will be reported to the authorities.

This policy shall also include the abuse of prescription or over-the-counter products.

SA reserves the right to administer an accepted form of controlled substance detection methodology to students at school or school sponsored activities when deemed necessary.

ALCOHOL ABUSE POLICY

A student's use, under the influence, or in possession (on person, in personal belongings, in locker, or in vehicle) of alcohol is not permitted on campus or at any school sponsored activity and will result in a 3-day suspension and the student will be placed on disciplinary probation. The second infraction of this policy will result in automatic expulsion and cancellation of the educational contract.

Additionally, the possession, use, sale, or supply of alcoholic beverages by or to an underage person is a violation of Mississippi law and individuals may be turned over to the appropriate law enforcement personnel.

SA reserves the right to administer an accepted form of alcohol detection methodology to students at school or school sponsored activities when deemed necessary.

PHYSICAL CONTACT

Students should understand that certain behaviors may be viewed as correct in one social situation, but incorrect at another time or place. Physical contact, kissing, and handholding are inappropriate behaviors in school. Violators of this rule will be sent to the principal's office.

GUM CHEWING

Gum chewing is prohibited during school hours. Students in violation of this rule will be disciplined according to the classroom discipline plan.

Part 3 - DRESS CODE / UNIFORM POLICY

GRADES PreK-12

Students in grades PreK-12 are expected to maintain a neat, clean, well-groomed, and modest appearance. Since school life prepares students to take their place in adult life, these primary requirements are expected of all students. The Starkville Academy Board of Directors has adopted the following modified uniform policy for daily school attire.

NOTE: Starkville Academy reserves the right to specify certain student dress for special occasions. The Administration has the final authority to determine interpretation of the Uniform Policy.

ALL CLOTHING must be solid in color except where a trim or piping is specified as being acceptable or a logo is acceptable. There may be no embellishments of any kind - no embroidery, appliqué, rhinestones, sequins, glitter, lace, ribbons, etc.

SHIRTS

All students will wear collared shirts from the designated vendor. These shirts will consist of polo shirts - short or long sleeved, Oxford button downs, tailored shirts for girls. Students may choose to have the SA logo on these shirts or choose not to do so.

- Any shirt worn under uniform shirts must be solid white.
- Boys' shirts must be tucked in.
- Girls' shirts must be tucked in unless designed to be worn out. (Midriff must be covered when arms are raised straight above the head).
- Undergarment must be tucked in.
- Top button only may be unbuttoned
- Sweatshirts, Sweaters, Vests, and Ponchos may not be worn in the building.

PANTS, CAPRIS, SHORTS, SKORTS, AND BLUE JEANS

- SOLID COLORS - **Khaki, Navy, or Blue denim**
- Dress pants, either plain or pleated front
- Fabrics commonly known as "chino", "twill", "corduroy" or blue "denim"
- Clothing must fit at the natural waist.
- Bottom hem or top of split must be no shorter than 6 inches above middle crease in the back of the knee
- **NO** cutoffs, overalls, wind suit pants, knit pants, sweatpants, or athletic shorts
- Blue denim jeans in basic, classic, or carpenter style

GIRLS' JUMPERS (Basic or Classic in Style - No Overall Style)

- SOLID COLORS - **Khaki, Navy, or Blue denim**
- Fabrics commonly known as "chino", "twill", "corduroy", or blue "denim"
- Must be worn with approved uniform shirt.
- Bottom hem or top of split must be no shorter than 6 inches above middle crease in the back of the knee

GIRLS' SKIRTS

- SOLID COLORS - **Khaki, Navy, or Blue denim**
- Fabrics commonly known as "chino", "twill", "corduroy", or blue "denim"
- Bottom hem or top of split must be no shorter than 6 inches above middle crease in the back of the knee

ACCESSORIES

- Belts must be worn with all clothing that has belt loops except for students in grades PreK-2.
- Girls' socks or tights must be in **one** of the following solid colors: **royal blue, orange, white, gray, or navy.**
- Shoes must be closed toed with secured heels. Flip flops, cleats, or house shoes may not be worn.
- Hats, caps, headbands, sweatbands, or bandannas may not be worn during the school day inside or outside except as part of an athletic uniform.
- Scarves, boas, or gloves may not be worn during the school day inside any building.
- Visible body piercing is prohibited except pierced ears for girls. Boys may not wear earrings.
- Unflattering or annoying accessories are not allowed.
- No visible tattoos, either temporary or permanent, are allowed. No sunglasses will be worn in the buildings other than for medical reasons.

The following regulations pertain to all students:

- All **clothing** must be clean, neat, hemmed, and size appropriate.
 - ✓ Clothes that have holes in them or are torn, ripped, or pinned are not permitted.
 - ✓ Short boot cuts are allowed only on blue jeans.
 - ✓ Clothing that meets guidelines stated above but is improperly fitted or immodest will lose its approved status.
- **Jackets and coats**
 - ✓ Must zip, button, or snap.
 - ✓ When worn as outerwear, must be long-sleeved and may be worn in any color or style.
 - ✓ All garments that are worn underneath jackets or coats must meet uniform standards.
 - ✓ The school vendor offers a jacket that students may or may not choose to purchase.

CONSEQUENCES FOR FAILURE TO FOLLOW UNIFORM POLICY

Grades PreK-12 (**per semester**):

- 1st Offense - Warning only
- 2nd Offense - Lose 1 recess (elementary) / break (secondary)
- 3rd Offense - 1 Day of after school detention
- 4th Offense - 2 Days of after school detention
- 5th Offense - Referral to administration, at which time additional measures to correct behavior will be assigned and a Disciplinary Plan of Improvement will be established to correct insubordination.

GROOMING

Hair shall be clean and neatly groomed.

- Any bizarre hair color or style will be deemed inappropriate.
- Boys' hair length will be no longer than the top of a collared shirt in back, no longer than the middle of the ears on the side, and no longer than the top of the eyebrows in front.
- Boys may not wear ponytails.

Boys must be **clean-shaven** at all times.

- No beards, mustaches, goatees, etc. may be worn.
- Sideburns may be no longer than the earlobe.
- **Consequences (per semester)**
 - ✓ 1st Offense - Will be made to shave at school during break and will receive a warning.
 - ✓ 2nd Offense - Will be made to shave at school during break and will receive 1 day of after school detention.
 - ✓ 3rd Offense - Will be made to shave at school during break and will receive 2 days of after school detention.
 - ✓ 4th Offense - Will be made to shave at school during break and referral to administration, at which time additional measures to correct behavior will be assigned and a Disciplinary Plan of Improvement will be established to correct insubordination.

Part 4 - ELEMENTARY SCHOOL GRADES PreK-6

FIELD TRIPS

Each grade plans field trips to enhance their courses of study throughout the year. Students who do not participate in a field trip are marked absent for the day and must remain at home. Parents are notified in advance for student permission to participate. A refund will not be given if the parent grants permission for the student to attend and then does not go on the trip. Parents are not allowed to take other siblings along on field trips. School uniforms will be worn.

RESOURCE CENTER

Students with a specific learning disability may be referred to the resource center for assistance in these areas. A certified teacher is on staff to assist students and parents as needed.

GIFTED PROGRAM

Students in grades 3-6 who qualify through testing for the gifted program will receive accelerated instruction twice weekly in addition to regular classroom instruction. Students are responsible for all classroom assignments missed while attending gifted class.

GRADING SYSTEM

Starkville Academy's school year consists of four nine-week grading periods. Academic grades for students in grades 1-6 may be viewed online at www.starkvilleacademy.org under STIHome+, using each student's user number and password. Letter and numeric grades will be used in grades 1-6. Grades of S-N-U will be given in all enrichment classes.

Grading scale: A 100 - 94
B 93 - 85
C 84 - 75
D 74 - 70
F 69 or below

Conduct grades will be issued in the following form:

- 4 -- Good attitude, conduct, and use of time
- 3 -- Average attitude, conduct, and use of time
- 2 -- Poor attitude, conduct, and use of time
- 1 -- Unacceptable

PROGRESS REPORTS AND REPORT CARDS

Progress reports may be viewed online via STIHome+ each 4-1/2 weeks. Report cards for grades K-6 will be sent home at the end of each nine weeks grading period and are due back the next day. All report cards will be mailed at the end of the year.

ACADEMIC RECOGNITION

Two levels of academic recognition will be used in grades 4-6 for each grading period. Head of school's List will be designated for students having all A's in academics and no U's in enrichment. Principal's List will be designated for students having at least 3 A's and the rest B's in academics and no U's in enrichment. Certificates will be awarded at the end of school for all students remaining on the Head of school's List or Principal's List all four grading periods.

RETENTION POLICY

Starkville Academy recognizes that retention of a student in the present grade due to developmental immaturity and/or academic deficiencies is in the best interest of the student in order for him/her to have more opportunities to reach his/her academic potential.

Once a teacher and the administration have determined that a student should be retained in the present grade for the upcoming year and the retention's guidelines outlined in the faculty handbook have been met, the recommendation to retain the student in that grade will be made. An educational contract will be offered to the student for the upcoming year only in the retained grade. If parents do not wish to abide by this recommendation, the parents will not be offered an educational contract at Starkville Academy for that student. **Report cards and cumulative records will reflect the retention recommendation.**

STUDENT CONDUCT

Starkville Academy strives for high standards in conduct and self-discipline. Students are expected to organize and manage their lives in a way that is personally gratifying as well as acceptable in a school environment. Policies of conduct and assertive discipline are in place to provide an orderly, safe, and effective learning environment. The Board of Directors supports policy decisions made by the administration and expects students and parents to adhere to these policies at all school sponsored and school related functions both on and off campus. **Parents should remind elementary children of acceptable behavior when attending a school event and should supervise their children's behavior during school events that take place after regular school hours.**

While the faculty feels serious discipline problems are rare and isolated cases, disruptions due to frustration and hostility caused by emotional or physical problems will not be tolerated. At this time, the school is not staffed to manage recurring, significant behavioral problems. In these instances the teachers and the administration will offer alternative solutions to the parents.

Parents and students must be aware that attending Starkville Academy is a privilege. Students who are not committed to obeying the rules of conduct of Starkville Academy will be asked to leave.

ASSERTIVE DISCIPLINE

A consistent discipline approach in the elementary grades is vital to effective classroom management. It helps build character and makes responsible citizens of our students. Each classroom teacher in grades PreK-6 will develop a classroom management plan, approved by the administration, consisting of classroom rules, positive recognition, and consequences. Included also in the plan will be a severe clause for dealing with severe misbehavior such as fighting. This plan will be shared with the students and parents at the beginning of the school year, and it will be posted in each classroom.

If all of the guidelines for appropriate consequences have been followed and the student's behavior is still disruptive, the student will be sent to the principal. The following actions will then take place:

1. First offense -- 1 day of detention
2. Second offense -- 2 days of detention
3. Third offense -- paddling (with parental consent) or 3 days of detention and parent conference
4. Fourth offense -- 1 day of suspension and a one-point deduction in each subject for the nine-weeks grading period.
Students are required to complete all work missed during the suspension and are required to turn it in the day of their return. It is the responsibility of the student and/or the parent to get all assignments. Failure to turn in work the day of their return will result in zeros. All suspensions start the following school day after the infraction. During the suspension, students may not come on campus or attend or participate in extracurricular activities.
5. Fifth offense -- The student will face possible permanent expulsion from Starkville Academy and will remain suspended until the student's parents meet with the head of school and principal, at which time the parents and student must convince the administration that the student can abide by school policy.

CHEATING

Academic honesty is expected of every student at Starkville Academy. Cheating is defined as giving or receiving information on classwork, a test, or homework. The following procedures will be used as deemed appropriate by grade level:

First and Second Grade

- First Offense - The teacher will call the parent to report/discuss behavior.
- Beyond First Offense - The teacher will call the parent and assign a grade of **50** to the work on which cheating occurred.
- Recurring behavior may require a parent/teacher conference.

Third Through Fifth Grade

- First Offense - The student will call the parent to report/discuss behavior. The teacher will assign a grade of **50** to the work on which cheating occurred and send the student to the elementary principal for a detention assignment.
- Beyond First Offense - The teacher will call the parent to report/discuss behavior; assign a grade of **0** to work on which cheating occurred, and send the student to the elementary principal for a detention assignment.
- Recurring behavior may result in a review by the administration, at which time additional measures to correct behavior will be assigned.

DETENTION

Detention will be held after school on Tuesday and Thursday from 3:00-3:45 p.m. Parents will be notified in advance of detention to make arrangements for late pickup. Students will be required to do written copy assignments or work detail during detention.

RECESS

All students will go outside on days of outdoor recess. Children need exercise and fresh air even on cold days for a brief time. Parents, please see that children wear appropriate clothing for the weather. Children who should not go outside for medical reasons must bring a note requesting permission to remain in the classroom during recess.

HOLIDAY CELEBRATIONS

Each classroom celebrates appropriate holidays with parties and snacks arranged by the room mother with the approval of the classroom teacher. Party favors, happy bags, or balloons are not allowed.

CLASS PLAYS

Each grade will combine their talents for a play to be performed every other year for parents and elementary students. Plays are scheduled at various times, often coinciding with holidays or classroom studies.

BIRTHDAYS AND PARTY INVITATIONS

It is important that no child should experience social rejection as a result of the exchanging of social invitations at school. **No party invitations may be given out at school, even if everyone in the grade is to receive an invitation.**

- Children may celebrate at school with arrangements being made in advance with the child's teacher. Party favors, happy bags, or balloons are not allowed.
- Unscheduled parties such as baby showers, retirement parties or birthday parties for a teacher must be approved by the administration in advance.

PIANO LESSONS

Students may take private lessons at school as arranged by parents with one of several teachers who come to SA. Students may not miss academic classes for such lessons.

ELEMENTARY EXTRACURRICULAR PARTICIPATION / ATTENDANCE

Any student absent is not eligible to participate in any extracurricular activity on the day of the absence. A student must be present at least 5 hours of the school day to be eligible to participate in extracurricular activities on that day unless approved **in advance** by the principal. Saturday, Sunday, and holidays are not considered an extension of the preceding school day.

Part 5 - SECONDARY SCHOOL GRADES 7-12

Academic Information

ACADEMIC EVALUATION

Starkville Academy's school year consists of four nine-week grading periods. Academic grades for students in grades 7-12 may be viewed online at www.starkvilleacademy.org under STIHome+, using each student's user number and password. Report cards are sent home with students the week following each nine-week period and mailed at the end of the year. The counselor will notify parents if a student fails a course for the 1st or 2nd semester so that arrangements may be made for makeup work.

Grading Scale: A = 94 - 100
B = 85 - 93
C = 75 - 84
D = 70 - 74
F = Below 70

Incomplete grades must be completed. Failure to do so warrants an "F."

CONDUCT GRADES

Conduct grades will be given to students in each subject area each nine-week period. Number grades (1-4) will denote classroom conduct.

- 4 -- Good attitude, conduct, and use of time
- 3 -- Average attitude, conduct, and use of time
- 2 -- Poor attitude, conduct, or use of time
- 1 -- Unacceptable

STUDENT CLASSIFICATION

Students must have the following credits in order to receive these class status classifications:

Sophomore5 credits
Junior10 credits
Senior15 credits

Students who fail to meet the unit requirements for the next grade level will be allowed to do makeup work through correspondence study or in summer school. All students are required to take 5 academic courses each semester. No student will be allowed to have two study halls unless approved by the administration.

CORRESPONDENCE COURSES

Correspondence courses for SA credit must have prior approval from the Guidance Counselor and Principal. **All correspondence work must be completed by April 15.**

NEW MATHEMATICS REQUIREMENTS and PREREQUISITES

(The following requirements and prerequisites were put in place in the Spring of 2009 to take effect with the 2009-2010 school year.)

- A student taking Pre-Algebra must have a final average of 82 or greater in Pre-Algebra in order to proceed to Algebra I.
 - ✓ Final averages of 70 to 81 will be enrolled in Transition to Algebra.
 - ✓ Any student receiving an "F" in Pre-Algebra must repeat the course.
- A student may not be enrolled in a course if he/she has not already passed the prerequisite course. For example, a student failing Algebra I cannot proceed to Geometry or Algebra II until he/she has repeated Algebra I or has completed (and received credit for) a correspondence course in Algebra I. [Correspondence courses may not be taken concurrently with a course for which it is a prerequisite.]
- Per current SA policy, a student in the *Honors Track* must maintain a final average of 85 or greater in order to remain in the *Honors Track*. Failure to do so will result in the student's curriculum being adjusted to the regular track.
- Any deviations from the above mentioned curriculum requirements will require administrative approval after consultation with the guidance counselor and involved faculty members.

GRADUATION REQUIREMENTS

Graduation requirements are 23 Carnegie units with a minimum of 21 academic units and no more than 2 non-academic units (i.e., athletics, study hall, etc.).

Required courses: English 4 Carnegie units (Senior English must be taken at SA)
 Math 4 Carnegie units
 Science 4 Carnegie units
 Social Studies 4 Carnegie units
 Computer 1 Carnegie unit
 Foreign Language 1 Carnegie unit

- All students are required to have a national ACT score report on file with SA before a diploma can be issued.
- All graduating seniors are required to attend all scheduled graduation practices and comply with all school rules associated with graduation exercises. Any exceptions must be approved by the head of school or principal.

GUIDELINES FOR MISSISSIPPI PUBLIC UNIVERSITY ADMISSIONS FOR CLASSES OF 2012 AND ABOVE (PREREQUISITES)

The following are guidelines for college entrance requirements based on entry to Mississippi public universities. Because college requirements vary, students should contact the guidance office or college for exact requirements.

Subject	Carnegie Units	Contents and Remarks
English	4	Compensatory Reading and Compensatory Writing may not be included.
Math	4	Includes Algebra I, Geometry, Algebra II, and any one Carnegie Unit of comparable rigor and content. (e.g., Advanced Algebra, Trigonometry, Pre-Calculus, Calculus, AP Calculus AB, AP Calculus BC, Discrete Mathematics, Probability and Statistics, or AP Statistics)
Science	4	Includes Biology I, Chemistry I, and any two Carnegie Units of comparable rigor and content. (e.g., Physics, Physical Science, Biology II, Chemistry II, AP Chemistry, Physics II, AP Physics B, AP Physics C - Electricity and Magnetism, AP Physics C - Mechanics, Botany, Microbiology, or Human Anatomy and Physiology.)
Social Studies	4	Includes World History (1 unit), US History (1 unit), Introduction to World Geography (½ unit), Mississippi Studies (½ unit), Government (½ unit), and Economics (½ unit). (Credit earned for a State/Local Government course in any other state may stand in lieu of Mississippi Studies.)
Arts	1	Includes any one Carnegie Unit of visual and performing arts course(s) meeting the requirements of high school graduation.
Advanced Electives	2	Includes any two Carnegie Units of Foreign Language (I and II), Advanced World Geography, and a Foreign Language (I) or any combination of English, mathematics, or lab-based science courses of comparable rigor and content to those required above.
Computer Applications	½	Course should emphasize the computer as a productivity tool. Instruction should include the use of application packages, such as word processing and spreadsheets. The course should also include basic computer terminology and hardware operation.
Pre-High School Units		Algebra I or first year Foreign Language taken prior to high school will be accepted for admission provided the course content is the same as the high school course.

TRANSCRIPTS

Transcripts are available upon request from the counselor. There is no charge for the first transcript, but additional transcripts will cost \$3 each. No transcripts will be sent for any student who has an unpaid tuition balance or other financial obligations.

END OF COURSE / END OF YEAR EXAM EXEMPTIONS

Exam exemption is a privilege, not a right, afforded to students that satisfy the criteria listed below pertaining to attendance, grade average, and discipline.

Eligible students may exempt "end of course" exams at the end of the first semester and "end of year(course)" exams at the end of the second semester. Students may opt to take his/her exam in order to improve his/her average.

Notes:

- A student that has been suspended will forfeit all of his/her privileges of exam exemption for the remainder of the school year.
- All referencing to absences and/or attendance below will include **all absences**, even those due to hospitalization, absences under a doctor's care, parental requests, etc. Absences due to school sponsored activities will not be counted in total absences for the purpose of exam exemption. (See Part 1 - General Information, Attendance for Grades PreK-12 - for description of school sponsored absences)

7th and 8th Grade Exemption Policy (SECOND SEMESTER, ONLY):

There will be one perfect attendance exemption for any student in grades 7 and 8 who has maintained perfect attendance for the entire course and who has a minimum 90 average in that course. Any tardy to that class negates the perfect attendance exemption.

Exemption Policies for Grades 9-12

1. There will be one end of year perfect attendance exemption for any student in grades 9-12 who has maintained perfect attendance for the entire course and who has a minimum 90 average in that course. Any tardy to that class negates the perfect attendance exemption. (This policy applies to second semester, only)
2. The first requirement to be considered as a candidate for **general exam exemption** is **total number of absences** for each individual course as described below:
 - A student will **not** be exempted in a yearlong course with **more than 6 absences**.
 - A student will **not** be exempted in a semester course with **more than 3 absences**.If the aforementioned attendance requirements have been satisfied, grade specific exam exemptions may be granted according to the following guidelines:
 - a. Grade 9 - 1 exemption with an A average for the semester in the course wishing to exempt
 - b. Grade 10 - 2 exemptions with an A average for the semester in the courses wishing to exempt
 - c. Grade 11 - 3 exemptions with an A average for the semester in the courses wishing to exempt
 - d. Grade 12 - seniors may exempt any course with a 90 average or above for the semester in the courses wishing to exempt
3. Any Student with an unexcused absence will not be allowed to exempt any exam in courses in which the unexcused absence applies for the remainder of the school year.
4. Any student suspended loses his/her privilege to be exempt from exams for the remainder of the school year.

CHEATING

Cheating is defined as **giving or receiving** information on any assigned work (i.e., test, project, homework, etc.). Any student found cheating will receive a zero on said work for the first offense and will be required to call his/her parents and inform them of said penalty. The classroom teacher will send a discipline form to the principal and the incident will be so noted in the student's discipline file.

Due to the technological advances in today's **cell phones**, primarily text messaging and photo/video capabilities, the following criteria will be enforced.

The use of a cell phone during a class activity (class work, test, project, etc.) will be considered cheating. The class activity is considered to be over when the last person in the class is completed

Consequences:

- 1st Offense - Zero on the work and notification of parents, only
- 2nd Offense - Zero on the work and notification of parents and 1 after school detention
- 3rd Offense - Zero on the work and notification of parents and 1 4 hour Saturday School, and
 1. A parent/student conference will be held with the principal and/or the head of school at which time additional consequences may be assigned and a Disciplinary Plan of Improvement will be established to correct the behavior.
 2. The additional consequences assigned for the 3rd offense and/or included in the Plan of Improvement may include but are not limited to:
 - a. The incident being so noted in the student's permanent record.
 - b. Excluding him/her from all academic honoraries.
 - c. Removing him/her from the student council and all other honor organizations, unless otherwise stipulated in the organization rules/by-laws.
 - d. Excluding him/her from all exam exemptions for the remainder of the school year.
 - e. Excluding him/her from participation in all extracurricular activities (i.e., band, athletics,...) for a specified period of time not to exceed the remainder of the school year.
- 4th and Subsequent Offense - Will result in severe disciplinary action which may include expulsion from Starkville Academy.

PLAGIARISM

Plagiarism is defined as copying of another person's ideas and/or works, whether intentional or not, in whole or in part, from a print or non-print source, and using ideas or works as one's own; and, deliberate and/or consistent lack of proper documentation and citation in the project or paper.

Once a teacher has sufficient reason to believe that a student has plagiarized, the teacher will then determine the degree (level) of plagiarism according to the guidelines below.

Degrees of Plagiarism and Consequences:

I.) A first-degree violation may occur due to ignorance or inexperience on the part of the student.

Example: A student using a paragraph or a few lines of text without citing the material properly; however, most of the paper is the student's own work.

Consequences: (Any one or more of the following consequences may apply)

1. A make-up assignment at a more difficult level.
2. A grade reduction on the original assignment.
3. Notify parents of the violation.

II.) A second-degree violation is considered a more serious plagiarism offense.

Example: A student's use of one or more paragraphs of another's ideas and/or works without correct citation. Incorrect citation may often take the form of improper paraphrasing. Although some of the work is the student's, it is evident that much of the work has been taken from other sources and not referenced.

Consequences: (Any one or more of the following consequences may apply)

1. A make-up assignment at a more difficult level.
2. A grade reduction on the original assignment.
3. Notify the NHS advisor, if applicable
4. Disciplinary action taken by the administration
5. Notify parents of the violation.

III.) A third-degree violation is a severe case of plagiarism and indicates the majority of a student's work has been taken from another source or sources and not referenced.

Example: A student's use of several paragraphs of another's ideas and/or works without correct citation. It is evident that the majority of the work has been taken from other sources and not referenced. Specific examples may include, but are not limited to:

- A student's use of a purchased term paper or other materials as his/her own,
- Improperly acquiring information (i.e., cutting and pasting from internet, etc.), and/or
- Citing sources that are not actually sources.

In addition, a third-degree violation occurs when a student has been found guilty of plagiarism in a prior instance.

Consequences: (Any one or more of the following consequences may apply)

1. The offense will be considered a cheating violation and all procedures and consequences of cheating, as stated above, will apply.
2. The incident will be so noted in the student's permanent record.
3. Notify the NHS advisor, if applicable
4. Disciplinary action taken by the administration
5. Notify parents of the violation.

SCHEDULE CHANGES and DROP/ADD

Students cannot drop or add a course after the first 10 days of the semester in which the course begins. The administration and guidance office, with consultation of teacher(s) and parents, must approve any schedule change.

In extreme circumstances the administration may grant a change in a student's schedule after the 10-day period.

EXAMINATIONS

Comprehensive nine weeks' examinations will be given in high school academic classes. Exam schedules will be posted by the principal two weeks prior to exams. Every effort is made not to schedule more than two major tests for any student in one day.

Parents are encouraged to contact the counselor if there are questions or concerns about their child's academic performance or schedule.

NATIONAL HONOR SOCIETY MEMBERSHIP for JUNIORS & SENIORS, CLASSES OF 2010 & 2011

At the end of each semester, the chapter adviser will check members' grades. If a member does not maintain grades of 92 overall, he/she will receive a letter of probation notification. If the member meets the cumulative 92 average and has an overall 92 semester average in the next semester, probation is ended. If not, membership will be terminated and the student notified by letter. A person disqualified in this manner is never again eligible for membership.

Candidates become members when inducted in the fall semester. The Starkville Academy National Honor Society shall induct only once a year. A National Honor Society member who transfers from another school and brings a letter from the former principal or chapter adviser to the SA chapter adviser may be accepted automatically as a member. Transfer members must meet the SA chapter's standards within one semester.

A senior placed on probation at the end of the first semester must bring grades into compliance by the end of the second semester or he/she will not graduate with honors. A senior who is in good standing at the end of the first semester, but is on probation at the end of the second semester, will graduate with honors. A senior must have been inducted at the beginning of the senior year and maintain eligibility to be recognized as a NHS graduate (i.e., wear a NHS stole at graduation, and receive the NHS seal on his/her diploma).

Members are expected to attend all meetings. A member who misses three consecutive meetings without excuse will be dropped from membership. The member will be informed after two unexcused absences by letter from the chapter adviser. Members will pay membership dues each year. Dues for standing members will be \$5. Members inducted will pay dues of \$10 the year that they are inducted.

All students in grades 10-12 are eligible for membership. Candidates must have attended SA for one semester. This semester must be one from the grades 9-12. The sponsor will check the permanent records of all students to determine eligibility. Candidates must have a cumulative average of 92. A list of prospective members will be submitted to the Faculty Council. The Faculty Council will determine if the prospective members meet the National Honor Society criteria of excellence in service, leadership, and character. The selection of each member to the chapter shall be by a majority vote of the Faculty Council.

Any member who does not meet the academic requirements after a probationary period of one semester will be dismissed from the membership. A person disqualified in this manner is never again eligible for membership. Any member who is in violation of school rules, including cheating, or receives a school suspension will be sent a letter informing them that they must appear for a hearing before the Faculty Council. If dismissal is determined, the member disqualified will be notified in a letter. A person disqualified in this manner is never again eligible for membership. A majority vote of the Faculty Council is required for a member to be dismissed. Members that are dismissed may appeal their dismissal with the principal.

Meetings will be called when necessary by the chapter adviser or the President. A member who misses three consecutive meetings without excuse will be dropped from membership. A two-day notice off all meetings will be in the bulletin. The chapter adviser and officers will sponsor three service projects or fundraisers each semester. Members shall participate in at least one project per semester. The chapter encourages individual projects for the members.

NATIONAL HONOR SOCIETY MEMBERSHIP for SOPHOMORES, CLASS OF 2012 and BEYOND

(IMPORTANT NOTIFICATION OF AMENDED POLICY: Beginning with the class of 2012 the grade average requirement of 92 will increase to 94.)

At the end of each semester, the chapter adviser will check members' grades. If a member does not maintain grades of **94** overall, he/she will receive a letter of probation notification. If the member meets the cumulative **94** average and has an overall **94** semester average in the next semester, probation is ended. If not, membership will be terminated and the student notified by letter. A person disqualified in this manner is never again eligible for membership.

Candidates become members when inducted in the fall semester. The Starkville Academy National Honor Society shall induct only once a year. A National Honor Society member who transfers from another school and brings a letter from the former principal or chapter adviser to the SA chapter adviser may be accepted automatically as a member. Transfer members must meet the SA chapter's standards within one semester.

A senior placed on probation at the end of the first semester must bring grades into compliance by the end of the second semester or he/she will not graduate with honors. A senior who is in good standing at the end of the first semester, but is on probation at the end of the second semester, will graduate with honors. A senior must have been inducted at the beginning of the senior year and maintain eligibility to be recognized as a NHS graduate (i.e., wear a NHS stole at graduation, and receive the NHS seal on his/her diploma).

Members are expected to attend all meetings. A member who misses three consecutive meetings without excuse will be dropped from membership. The member will be informed after two unexcused absences by letter from the chapter adviser. Members will pay membership dues each year. Dues for standing members will be \$5. Members inducted will pay dues of \$10 the year that they are inducted.

All students in grades 10-12 are eligible for membership. Candidates must have attended SA for one semester. This semester must be one from the grades 9-12. The sponsor will check the permanent records of all students to determine eligibility. Candidates must have a cumulative average of **94**. A list of prospective members will be submitted to the Faculty Council. The Faculty Council will determine if the prospective members meet the National Honor Society criteria of excellence in service, leadership, and character. The selection of each member to the chapter shall be by a majority vote of the Faculty Council.

Any member who does not meet the academic requirements after a probationary period of one semester will be dismissed from the membership. A person disqualified in this manner is never again eligible for membership. Any member who is in violation of school rules, including cheating, or receives a school suspension will be sent a letter informing them that they must appear for a hearing before the Faculty Council. If dismissal is determined, the member disqualified will be notified in a letter. A person disqualified in this manner is never again eligible for membership. A majority vote of the Faculty Council is required for a member to be dismissed. Members that are dismissed may appeal their dismissal with the principal.

Meetings will be called when necessary by the chapter adviser or the President. A member who misses three consecutive meetings without excuse will be dropped from membership. A two-day notice off all meetings will be in the bulletin. The chapter adviser and officers will sponsor three service projects or fundraisers each semester. Members shall participate in at least one project per semester. The chapter encourages individual projects for the members.

NINE WEEKS HONORS

SA recognizes the following school honors each nine weeks for students in the high school:

- Head of School List - A student must have a minimum of a 94 average in each academic subject.
- Principal's List - A student have an overall 90 average in all academic subjects with no individual average below an 85.

Grades received in such things as band and athletics will not be averaged in with academic subjects. Students who have an incomplete grade at the end of a nine weeks due to his/her failure to make up work are not eligible.

GRADUATION HONORS

Valedictorian and Salutatorian

A student must have attended Starkville Academy for his/her final four consecutive semesters (11th and 12th grade years) to be selected as valedictorian or salutatorian. Policies and procedures for valedictorian and salutatorian are on file in the high school counselor's office.

Honor Graduates

Students with an overall grade average of 90 or better will graduate with honors and wear a gold tassel.

Assertive Discipline Information

DISCIPLINARY STRUCTURE

Starkville Academy's disciplinary measures include such things as reprimand, loss of privileges, morning detention/work detail, after school detention, corporal punishment, parent conference, Saturday school, suspension, or expulsion.

Students are subject to progressive forms of discipline in the event of excessive number of occurrences of a particular form of discipline or multiple offenses. The decision will be the sole decision of the administration.

Parents will be notified if a student is required to visit the office and receives some form of the disciplinary actions mentioned below.

Morning Detention/Work Detail

Teachers have the authority to put a student in morning detention/work detail for disciplinary reasons. A copy of the morning detention/work detail discipline form will be given to the student to take home and have it signed by a parent. The signed form is to be returned to the morning detention/work detail supervisor on the morning of the work detail; failure to do this may result in an additional morning detention/work detail.

Morning detention/work detail will be held from 7:05 A.M. to 7:50 A.M. on Tuesday and Thursday mornings when necessary. The morning will consist of written copy assignments or work assignments. Students not reporting on time may be given an additional morning detention/work detail.

Failure to report to morning detention/work detail without a valid excuse will require that the missed morning be made up and an additional morning detention/work detail will be assigned. Multiple unexcused absences from morning detention/work detail will result in further disciplinary action

After School Detention

After school detention will be held each Tuesday and Thursday from 3:20 P.M. until 4:20 P.M. Students assigned an after school detention will be given a minimum of two days notification (i.e., if the after school detention is assigned on a Tuesday the student will report to detention on Thursday; if the after school detention is assigned on Wednesday the student will report the following Tuesday). Students may be assigned a ½ detention (30 minutes) or a full detention (one hour).

Extra curricular activities or practices will not excuse students from an after school detention assignment. Students **must** bring a form of schoolwork, written or reading, to work on for the entire detention time; failure to do this will result in the assignment of another

detention.

Students are expected to be on time and dressed within the SA uniform policy guidelines - students may not come dressed in athletic practice clothing. Any student late for detention (no later than 3:25) must serve the remainder of the time assigned and will be assigned an additional ½ after school detention. Students later than 3:25 will be considered absent (unexcused) and will have to make the entire detention assignment up and will be assigned an additional full detention.

Parents will receive notification of an impending after school detention.

Corporal Punishment

Starkville Academy does administer corporal punishment with parental permission. At the administration's discretion, corporal punishment may be applied in lieu of morning detention/work detail and/or after school detention. Corporal punishment may not substitute for Saturday School or suspension.

Saturday School

Saturday school will be used as a progressive mode of discipline in the event that morning detention/work detail and/or after school detention do not seem to be deterring improper behavior for a student so as to avoid a suspension. It also may be used as an initial form of discipline in some instances.

Saturday school will be held from 8:00 A.M. until 12:00 P.M. on given Saturday mornings. A student may be assigned either a four hour or a two hour Saturday school. Failure to report to Saturday school will result in at least one day of suspension.

Each student is expected to be on time; any student late for detention, but not later than 8:20 must stay in Saturday school thirty minutes past the assigned dismissal time (10:30 or 12:30). A student later than 8:20 must serve the remainder of the time assigned and will be assigned an additional form of discipline (i.e., additional time in Saturday school, after school detention(s), or an additional Saturday school).

Each student must bring a form of schoolwork, written or reading, to work on for the entire time; failure to do this may result in the assignment of another Saturday school.

Parents will receive notification of an impending Saturday school assignment.

Suspension

When a student has committed several minor offenses without improvement or violated school rules considered by the administration a serious breach of conduct he/she is subject to suspension. The administration will determine the length of the suspension (usually 1 to 5 days).

Suspension will result in a one-point deduction in each class for each day of suspension. The point deductions will be for each class missed according to the following guidelines:

- If a day of suspension is only for a portion of a school day, the point will be deducted only from the classes missed.
- If a day of suspension is for an entire school day, including early dismissal days, the point deductions will be for all classes regardless if the classes actually met or not on the day of suspension.

The student will also forfeit his/her privilege of exam exemption.

Other important notes regarding suspension:

- The suspended student MAY NOT be on the SA campus or in attendance at any school function or activity, on or off campus, throughout the duration of his/her suspension.
- Students are required to complete all work missed during the suspension and to turn it in the day they return to school. It is the responsibility of the student and/or the parent to get all assignments. Failure to turn in work the day of their return will result in zeros.
- Tests scheduled during the days of suspension: The student will have up to the number of days suspended to make-up any missed tests.
- Tests assigned during the suspension time and scheduled to be taken on a day that the student has been readmitted to school: The student will be required to take the test on the day it has been assigned, including the day he/she is admitted to school.
- **Upon the receipt of the second suspension a student will be placed on disciplinary probation.**

Expulsion

In the event of a severe offense, the repetition of suspension-producing offenses, or the breach of disciplinary probation a student will be subject to expulsion. Should such an occasion arise, the Head of School will suspend the student for ten (10) days and recommend expulsion of the student to the Board of Directors. An expulsion hearing will be held by a committee of the Board within ten (10) school days, the decision of the committee will be final.

The student and his/her parent(s) are entitled to a "due process" hearing, thus they will be informed of the date and time of the board committee hearing. A detailed account of violations/actions will be provided to the student, parent(s), and the Board.

If the decision of the Board committee is:

- Expulsion - the student will be withdrawn from school immediately and his/her permanent record/transcript will indicate the student was expelled; tuition relief is at the discretion of the school. In some cases, if certain conditions are met, re-enrollment is possible.
- Ten (10) Days of Suspension - the student responsibilities and penalties are outlined above in the section on Suspension.
- Less than Ten (10) Days of Suspension -

1. For the ruled suspended days - the student responsibilities and penalties are outlined above in the section on Suspension
2. For the days out of school above the ruled suspended days - all missed and due work must be turned in no later than the second day of return to school; tests will be made up within the time frame set by the administration

Parents and students must be aware that attending Starkville Academy is a privilege. Students who are not committed to obeying the rules of conduct will not be permitted to remain at Starkville Academy.

GENERAL RULES OF CONDUCT

Level One Infractions

A Level One infraction involves behavior that is generally distracting or disruptive to the learning environment and/or day-to-day operations of the school. *The penalty for Level One infractions consists of: reprimand, loss of privileges, work detail, or after school detention.*

Examples of Level One infractions are:

- Violation of Modified Uniform Policy (*see policy in Part 3 - Dress Code / Uniform Policy for Grades PreK-12*)
- Excessive tardiness (*see Tardiness policy in Part 1 - General Information for Grades PreK-12*)
- Disruptive or disorderly conduct
- Food, drinks, or chewing gum in the buildings
- Insubordination
- Insulting or obscene language, behavior, or gestures
- Inappropriate physical contact
- Improper use of cell phones or electronic devices (*see Cell Phone policy in Part 1 - General Information for Grades PreK-12*)
- Inappropriate driving or parking on campus
- Visitation to other schools

A detailed explanation of policy regarding some Level One infractions not previously described in this handbook is given below:

1. Student Driving/Parking

- Students must have a valid driver's license to bring a vehicle on campus.
- To park on campus a student must purchase and display a **parking permit**.
- Permits may be purchased in the high school office for \$10.00 yearly for general parking and \$20.00 yearly for designated/reserved parking.
- These permits must be displayed at all times.
- There will be a \$5.00 fine for each time a vehicle without a decal is brought on campus.
- Only limited designated/reserved parking spaces are sold. Preference will be given to seniors, then juniors and sophomores.
- Students not purchasing designated/reserved parking spaces must park in an area assigned by the administration.

A speed limit of **15 mph** will apply on school grounds. Loitering in parked cars and in the parking lot is prohibited. Students will not be permitted to go to their vehicles during the school day to get or store lunches, books, clothes, etc. In the event of an emergency, see an administrator. Contraband (weapons, alcohol, etc.) is prohibited. There will be no use of tobacco or tobacco products in the parking lot. **Starkville Academy reserves the right to search any student's or school employee's vehicle on campus.**

2. Visitation to Other Schools

Without permission from the school in question, SA students are not to visit the campus of another school while that school is in session.

Level Two Infractions

Level Two infractions constitute violations of school policies more serious than those listed for Level One or for multiple/repeated violations of Level One infractions. *The penalty for Level Two infractions consists of: Loss of privileges, after school detention, Saturday school, suspension, or expulsion.*

Examples of Level Two infractions are:

- Truancy or skipping class
- Improper leaving of the campus
- Stealing
- Student Harassment
- Sexual Harassment
- Disrespect or rudeness
- Insubordination
- Insulting or obscene language, behavior, or gestures

- Vandalism or damage to property, private or school
- Theft
- Gambling
- Unauthorized entry of school premises
- Use, under the influence, or in possession (on person, in personal belongings, or in vehicle) of alcohol or drugs
- Indecent exposure or any offense otherwise punishable by law
- Possession of a weapon
- Use or possession of tobacco
- Cheating/Plagiarism (2nd and subsequent offenses)
- Possession of pornographic or hate-group materials
- Misuse of computers

A detailed explanation of policy regarding some Level Two infractions not previously described in this handbook is given below:

1. **Truancy/Skipping**

An absence for one or more periods without permission of parents and prior notification of the school is considered truancy. Truancy will result in the notification of parents and will be subject to after school detention, Saturday school, suspension, or any combination of the aforementioned.

Students on campus must be in their assigned/scheduled class unless permission has been obtained from the classroom teacher (or substitute teacher) of their assigned/scheduled class. Students found to be absent without permission (skipping) will result in the notification of parents and will be subject to after school detention, Saturday school, suspension, or any combination of the aforementioned.

2. **Checking Out / Leaving the Campus**

See the policy and procedures for checking out in Part 1 - General Information for Grades PreK-12 entitled Dismissals From School (Checking out) / Leaving The Campus.

Any student leaving the campus without following proper checkout procedures will result in the notification of parents and the student will be subject to after school detention, Saturday school, suspension, or any combination of the aforementioned.

3. **Stealing**

Students determined to have stolen property or money from another individual or the school will be subject to suspension and the parents will be notified.

4. **Weapons**

Students, faculty, administrators, and visitors are prohibited from bringing guns, knives, or weapons of any kind on SA campus. The school and/or law enforcement officials will deal with violators. Students shall not possess, handle, or transmit razors, ice picks, explosives, fireworks, cigarette lighters, matches, or any other objects that can be considered weapons or dangerous instruments.

5. **Tobacco**

A student's possession or use of tobacco, in any variety, is not permitted on campus or at any school sponsored or school related function.

Miscellaneous Information

COLLEGE AND UNIVERSITY VISITS

Seniors may take 2 days to visit a prospective college or university. No visits may be taken after April 15th. A "Pre-Planned College Visit Form", obtained from the guidance office, must be completed and **returned to the guidance office one week in advance of the visit**. The guidance office and the administration must approve all visits.

Documentation, such as a note from the Dean on school letterhead, must be brought from the college visited and placed on file with the guidance office.

Under extreme and unique circumstances,

- A senior may be granted or allowed an additional college day(s) by the administration
- A sophomore or junior may be granted a college visit day(s)

He/she must submit a written request to the counselor detailing the unique circumstances. The counselor will forward the request on to the administration for a final decision.

FIELD TRIPS

High school classes plan field trips to enhance their courses of study throughout the year. Parents are notified in advance for permission to participate in these excursions. School uniforms will be worn.

LOCKERS

Lockers are assigned to each student and are not to be changed without permission. Lockers are to be kept clean. **Starkville Academy reserves the right to search lockers and backpacks at any time.** Students may purchase their own key lock or combination lock if they desire. The office reserves the right to cut off locks if the student cannot provide a key or combination.

FIELD HOUSE AND LOCKER ROOMS

The field house and locker rooms are not to be used or entered into by any students other than student athletes. The field house and locker rooms will be kept locked at all times except when supervised by a coach. Electronics, valuables or money are not to be stored in these areas. Sporting equipment, uniforms, or other items are not to be borrowed without the consent of the supervising coach and the student from which they are being borrowed.

Part 6 – INTERSCHOLASTIC ATHLETIC POLICIES AND INFORMATION

Starkville Academy's athletic teams provide participation in and enjoyment of the competitive experience. Volunteer teams participate and compete for championships in the Mississippi Private School Association (MPSA).

Athletic achievement requires sincere commitment from all athletes, parents, coaches, and administrators. For all of us to be successful, effective communication must occur. Our athletic department strongly believes in being accessible to parents **and supportive to the coaching staff.**

At Starkville Academy athletics is but one part of the total school experience and the over-riding purpose of our school is stated in the mission statement, "to provide quality educational programs in a Christian environment that will challenge students to excel academically, physically, socially, and spiritually."

Starkville Academy's athletic program provides a level of competition appropriate to age, development, ability, and interests of all of its students. While varsity competition places a greater emphasis on winning, the purpose of the sub-varsity teams is to develop skills while preparing athletes mentally and physically for the competitive level required of varsity sports. Starkville Academy coaches place the team ahead of the individual student-athlete while providing a healthy balance between winning and the enjoyment of the team experience.

Starkville Academy's players are expected to be the models of the stereotypical scholar-athlete; although they excel on the playing fields and courts, they must also strive for excellence in the classrooms and in the school community.

Athletics at Starkville Academy is defined as all interscholastic sports teams, cheer and dance squads. Additionally, the word athletes will mean members of the aforementioned teams.

ATHLETIC ELIGIBILITY

To be eligible to participate in athletics at Starkville Academy for the **first nine weeks** of the school year, a student must have accumulated 4 major credits the previous year.

To remain eligible the student athlete must pass 4 academic classes each grading period. Any athlete not meeting this requirement at the end of a grading period will be placed on academic probation until progress reports are issued.

- If the student athlete is meeting the requirements set forth above when the progress reports are issued, he/she will continue the probation for the remainder of the nine weeks grading period.
- If the student athlete is not meeting the requirements when progress reports are issued, then he/she will become ineligible for the remainder of the nine weeks period.
- If the academically ineligible student is not meeting requirements at the end of the nine week grading period, he/she will remain ineligible until the requirements are met. The requirements can only be met when progress reports or nine week grades are issued.
- If an athlete's team will begin state playoffs within two calendar weeks of the day he/she becomes ineligible, the Head of School or Principal may allow the student athlete to continue throughout the duration of the playoff competition. However, the athlete will not be allowed to compete in any other sports during the ineligibility period.

PARTICIPATION

1. The athlete must be eligible and cleared by the Athletic Director.
2. Any student absent is not eligible to participate in any athletic activity on the day of the absence. A high school student must be present **60% of the school day** to be eligible to participate in practice or games on that day. Saturday, Sunday and holidays are not an extension of the preceding school day.
3. The athlete must have a current physical on file in the office of the Athletic Director. A physical is current for one calendar year.
4. The athlete must have documentation that at least one parent has attended the required parent meeting at the beginning of each season. The required parent meeting will occur to inform parents of (but not limited to) the following:
 - game and practice attendance expectations
 - holiday games and practices if applicable
 - transportation
 - "student pay" items needed for the year
 - Sportsmanship and any incurred fines per the MPSA

SPORTSMANSHIP

Starkville Academy coaches, players, fans, parents, and students are expected to conduct themselves at all times in the finest tradition of sportsmanship and fair play. An appreciation of the efforts and the competitive trials of the opponents is at the foundation of our beliefs and should be a part of our own efforts to succeed. A tolerance for officials and their efforts is demanded by the MPSA and Starkville Academy. All MPSA rules will be upheld in regard to sportsmanship and game conduct by all spectators, players and coaches.

RESPONSIBILITIES OF THE ATHLETE

You are always representing yourself, your family, Starkville Academy, and our community. Always live up to the standards of a student, athlete, and sportsmanship established and expected of an SA Volunteer athlete. Always display positive actions in public.

Always respect the integrity and judgment of the officials and your opponents.

In addition to the above, upon choosing to participate and compete on Starkville Academy athletic teams you have agreed to

- Attend every practice and competition unless excused by the Coach and give your best effort.
- Support your teammates and the athletes of other SA teams.
- Take pride in and care for your uniforms.

RESPONSIBILITIES OF THE FAN

Spectators at an athletic contest have an important role in displaying good sportsmanship. As a group, your actions may have the biggest impact on how others see the reputation of Starkville Academy. Volunteer fans should compliment student-athletes in their attempts to improve and learn. We should know and understand the rules of the game and cheer good performances by both teams.

We must respect players, coaches and fans of opposing teams and never confront them at any time. Starkville Academy fans should never interact with an official/umpire before, during, or after a contest; MPSA rules simply put game officials "off-limits". We should never cheer against nor degrade game officials, opposing players, teams, coaches, and fans. We attend games to support our teams - not belittle opponents and yell at officials.

Fan Ejection

Any fan ejected from a contest shall be expected to be barred from all MPSA events until the individual has fulfilled sanctions and conditions imposed by the MPSA. Furthermore, Starkville Academy reserves the right to impose its own sanctions and conditions in addition to the MPSA.

A common sanction for an ejected fan is a fine generally ranging from \$300 to \$1000. Additionally, Starkville Academy will be fined within the same monetary range. ***In the event Starkville Academy is fined due to a fan ejection he/she will be responsible for paying the school's fine as well as his/her own. If the fine is not paid by the fan the amount will be considered indebtedness to the school. If the fan has a child participating in the athletic program the child will become ineligible to participate until the fine/indebtedness is paid.***

ATHLETIC LINES OF COMMUNICATION

Parent/Coach Relationship

Both parenting and coaching are extremely challenging responsibilities. By establishing and understanding each position, we are able to accept the actions of the others thus enhancing effective communication. As parents you have a right to understand what expectations are placed on your child. This begins with effective communication.

Communication You Should Expect From the Coach

1. When and where practices and contests are held.
2. Expectations the coach has for your child and the team.
3. Team requirements/rules for being a member of the team.
4. Notification whenever any disciplinary action results in your child being denied participation in a practice or game.

Communication Coaches Expect From Players

As students become involved in athletics, they will experience some of the most rewarding moments of their lives. It is important to also understand that at times students may experience disappointment and frustration. At these times, student-initiated discussion with the coach is recommended and encouraged.

Parents/students should notify the coach concerning:

1. Notification of any schedule conflict well in advance.
2. Any specific health or injury related concerns.

Appropriate Concerns for Parents to Discuss with Coaches

1. Any unhealthy mental or physical strain you detect in your child at home.
2. Ways you can contribute to your child's skill improvement and development.
3. Any dramatic changes you detect in your child's behavior.
4. Treatment of your child, mentally and physically.

Issues Not Appropriate for Parents to Discuss with Coaches

1. Playing time.
2. Team strategy or play calling.
3. Other student athletes.

Procedure to Follow if a Parent Has a Concern to Discuss with a Coach

1. Make an appointment with the coach. **NEVER** approach the coach immediately after a game. Starkville Academy acknowledges a 24 hour grace period concerning discussions with coaches. Wait until tomorrow and make an appointment.
2. If the coach cannot be reached, call the Athletic Director or counselor to set up a meeting with the coach.
3. Please do not confront a coach before, during, or immediately after a contest or practice (24 hour grace period). These can be busy and emotional times for both the parent and the coach. Meetings of this nature do not promote resolution. Productive meetings always require calm, rational attitudes.

If the meeting with the coach does not result in resolution of the problem, the steps, as set up in the Starkville Academy student handbook for Communication and Parent Conferences, must be followed. This procedure is listed below:

Any questions concerning *classroom work, conduct, athletics, or any other student concerns* should be handled in the following hierarchical manner:

1. First through the appropriate classroom teacher or coach by contacting the guidance office for an appointment.
2. After meeting with the classroom teacher or coach if further communication is desired, the parent should make an appointment to meet with the appropriate administrator or athletic director.
3. The final step in the hierarchy of communicating a situation/concern is to make an appointment to meet with the Head of School.
4. Any individual deviating from the steps described above will be directed back to the appropriate level before any further discussions will take place.
5. **Administrators and teachers will not be available for a conference without an appointment.**

- Note:**
- **Parents are not allowed to go to the classroom to get their child or see the teacher. If this is necessary report to the office and the appropriate arrangements will be made.**
 - **Parents are to refrain from calling teachers/staff at their homes and texting them on their cell phones; all contact should be made through the school office during school hours.**

GENERAL INFORMATION AND POLICIES

Conduct

The conduct of athletes must reflect the fact that they represent Starkville Academy. In both the athletic and academic arenas and in the community, in general, athletes' behavior must epitomize good citizenship, a positive attitude, and a strong work ethic.

By nature, athletics are "extracurricular" and being so send the message that our conduct be exemplary and should follow a code. According to this code of conduct, athletes must:

1. Conduct themselves in such a manner as to make themselves and the team better,
2. Remain drug, alcohol, and tobacco free,
3. Display positive actions in public,
4. Play hard and play for the love of the game,
5. Respect officials and accept their decisions without question,
6. Win without boasting and lose without excuses, and
7. Provide a championship example towards academics.

Athletes Participating in Multiple Sports During the Same Season

In the case where an athlete desires to participate in more than one sport during the same season **the coaches of the involved sports must mutually agree before he/she will be allowed to do so**. In some situations, it is impossible to play multiple sports in the same season due to conflicting schedules or practices and events. Student-athletes should always consider the time commitments of participating in multiple sports during the same season and the impact this will have on their academic well being.

Should an athlete be permitted to participate in multiple sports during the same season, the coaches should then devise an amicable schedule of practices and games that the athlete will attend daily. Athletes playing multiple sports must fulfill the obligations of each team as set by the coach in order to participate in them. If the coaches cannot come to an agreement on a particular date, this information should be forwarded to the Athletic Director who will make the decision as to what sport the athlete will attend on the date in question.

In **no instance** shall the athlete or his/her parent make the decision as to what he/she will participate in on a particular date.

Athletes Participating in Overlapping Sports

In the case where an athlete desires to participate in a sport and another sport in which he/she plans to participate begins prior to the conclusion of the first sport, the athlete's primary responsibility is with the first or seasonal sport. No athlete will be taken from one sport at the expense of another sport at Starkville Academy. The head coach of the in-season team has the right to deny or grant permission for the athlete to participate in some activities on a limited basis.

Points of Emphasis

- It is important for the involved coaches to work together for the benefit of the entire athletic program and not put the athlete in the middle of the controversy.
- The end of a sport is obviously the most important time due to playoffs and tournaments. Coaches need athletes focusing on advancing as far as possible without the added pressures of starting a new sport.
- Athletes that know they will be involved in overlapping sports must accept the circumstances and take responsibility. The athlete should work outside of the season sport on an individual basis to condition and improve skills required in the next sport. The athlete must realize that those players already working on the next sport may have an early advantage. No athlete will be penalized for participating in another Starkville Academy sport.

An Athlete Quitting a Sport During the Season

If an athlete (including cheerleader and dance team member) "begins a season" with a team and subsequently quits the team; he/she will be unable to participate with any other athletic teams until the season of the team he/she quit has completed.*

In the case where an athlete is competing in multiple sports during the same season (i.e., baseball and track) and subsequently quits one of the teams, he/she WILL BE ALLOWED to continue to compete on the other teams he/she was already a member of.

** "Beginning a season" for an athlete, cheerleader, or dance team member is defined as participating in practices 20 weekdays prior to the first official competition/game or thereafter; or competing in any of the official competitions/games.*

NOTE: The coach of the team that an athlete quits does have the authority to give permission for the athlete to begin participating with another sport if he/she so desires. THIS MUST BE CLEARED THROUGH THE ATHLETIC DIRECTOR BEFORE THE ATHLETE CAN BEGIN ANY ACTIVITY WITH ANOTHER SPORT.

The purpose for these guidelines is to reinforce a commitment to finishing what you start and to reinforce loyalty to your teammates and program. These guidelines prevent athletes from changing sports for inappropriate reasons; i.e., quitting toward the end of an unsuccessful season to start a new sport or to reinforce to players that may have taken a limited role on the team that there is an obligation that goes with being selected to a team.

Missed Classes Due to Athletics

An athlete will periodically be absent from a class due to interscholastic competition. It is the athlete's responsibility to secure **in advance** all work and deadlines from the teachers of the classes he/she will miss. If the athlete does not uphold this responsibility he/she may be held out of competition for a period of time.

When tests are scheduled on the day of a trip, it may be required that the test be taken before a student can leave. Arrangements should be made with the teacher in advance. *It is the athlete's responsibility to initiate the communication with the teacher.*

Attendance at School the Day Following a Contest

All athletes are expected to be in school the entire day following an interscholastic competition. If an athlete persists in coming to school late or being absent the day following the competition he/she will be held out of competition for a period of time.

After School Detention

Any athlete assigned to an After School Detention must attend the detention in lieu of going to an athletic practice, travel, or contest.

Suspension from School

Any athlete receiving a Suspension from School will additionally be *suspended from all athletic participation (including practice and interscholastic competitions)*. The student may not attend any athletic activities during the period of suspension.

The athlete may be reinstated for athletic participation by the Starkville Academy school administration.

Uniforms and Equipment

The care and safekeeping of uniforms and equipment issued are the responsibility of the athlete. An athlete will be liable for the replacement cost of items lost or damaged beyond the normal, expected wears.

All uniforms and equipment issued by the school should be turned in within one week of the last event of the sport. Failure to do so may result in suspension from further athletic participation.

Student-Pay Items

Athletes may be asked to or given the opportunity to purchase student-pay items (i.e., practice clothing, shoes, etc.). The athlete must pay for the items before he/she receives them.

If an athlete is a member of a team and orders student-pay items and subsequently quits before receiving the items, he/she will still be responsible for paying for them. Failure to do so may result in suspension from further athletic participation.

Travel Fees

A predetermined travel fee will be assessed to each athlete of a sport that will travel to interscholastic competitions. The fee will be relational to the number of contests that require transportation in each sport.

The travel fee should be paid to the athlete's coach at the beginning of each season when the coach of the sport presents a roster to the Athletic Director. At that point prior to the first competition, the travel fee must be paid, or arrangements must be made with the Athletic Director by the parent of the athlete.

If an athlete is a member of a team at the beginning of a season and subsequently quits, he/she will still be responsible for paying the travel fees.

Attendance

Athletes are expected to attend all scheduled practices and competitions; in the event of unforeseen circumstances, the athlete should contact the coach prior to his/her absence.

Special Recognition Awards for State Championship Teams

The athletic office will work with the Starkville Academy Athletic Booster club to recognize State Championships in a modest but deserving way. Starkville Academy will not buy rings, watches, etc. for state championship athletes.

High School Athletic Awards

The Starkville Academy Athletic Booster Club will host a banquet and purchase awards for high school sports only. All participants, regardless of grade, for sports *not offered at the junior high level* (soccer, cross country, softball, baseball, tennis, track, and golf) will be invited to attend. Participants of high school football, basketball, track, cheerleading, and dance team will also be invited to attend.

A junior high player is considered to be a member of the varsity football, basketball, and/or track team only if he/she meets one of the following criteria:

- He/she competed in varsity games prior to the conclusion of the junior high season and completed the year with the varsity team, or
- He/she competed in a track event and qualified to compete beyond the north state meet.

Junior High School Athletic Awards

There is no awards program or awards given for junior high athletic teams (i.e., junior high football, basketball, track, cheerleading, and dance team).

End of Season Parties

If a coach desires to have an end of season party, all arrangements for it should be made between the coach and the parents of his/her team. The school will not financially support any end of season parties. In addition, no athletic awards should be given to individual athletes at an end of season party. However, if the parents choose to present a recognition award to each and every member of the team this will be acceptable but the Athletic Director should be advised.

Pre and Post Game Meals for Athletes

Starkville Academy or the Athletic Department will not pay for any student meals. "Athletic meals" will either be prepared by parents or will be "student pay". The decision as to whether a team will eat pre- or post-game meal(s) or where and what they will eat should be the decision of the head coach. The coach, however, may delegate this responsibility to a team parent. The Starkville Academy Athletic Booster Club may, upon the coach's discretion, fund pre/post game meals.

Team Transportation to Competition

The Athletic Director will arrange all team transportation. The mode of team transportation will either be by van, charter bus, or parents. The Athletic Director will work closely with each coach in determining travel arrangements.

All team members of a sport are expected to travel to each competition in the school arranged transportation. In the case of an unusual circumstance an athlete may request to travel to a competition in a manner other than that arranged by the school. This request must be submitted in advance to the head coach who will in turn inform the Athletic Director.

Per school policy, no student shall drive nor ride with another student to or from an athletic contest. The Athletic Director, upon consultation with the Head of School, may grant any exception to this policy.

Athlete Not Riding Home in School Arranged Transportation

An athlete may be released to his/her parent following a competition. The coach should be sure he/she has made personal contact with the parent before releasing the athlete. Once the athlete has been released to his/her parent, Starkville Academy and the coach have been relieved of all liability and responsibility.

If an athlete is to ride home with an adult (parent) other than with his/her parent, the coach must secure permission from the parent by personal contact (a note with parent signature followed up with personal contact (phone or in person) is highly recommended). A coach may not release an athlete to a non-adult. (the Athletic Department is of the opinion that the policy mentioned above regarding not riding with another student would still be in effect)

A generic note from the parent for the entire season will be acceptable. Follow up personal contact (phone or in person) is recommended to ensure the validity of the note.

Transporting Athletes to a Local Practice Session

If athletes are required to leave the school campus to attend a practice session the following guidelines will be used:

- If an athlete will be transported on school arranged van/bus or by his/her parent no permission need by attained from his/her parent.
- If an athlete will be transported in a manner other than his/her parent (i.e., driving his/her own vehicle, riding with the coach, riding with another adult, or riding with another student) a NOTE MUST BE SECURED from his/her parent giving permission for the transportation.
- A generic note for the entire season is acceptable. Be sure that the note is not too specific.
- Keep in mind that if a note is received, a follow up phone call to the parent will reinforce its validity - as it is not impossible for a note to be a forgery.
- If verbal permission is given for an athlete's transportation such permission releases a coach from the travel liability of the immediate travel only.

Volunteer Athletic Teams

SPORT/TEAM	GRADES	SEASON PLAYED		CHAMPIONSHIP
FOOTBALL	5 AND 6	EARLY FALL		NO
FOOTBALL	7 TH	AUG. - OCT.		NO
FOOTBALL	8/9 TH	AUG. - OCT.		YES
FOOTBALL	10-12	AUG. - OCT.		YES
SWIMMING	1-12	SEPT. - OCT.		YES
CHEERLEADING	5 AND 6	AUG. - OCT.		NO
CHEERLEADING	7 TH	AUG. - OCT.		NO
CHEERLEADING	8/9 TH	AUG. - OCT.		YES
CHEERLEADING	10-12	AUG. - NOV.		YES
CROSS COUNTRY	7-12	SEPT. - OCT.		YES
DANCE	7-12	AUG. - NOV.		YES
SOFTBALL (FP)	7-12	AUG. - SEPT.	TWO TEAMS	YES
GIRLS SOCCER	7-12	AUG. - SEPT.	TWO TEAMS	YES
BOYS BASKETBALL	5 AND 6	TBA		NO
BOYS BASKETBALL	7 TH	NOV. - FEB.		NO
BOYS BASKETBALL	8/9 TH	NOV. - FEB.		YES
BOYS BASKETBALL	10-12	NOV. - FEB.		YES
GIRLS BASKETBALL	5AND 6	TBA		NO
GIRLS BASKETBALL	7 TH	NOV. - FEB.		NO
GIRLS BASKETBALL	8/9 TH	NOV. - FEB.		YES
GIRLS BASKETBALL	10-12	NOV. - FEB.		YES
BOYS SOCCER	7-12	NOV. - FEB.	TWO TEAMS	YES
BASEBALL	7-8	FEB. - APRIL		NO
BASEBALL	9-12	FEB. - APRIL	TWO TEAMS	YES
BOYS TRACK	7-12	MARCH - MAY	TWO TEAMS	YES (JH & V)
GIRLS TRACK	7-12	MARCH - MAY	TWO TEAMS	YES (JH & V)
TENNIS (BOYS/GIRLS)	7-12	MARCH - MAY	TWO TEAMS	YES
GOLF	7-12	MARCH - MAY	TWO TEAMS	YES

MPSA Website

The MPSA website has created access to the public for such things as announcements and playoff schedules; in addition, there is also access to the directions to all MPSA member schools.

- www.mpsa.org
- Click on [MPSA BULLETIN BOARD] for access to announcements and schedule information.
- Click on [MPSA Member School Directory] to access directions to a member school.

Part 1 - GENERAL INFORMATION

GRADES PreK-12

This handbook does not and cannot address every situation, question, or problem that may arise. Any situation, question, or problem that arises and is not covered in this handbook will be left to the discretion of the administration.

MISSION STATEMENT

The mission of Starkville Academy is to provide quality educational programs in a Christian environment that will challenge students to excel academically, physically, socially, and emotionally.

PHILOSOPHY

Starkville Academy was established to provide an excellent educational foundation for the students it serves. To this end the Academy is dedicated to finding and employing the best faculty and staff available and to providing a curriculum which will both stimulate and challenge our students. The Academy seeks to provide and encourage a positive learning environment so that each student can strive to realize his/her full potential academically.

Because education involves the whole person, Starkville Academy is also dedicated to the development of each student spiritually, physically, emotionally, socially, and culturally. Appropriate programs are offered to achieve this purpose.

BELIEFS

STARKVILLE ACADEMY WILL STRIVE TO:

1. Establish a curriculum that meets the needs of the individual student with an emphasis on requirements for college entrance.
2. Provide an atmosphere of learning for students in Prekindergarten(PreK) - Grade 12.
3. To provide the school experiences that will teach each student personal responsibilities and obligations as a contributing member of society.
4. Encourage self-discipline and independent creative thinking.
5. Instill in each student an appreciation for Christian culture and heritage.
6. Provide assistance and encouragement to students.
7. Challenge students to be contributing members of our community and society.
8. Provide adequate extracurricular activities for the development of physical, moral, social, and civic interest.

ASBESTOS MANAGEMENT PLAN

Starkville Academy underwent an inspection for both friable and non-friable asbestos on May 26, 2009. Mr. Jack Massey of Environmental Consultants, Inc. is the certified inspector who conducted this inspection. **No Friable asbestos was found at Starkville Academy.**

This inspection must be completed every three years. The results of the last inspection are on file in the head of school's office, the high school principal's office, and the elementary principal's office, including information regarding the location, the potential for disturbance, the physical condition of the building materials and other pertinent information in regard to flammable or non-flammable asbestos. Periodic inspections are done to ensure the safety and well being of all buildings occupants.

REGISTRATION

Each patron family should register their child/children for the upcoming year during the registration period in the spring. A non-refundable registration fee per family is payable when the educational contract is signed.

TUITION/FEES PAYMENTS

Each patron family is assessed a building fee and book/supply fee per child when contracts are signed. These fees are paid monthly with tuition. All tuition/fees payments are due on the 1st day of each month and are delinquent after the 15th day of each month in which payment is due. Twelve month contract payments are made June - May. Ten month contract payments are made August - May. Tuition/fees for all contracts must be paid in full by May 15th. Tuition/fees payments may be mailed to the school, brought to the main office, or drafted electronically on the 5th of each month.

There shall be assessed a late fee in the amount of \$30.00 per student for each payment not received on or before the 15th day of the month during which payment is due. If two consecutive monthly tuition/fees payments are missed or if the monthly installments due become 30 days or more past due on three separate occasions, the child/children covered under the contract shall not be allowed to attend school until such time as the **entire balance** due for tuition/fees have been paid in full. Progress reports, report cards, and diplomas shall not be released to any child whose educational contract is in default.

Students may not take exams at the end of first or second semester or participate in field day, school sponsored camps, etc. until all tuition/fees have been paid.

ADDITIONAL FEES

Additional fees for specific classes such as labs, driver's ed., computer, classroom fees, etc. will be paid **separately** at the beginning of school (NOT WITH TUITION).

Textbooks will be issued to students at the beginning of the school year. A fine will be assessed for any abuse, such as writing in the books, and charged to the student at the end of the year. If a student loses a book, he/she must pay full replacement cost for it. If a lost book is found, a refund will be given based on the condition of the book. Books left in the corridors, gym, cafeteria, or other areas will be picked up and students will be assessed a fine for their return.

RETURNED BANK DRAFT/CHECK POLICY

There is a \$30 fee for any returned bank draft and/or check. The bank draft will be re-drafted on the 15th of the month along with the \$30.00 return fee. Any draft returned after the 15th of the month will be charged the \$30.00 return fee and the \$30.00 late fee. It is the policy of Starkville Academy that if more than two returned checks occur in one school year, the patron will have to pay all tuition, fees, cafeteria money, activity money, etc. by cash, cashier's check, or money order.

CONTRACT CANCELLATION AND WITHDRAWAL

Any request for cancellation of the educational contract must specifically set forth in writing the reasons for said requests and be submitted to the Board of Directors at least five (5) days prior to any regularly scheduled meeting. Cancellation of this contract shall be governed by the following provisions:

- (a) Educational contracts on students enrolled for the forthcoming year that are submitted for cancellation prior to the 15th day of May shall, upon payment of 25% of the total tuition covered by this contract, have the balance of their contract cancelled in full.
 - (b) Educational contracts on students who move out of the geographic area served by the Corporation shall have the balance of their contract cancelled in full upon payment of tuition for days attended and payment of 100% of the Book and Building fees covered by this contract.
 - (c) Educational contracts on students who wish to attend another school or home school within the area served by the Corporation and who did not request cancellation prior to the 15th day of May shall, upon payment of 50% of the remaining tuition balance and 100% of Book and Building fees covered by this contract, have the balance of their contract cancelled.
- Parents of students who withdraw during the school year must request from the elementary or secondary office a withdrawal form to be completed for the student to be cleared for release. This form must also be signed by the parent.

TERMINATION OF EDUCATIONAL CONTRACT

The Oktibbeha Educational Foundation, Inc. reserves the right to terminate the educational contract for any violation of the school rules and standards.

COMMUNICATION / PARENT CONFERENCE

Webpage

Information about the school is listed and updated on the school's website www.starkvilleacademy.org.

Parent and Teacher/Administration

Teachers may be contacted via email. Email addresses are listed in the school directory or may be obtained from the school's website.

Any questions concerning *classroom work, conduct, athletics, or any other student concerns* should be handled in the following hierarchical manner:

2. First through the appropriate classroom teacher or coach by contacting the guidance office for an appointment.
3. After meeting with the classroom teacher or coach if further communication is desired, the parent should make an appointment to meet with the appropriate administrator or athletic director.
4. The final step in the hierarchy of communicating a situation/concern is to make an appointment to meet with the Head of School.
5. Any individual deviating from the steps described above will be directed back to the appropriate level before any further discussions will take place.
6. **Administrators and teachers will not be available for a conference without an appointment.**

- Note:**
- Parents are not allowed to go to the classroom to get their child or see the teacher. If this is necessary report to the office and the appropriate arrangements will be made.
 - Parents are to refrain from calling teachers/staff at their homes and texting them on their cell phones; all contact should be made through the school office during school hours.

ORIENTATION AND OPEN HOUSE

Orientation and open house is held the week prior to the beginning of school for parents of students in grades PreK-12. Student orientation for transfer students is also held the week prior to the beginning of school.

SCHOOL HOURS AND ARRIVAL / DISMISSAL

Students in grades PreK-12 should not arrive at school prior to 7:30 a.m. Supervision by duty teachers does not begin until this time. **Starkville Academy assumes no liability for students who are not in a supervised school sanctioned activity before 7:30 a.m. or after 3:45 p.m.**

Parents may not park their vehicles and leave them in the dismissal lane. Extreme caution when driving on campus is essential to our students' safety, especially during arrival and dismissal times. A speed limit of **15 mph** will apply on school grounds.

Elementary Students

Supervision with duty teachers begins in all elementary buildings at 7:30 a.m. each morning. Students are to come inside their respective buildings and sit in the hallway with the supervising teacher until 7:45 when all classrooms are open. Classes begin promptly at 7:57 a.m.

Dismissal begins at 2:30 p.m. for PreK and kindergarten, 2:45 for grades 1-4, and 3:00 p.m. for grades 5-6. **Elementary students who have not been picked up by 3:30 p.m. will be sent to After School care and will be charged a fee. There will be no exceptions to this rule.**

PreK students will be dropped off and picked up at the PreK Building or at the breezeway awning between A and B Building, depending on class location. Students in grades K-4 are to be dropped off/picked up at the breezeway awning between A and B Buildings. Students in grades 5-6 are to be dropped off/picked up at the breezeway awning between C and D Buildings. If students are dropped off or picked up at the top of the hill, parents must escort them through the crosswalk. Elementary students are not to be dropped off/picked up at the band hall.

High School Students

The secondary (7-12) class day begins at 7:57 a.m. All faculty members are on duty from 7:45 a.m.-3:30 p.m. and report to their classrooms at 7:45 a.m. Upon arrival, all secondary students are to report to the cafeteria where supervision is provided until 7:45 a.m.

The secondary day ends at 3:15 p.m. Secondary students are to wait in the breezeway between C and D buildings and are to be picked up no later than 3:45 p.m. unless they are involved in a supervised school sanctioned activity. **Secondary students who have not been picked up by 3:45 p.m. will be sent to After School care and will be charged a fee. There will be no exceptions to this rule.** No student will be allowed in the building without special permission and supervision after 4:00 p.m. each day.

SEVERE WEATHER

We have a plan for all students to move to the safest areas provided by our school. Teachers and students practice these procedures regularly and know where to go and what to do. When people not familiar with these procedures come in to the school and disrupt the process, everyone is placed at greater risk. We ask that all parents, grandparents, guardians, or any others coming to Starkville Academy follow the procedures below to help insure the safety of everyone.

Severe Weather Procedures

- Any student checked out of school must be checked out through the proper office by someone authorized to do so on that student's check out list.
- PreK - 6th grade students check out in the elementary office with the elementary secretary. Grades 7-12 check out in the high school office with the high school secretary.
- Once the student has been checked out, the secretary will use the radio to call to the appropriate building for the student. The person checking the student out may then go to that building and wait for the student to come out. In C and D buildings (grades 5-12 will be in this area during severe weather) the person may wait in the lobby area. For students in A and B buildings (grades PreK-4 will be at this location during severe weather) the person should go to the breezeway between the two buildings.
- In the case of imminent danger, students will not be allowed to check out as office personnel will need to seek shelter and will be unavailable.

Please see that the office has your correct email address. You may send this to Julie MacGown at jmacgown@starkvilleacademy.org). We will make every attempt to keep parents updated via mass email bulletins. However, our primary concern is the safety of our students and staff.

SCHOOL CLOSING PROCEDURES

In the event of a full day emergency, such as severe weather or mechanical failure, a school closing announcement will be broadcast on all local radio and TV stations and emailed.

If severe weather occurs during school hours, students may be dismissed. Notice of school closing during the day will be broadcast on all local radio and TV stations, emailed, and posted on the SA website. **Please do not call the school to ask if students will be dismissed.**

AFTER SCHOOL CARE

Starkville Academy provides After School care for a nominal fee on a daily basis during the school year for students in grades PreK-9. After School Care begins at 3:00PM for elementary, at 3:15PM for junior high and ends at 5:30PM. The program is staffed with SA faculty and staff and is held in assigned rooms. Arrangements for using After School Care may be made at the beginning of the school year or through the elementary or high school offices.

AGE FOR ADMISSION

- Students must be 4 years old on or before September 1 of the school year in order to be enrolled in PreK.
- Students must be 5 years old on or before September 1 of the school year in order to be enrolled in kindergarten.
- First grade students must be 6 years old on or before September 1 of the school year to be enrolled in first grade.

ATTENDANCE FOR GRADES PreK-12

A priority of SA is to use instructional time productively. Regular and punctual attendance is critical if the results of the teaching and learning tasks are to be maximized. It is essential that each student recognizes the sequential nature of instruction and that any unnecessary and/or excessive absence severely impedes the educational process. Therefore, SA attendance regulations have been established with the best interest of SA and the students/parents in mind.

Any ELEMENTARY STUDENT missing more than 20 days for any reason other than a school sponsored absence will not receive academic credit for the year.

Any HIGH SCHOOL STUDENT absent from a class for any reason other than a school sponsored absence for more than ten (10) times per semester course or twenty (20) times per year course will not receive academic credit for courses in which the absences have occurred.

A student will be considered absent from a class if he/she is not in attendance in the class for at least 25 minutes, regardless of the bell schedule.

The administration and school board may waive this standard if it is determined that the absences resulted from unusual circumstances or extended illness.

A student that is absent due to an extended illness and is under a doctor's care at the time of the absence must bring documentation to that effect to school when returning to class or no medical consideration will be given to the student if he/she exceeds the allowable absences in a class. **This documentation should be submitted to the office within three (3) days of returning**

from the extended illness.

Even though the school will make an effort to notify parents of excessive absences, it is the responsibility and accountability of the parents and students to avoid the excess.

School Sponsored Absences in grades PreK-12 include the following:

- Any activity sponsored by SA or any school representative.
- Any activity in which SA has a team, squad or group participating (including class field trips) whether it is on the SA campus or off.
- Any event in which an individual or individuals are given an excused absence from school to participate in a function in which he/she will represent SA (i.e. Athletic All-Star Games, Student Council Meetings, U.S. or MS Legislative Page, official college visit).
- Functions, such as (but not limited to) Boy/Girl Scouts, church programs, non-school dance and music competitions/recitals, are not considered school related functions and should be treated and handled as a Parental Planned Absence.

Excused Absences in grades PreK-12 include the following:

- The student's illness - students with fever over 100°, nausea, severe headache, or other symptoms of serious or contagious illness should not be sent to school under any circumstances. **No student should return to school until free of fever for 24 hours.**
- Serious illness in the student's immediate family
- Medical/dental appointments that can't be scheduled after school hours.
- Death of a family member

Family Vacations / Parental Planned Absences

Since the school calendar allows ample time for vacations in and around holiday seasons, parents should make every effort to arrange their vacations to coincide with school vacations. School administration highly discourages taking additional days just prior to and immediately following a school holiday.

When a student knows in advance that he/she will be absent, the absence must be pre-approved by the school administration. A **Planned Absence Form** should be obtained from the office. To obtain this form, a parent must send a note to the office stating the reason for the absence as soon as possible.

ELEMENTARY SCHOOL Parent Procedure for Notifying of/Verifying a Student's Absence

When an **elementary student returns after an absence**, he/she must bring to the teacher a parent excuse note. Absences for doctor/dental appointments or extended illnesses require notes from the physician's office. Students are responsible for scheduling make-up work with the teacher within the time limit of one day for each day missed.

HIGH SCHOOL Parent Procedure for Notifying of/Verifying a Student's Absence

On the day of the student's absence, parents are asked to telephone the school office by 9:00 a.m. stating that your son/daughter will be absent and the reason for that absence. WE WILL NO LONGER ACCEPT NOTES!

Note: Change in High School Student Procedure Upon Return to School Following an Absence

Due to the change in the procedure for notification/verification of a student absence stated above:

1. "Admission to Class" slips will no longer be used,
2. Students will report directly to class at the beginning of the day and not come by the office, and
3. **Unexcused absences will be handled on an individual basis by the administration.** (A student receiving an unexcused absence will not receive credit for missed work nor allowed to exempt any exam for the class(es) which the absence was unexcused.)

DISMISSALS FROM SCHOOL (CHECKING OUT) / LEAVING THE CAMPUS

No student may leave campus at any time, including after morning detention/work detail, without obtaining permission from the office. Requests for early dismissal (check out) should be confined to medical, dental, or items of an emergency or critical nature. Parent request by phone or personal contact should be submitted to the office by 9:00 a.m. on the day of the planned early dismissal. Unexpected dismissal due to illness or emergencies will be granted only upon telephone or personal contact.

Lunches and personal errands are not considered emergencies or to be critical in nature. When possible, we encourage parents to arrange dental or doctor appointment after school or on Saturday.

Parents who come to the school to pick up a student are required to report to the appropriate office to get the student.

Students are to sign out before being officially dismissed from school. Under no circumstances should a student leave the campus for any reason without first obtaining school approval and checking out in the office. Once a student checks out he/she must leave campus.

A pattern of numerous check outs will result in a school/parent conference, and the possibility of make-up time or other actions as prescribed by the administration.

Parents should realize that a student's grades will suffer due to class absences. The administration reserves the right to excuse or not excuse all absences.

CHECKING-IN SCHOOL DURING THE SCHOOL DAY

If a student reports to school during the school day (checks-in), he/she must check-in through the office.

TARDINESS

Punctuality is expected of all students. SA believes it is the responsibility of parents to see that students arrive at school on time. It is the student's responsibility to arrive in class on time. The disciplinary action that will be administered for excessive tardies are outlined below:

PreK-Grade 6

Students in grades PreK-6 are expected to be in their assigned classrooms promptly at 7:57 a.m. Any student who arrives **after the tardy bell rings at 8:00 a.m.** will be considered tardy to school.

- Students are allowed 3 tardies per nine weeks
- The 4th tardy and all subsequent tardies will result in one day after school detention per tardy.
- Excessive tardies will require a parent conference.

Grade 7-Grade 12

Students in grades 7-12 must be in their assigned classrooms prior to the tardy bell at 8:00 a.m. Tardies will be kept up with by the classroom teacher. Students will be allowed 2 tardies per class per **semester**.

The disciplinary action that will be administered for excessive tardies **to a class within one semester** is as follows:

- Third (3rd) tardy to a class - one day of morning detention/work detail
- Fourth (4th) tardy to a class - two days of morning detention/work detail
- Fifth (5th) tardy and subsequent tardies to a class - procedures for drivers to school (HS students) and non-drivers to school (MS students) differ and are:
 - ✓ Drivers to school (HS students) - fifth and subsequent tardies to a class (5th, 6th, 7th, ...) - (5th) one full after school detention, (6th) two full after school detentions, (7th and 8th) Saturday school, (9th) one day suspension, ...
 - ✓ Non-drivers to school (MS students)
 - Fifth (5th) tardy to **first period** - a parent conference with an administrator.
 - Sixth (6th) and subsequent tardies to **first period** (6th, 7th, 8th,...) - (6th) one full after school detention, (7th) two full after school detentions, (8th and 9th) Saturday school, (10th) one day suspension, ...
 - ✓ Fifth and subsequent tardies (5th, 6th, 7th, ...) to **second through seventh periods** - (5th) one full after school detention, (6th) two full after school detentions, (7th and 8th) Saturday school, (9th) one day suspension, ...

NOTE: If a parent refuses to allow the student to attend morning detention/work detail, after school detention, Saturday school, or if the parent refuses to come in for a conference, the student will be suspended until a conference can be scheduled. A one-point deduction from each subject will be taken from the final nine weeks' average for each day of suspension.

PERFECT ATTENDANCE

A perfect attendance certificate will be awarded at school's end to any student who has been in attendance all day every day. **There will be no exceptions for absences including funerals, medical appointments, illness, surgery, vacations, etc.** The only exceptions are for students participating in a school-sponsored activity off campus or serving as a page in the state or U.S. legislature.

MAKE-UP WORK - CLASS LECTURE AND NOTES

When a student is absent for a portion of a class, an entire class period, or multiple days of a class (regardless of the reason for the absence(s)) it is the **student's responsibility** to:

1. Ensure that there is communication with any and all teachers,
2. Secure all missed class/lecture notes from a fellow student, and
3. Read the pages of the text covering the class/lecture notes.

If after securing all missed notes and reading the text, a student has questions regarding the material he/she should make an appointment to meet with the teacher. The student should have specific questions ready to present to the teacher. **It is not the teacher's responsibility to re-teach the entire missed lesson(s).**

MAKE-UP WORK - TEST, QUIZ, HOMEWORK, and CLASS WORK

When a student is absent for a portion of a class, an entire class period, or multiple days of a class (regardless of the reason for the absence(s)) it is **student's responsibility** to:

1. Ensure that there is communication with any and all teachers
2. Secure all missed assignments during the absence according to the policies outlined below (The teacher may extend a due date if he/she feels it is in the best interest of the student)

When a student is absent due to:

1. **Illness/Parental (one day)**
 - A. If a student is **present** the day an assignment is made or a test is announced and absent on the day the assignment is due or the test is given, he/she will be expected to turn in the assignment or take the test on his/her day of return.
 - B. If a student is **absent** the day an assignment is made or a test is announced:
 - If the due date is within two days of the day of absence, the due date for turning in the assignment or taking the test will be extended beyond the announced due date by one day
 - If the due date is over two days of the day of absence, the due date will stand as announced
2. **School sponsored event (i.e., athletic trip, field trip, college visit, etc) or a 1 day planned absence**
 - A. The student should make arrangements to take any test or quiz that he/she will miss prior to leaving for the event, if possible. If the test or quiz cannot be taken before leaving, the student will be expected to take the test or quiz on the day he/she returns to class.
 - B. Any multiple-day assignment/project due on the day the student will miss class should be turned in prior to departure unless the teacher gives additional time.
 - C. The student should meet with all teachers, get assignments, and be prepared to turn in any class work missed or homework assignments on the day he/she returns to class.
3. **Extended illness/parental (more than 1 day) or overnight school sponsored trip** - the student will be given up to the number of days he/she was absent to complete any test, quiz, homework, or class work missed during his/her absence after his/her return.
4. **Unexcused absence** - students with an unexcused absence will receive a zero for all work missed but he/she is still responsible for all material missed.

REQUEST FOR ASSIGNMENTS

Parents and students are encouraged to get all homework/missed assignments using the STIHome+ (see Homework section below).

However, upon request, the office will get homework/missed assignments when a student is absent. Parents should call the school to make arrangements by 9:00 A.M. so teachers will have time to prepare the work. This material may be picked up from the office after 2:30 P.M.

The homework/missed assignment material will **not include class lecture notes** (see Make-up Work sections above).

Participation in school or extra-curricular activities is not a valid excuse for incomplete homework assignments.

HOMEWORK

Elementary students must use a planner or notebook for recording homework assignments. Parents of elementary students should initial the planner or notebook nightly to indicate that assignments are complete.

Secondary students are encouraged to use a planner or notebook for organization and time management of scheduled assignments and tests.

All homework assignments are posted on the SA website at www.starkvilleacademy.org under STIHome+, using each student's user number and password.

Parents may help with homework by setting aside a specific time and place for homework, supplying necessary study materials, and encouraging the student in his/her studies. **However, parents should not do the student's work!**

PERMANENT RECORDS

Each student who enrolls in PreK through grade 12 will have a cumulative folder on file in the school office. This folder must contain the student's grade and attendance records, achievement test results, Mississippi Certificate of Immunization Compliance, a certified copy of his/her birth certificate, Social Security number, and health and biographical information.

PreK and kindergarten enrollees will not be allowed to attend school without a Mississippi Certificate of Immunization Compliance and a certified copy of his/her birth certificate on file in the elementary office.

Students in grades K-12 who transfer to SA will have their cumulative folders forwarded to SA. **Out-of-state transfer students must present a Mississippi Certificate of Immunization Compliance prior to enrollment.**

Only authorized school personnel and the student's parents have access to a student's cumulative record. The cumulative record will not be released to a new school if tuition obligations at Starkville Academy have not been met.

CHILD CUSTODY

To insure the safety of our students, the custodial parent or guardian must provide the school with a copy of the appropriate documents regarding the child's custody. This is to prevent a child from being released to a non-custodial parent or guardian. No student will be released to anyone other than a custodial parent or guardian unless the school has been notified in writing by the custodial parent or guardian. If the documentation is not provided, Starkville Academy will not be held liable.

MEDICATIONS

Students needing occasional medications for colds, sore throats, and earaches are to take those medicines at home if possible. Medication that is prescribed 3 times a day can be given before the student comes to school, after school, and again at bedtime.

For elementary students, medications to be given at school must have complete written instructions from the parent and must be turned in to the child's teacher.

All medication for high school students will be kept in the secondary office. Parents of high school students must send written instructions authorizing the type, dosage, and procedures for dispensing the medication.

INJURIES

Students who sustain an injury during the school day will receive appropriate first aid treatment. Parents will be notified immediately of the injury and of any need for further medical attention. If parents cannot be reached and immediate medical attention is necessary, school personnel will notify the physician listed on the student's emergency form and make proper arrangements for immediate attention.

SPECIAL TESTING

Students in grades K-7 will be given achievement tests each spring. Parents will be notified of testing dates and will receive a written report of their child's test results.

All eighth grade students take the EXPLORE. All sophomores take the PLAN. All juniors take the ASVAB. Sophomores and juniors are encouraged to take the P-SAT. All students are required to have an ACT score to graduate.

PAPERS

All students in grades 6-12 will submit essays and English papers in a uniform style. All papers will be typed using **Times New Roman font size 12**. All margins will be one inch. A cover sheet will be used at the beginning of each paper. In grades 10-12 all research papers will be written according to **MLA style** and will be submitted for a plagiarism check.

VISITORS AND MESSAGES

For the protection and security of the students and faculty, strict regulations with regard to visitors on school campus must be enforced. **All visitors, including parents, are required to check in with the elementary or secondary office and obtain a visitor's badge. The badge must be returned to the respective office upon completion of the visit.**

Students not enrolled in this school are not allowed in the building or on campus during the school day without permission from the administration.

If a parent has a message or package for his/her child, the parent should leave a note or the item in the elementary or secondary office. Office personnel will see that the message or item is delivered to that student.

Parents are encouraged to use the telephone voice mail system and teachers' school email for communication with teachers. Codes and addresses will be furnished at the beginning of the school year.

DELIVERIES

Starkville Academy does not accept deliveries of flowers, balloons, or other favors to students. Such deliveries should be made to the student's home.

LUNCH PERIOD

Starkville Academy has a closed lunch period. Elementary and high school students may bring their lunches from home or go through the plate lunch or a la carte lines. The contractual agreement between Starkville Academy and the food service provider prohibits **all commercial foods** (i.e., Subway, Wendy's, McDonalds, etc.) from being brought into the cafeteria during the lunch periods, regardless of its packaging.

Seniors and other designated classes will be allowed to eat in the patio area. Teachers are on duty in the cafeteria to supervise and provide a pleasant atmosphere to enjoy lunch. All food must remain in the cafeteria.

SNACKS/BREAK

Elementary students are allowed to eat a snack brought from home during the morning. Parents are encouraged to send a nutritious snack and to avoid high sugar content foods.

High school students have a mid-morning break where they may go to the cafeteria for snack or breakfast items. Drink machines are off limits during school hours.

USE OF OFFICE TELEPHONES

Student use of the **elementary** office telephone is not permitted unless there is an emergency. Transportation and social arrangements should be confirmed with elementary children before school each morning. Parents should also check to see that the child has all class materials, lunch money, or sack lunches prior to the beginning of the school day.

The **high school** office phone may be used by high school students at break, lunch, or after school. Emergency use of this phone will be handled on an as needed basis. **Students will not be interrupted from class to receive phone calls.**

CELL PHONES

At SA we understand the need for cell phones because of their convenience and the safety they provide the student.

Therefore, cell phones are to be kept in the **off** position and **out of sight** upon arrival to school and until the end of the student's school day and he/she is outside the building. This shall be construed to mean that cell phones can not be used in any manner and in any location on the SA campus from 7:50 a.m. until 3:15 p.m. This includes the student's use of another student's cell phone with or without the owner's permission.

Having cell phones on and/or in use (for calling or texting) is STRICTLY PROHIBITED AT SCHOOL!!!!

Students who check out early or leave campus before the end of the school day may not use their cell phones until they are in their vehicles.

Parents, cell phones are not to be used at school! If you need to contact your child, please call the office and, in the case of an emergency, we will be happy to deliver the message or get your child to the phone.

Consequences

Each time a cell phone is visible or it is determined (**either directly or indirectly**) that it is not or has not been in the **off** position, the phone will be confiscated (regardless of ownership of the phone) and turned in to the appropriate principal and the student must see the principal to retrieve the phone at the end of the school day. Furthermore, the student will be subject to the following disciplinary action:

- 1st Offense - Student will receive warning
- 2nd Offense - Student will receive 1 day of After School Detention
- 3rd Offense - Student will receive 2 days of After School Detention
- 4th and subsequent offenses -
 - ✓ **Elementary Students** - A parent conference must be held with the principal in order to retrieve the phone and to discuss measures to correct the behavior.
 - ✓ **High School Students** - Student will receive 4 hours of Saturday School and referral to administration, at which time additional measures to correct behavior will be assigned and a Disciplinary Plan of Improvement will be established to correct insubordination.

Important Notes:

1. Due to the technological advances in today's cell phones, primarily text messaging and photo/video capabilities, the following criteria will be enforced:
The use of a cell phone during a class activity (class work, test, project, etc.) will be considered cheating. The class activity is considered to be over when the last person in the class has completed. All consequences for cheating as stated in 'Cheating and Plagiarism' section will be enforced.
2. A student's possession of a cell phone on the Starkville Academy campus is a *privilege*. Any misuse of the cell phone may result in the student's loss of the privilege to bring on campus and may result in further disciplinary action(s).

ELECTRONIC DEVICES ON CAMPUS

Radios, CD/DVD players, iPODS, pagers, headsets, cameras and other electronic devices are not to be used or visible on campus during school hours. Violations of this policy will result in the same penalties as described above for cell phones.

If an electronic device is necessary for an educational activity, permission must be obtained from a school administrator.

TOBACCO-FREE CAMPUS POLICY

In the interest of the health and welfare of our students and guests, Starkville Academy is a tobacco-free campus. Starkville Academy does not allow smoking or tobacco of any kind in its buildings or on school grounds by students, faculty, staff, patrons, or visitors.

STUDENT/FACULTY/BOARD DRUG AND ALCOHOL PREVENTION POLICY

Starkville Academy has a comprehensive Drug and Alcohol Prevention Policy. The purpose of the policy is to educate the students who attend Starkville Academy regarding the problems of drug/alcohol abuse and aid these students to lead healthy responsible lives.

Details and procedures for implementation of the drug testing phase of the policy for students are as follows:

Purpose:

- A. To educate the students, faculty, and patrons regarding the dangers of drug abuse.
- B. To deter and prevent drug usage.
- C. To identify persons associated with Starkville Academy who may be using illegal drugs.
- D. To insure any chronic dependency is recognized, addressed, and appropriately treated.
- E. To promote the health and academic progress of each student.
- F. To encourage the development of responsible life styles and positive community role models.

Participants:

- A. Administrators, faculty, employees, and Board of Directors will be tested randomly and at least once during the school year.
- B. All students enrolled in grades 7-12 will be required to participate in the drug screening program. Each student in grades 9-12 will be tested at least once during the school year and subject to random testing at any time. Each student in grades 7-8 will be subject to random testing. Consent to the student's participation is a condition of the enrollment contract.
ANY STUDENT WHO REFUSES TO PARTICIPATE WILL BE DISMISSED FROM SCHOOL IMMEDIATELY.

Testing Procedure:

- A. The primary method of testing is hair analysis.
- B. The collection and coding of specimen samples will be handled in such a manner as to insure confidentiality.
- C. The hair samples will be collected and tested by a private laboratory utilizing the most modern methods. A positive result will automatically be retested utilizing a drug specific procedure to insure no error has occurred.

Cost:

- A. Drug education and initial student drug screening will be funded through the cost of tuition as assessed by the Board of Directors to students in grades K-12.
- B. The cost of initial drug screening for administrators, faculty, employees, and Board of Directors shall be absorbed by the school. Said individuals will be responsible for all costs associated with a positive screening.
- C. Parents will bear the costs of students exhibiting positive tests results, including but not limited to consultation and retesting.
- D. Tuition and fees for students dismissed from Starkville Academy for violation of the DRUG EDUCATION AND SCREENING POLICY will not be refunded.

Consequences:

All samples showing a positive result will automatically be retested by the testing laboratory immediately to assure that no error has occurred. The second test will be a more specific test. If the first positive result is verified and confirmed, the following steps will be taken:

Note: A confirmed positive remains in effect throughout the student's enrollment at Starkville Academy (i.e. is not abolished upon grade completion).

FIRST POSITIVE RESULT:

1. The head of school will inform the parents that their child tested positive and that a MRO (Medical Review Officer) will be in contact with them to interpret the test results.
2. The student in question must then be evaluated within 10 days by a professional consultant or a certified alcohol and drug abuse counselor approved by the head of school. The professional treatment plan must be successfully completed. The cost of the evaluation and treatment program will be at the parents' expense. Failure to enroll in and/or complete the requirements of the counseling program recommended to the student will result in the student's immediate dismissal from Starkville Academy.
3. The student in question will be required to be tested again at the time the drug should be clear from the body. The time frame will be determined by the MRO. The cost of testing will be paid by the parent.
4. At the next scheduled drug testing the student would automatically appear on the random testing roster.
5. A board member, administrator, teacher or employee with a confirmed positive drug screening shall be immediately terminated from Starkville Academy. In such event, the employee's salary will be terminated.

SECOND POSITIVE RESULT:

1. The head of school will inform the parents that their child tested positive and that a MRO (Medical Review Officer) will be in contact with them to interpret the test results.
2. The student will be immediately suspended from any extracurricular activity and shall not be allowed to resume such activity until the family has furnished to the head of school sufficient written proof that the student has successfully completed the professional treatment plan.
3. The student in question will be required to be tested again at the time the drug should be

clear from the body. The time frame will be determined by the MRO. The cost of testing will be paid by the parent. The student will be reinstated if the test is negative. A positive second test will automatically move the student to the third positive results consequences.

4. At the next scheduled drug testing the student would automatically appear on the random testing roster.

THIRD POSITIVE RESULT:

1. The head of school will inform the parents that their child tested positive and that a MRO (Medical Review Officer) will be in contact with them to interpret the test results.
2. A third positive drug screening will result in the student's immediate and permanent dismissal from Starkville Academy. In such event, the parents of said student shall not be entitled to reimbursement of fees or tuition previously paid.

SEXUAL HARASSMENT POLICY

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other inappropriate verbal, written, or physical conduct of a sexual nature. It is the policy of Starkville Academy to provide a positive learning and working atmosphere for students, employees and visitors, free from sexual harassment. It is a violation of this policy for any administrator, teacher or other employee, or any student to engage in or condone sexual harassment. Any employee or student who believes that he or she has been subjected to sexual harassment has the right to file a complaint with the Complaint Manager. If the original complaint is oral, the complaining party shall be asked to put the complaint in writing. **The complete policy is on file in the Head of School's Office.**

PROGRAMS AND ASSEMBLIES

When entering the gymnasium for a program or assembly, students should enter quietly and remain quiet during the entire time. Students are expected to give their attention to the speaker. Students are not to talk or disturb the ones around them by making comments.

Students should never boo, hiss, whistle, or stomp their feet regardless of their opinion of a program. Students are to applaud courteously. Reading or working on any type of schoolwork is not permitted during a program.

GYM USAGE

No food or drinks are to be carried into the gymnasium except at school-sponsored events where concessions are sold.

There are scheduled classes and activities in the gymnasium during the entire school day. Students are prohibited from cutting through the gym to get to or from classes. The gym area is closed during first through seventh periods except to students scheduled in the gymnasium area.

LOST AND FOUND

Please label all personal belongings with the student's first and last names. Turn in items found at school to the elementary or high school office. If a student loses anything, he/she should report the loss to the office. **All unclaimed items will be disposed of at the end of the school year.**

FUND RAISING

All activities designed to raise money for the school, or school-sponsored groups, must be approved by the head of school and Board of Directors. All money must be turned in to the bookkeeping office for a receipt.

YEARBOOK AND SCHOOL PICTURES

The high school yearbook staff produces an annual that is available for purchase to all students. Individual student pictures and senior portraits are made each year for the annual and are also available for purchase.

USE OF SCHOOL FACILITIES

All school facilities are for the use of SA students, staff, and patrons in direct association with student activities. Students are not to be on campus after school hours unless under the supervision of a faculty member. Exceptions to this policy will only be granted as the result of head of school and Board approval. All school activities will have precedence over any other activity on the school campus.

ATHLETIC BOOSTER CLUB

Parents of student athletes are required by school board policy to join the Athletic Booster Club.

Part 2 – STUDENT CONDUCT GRADES PreK-12

STARKVILLE ACADEMY RATIONALE OF DISCIPLINE

Students of SA are expected to meet the highest standards of personal, ethical and moral conduct possible. Attending SA is a privilege that is extended on the condition that students and parents accept and support all School policies, including these conduct and discipline policies. When used in this document, the term “parents” will be considered to include legal guardians.

Students and parents are expected to be familiar with the school’s conduct and discipline policies and to willingly abide by them. If any student or parent violates any of these policies, there will be a disciplinary response by SA. The school, in its sole discretion, will make the final determination of whether there has been a violation of its policies. Serious violations may result in expulsion.

STARKVILLE ACADEMY PHILOSOPHY OF DISCIPLINE

SA strives for high standards in conduct and self-discipline. Students are expected to organize and manage their lives in a way that is personally gratifying as well as acceptable in a school environment. The fundamentals of discipline as looked upon by the Administration of SA have the following objectives:

- To develop in all students a high level of responsibility with respect to the adherence to mandated rules, all school assignments, commitments to extra curricular activities, and all other facets of their life both school related and non-school related.
- To create and preserve the conditions essential to the orderly process of the school
- To prepare the student for effective participation in adult life

The policies of conduct and discipline described here after are in place to provide an orderly, safe, and effective learning environment. The Board of Directors supports policy decisions made by the administration and expect students and parents to adhere to these policies.

The conduct and discipline policies described in this handbook applies to any student who is:

- In attendance at school or on school property or
- At any school sponsored activity on or off the SA campus

Parents and students must be aware that attending SA is a privilege. Students who are not committed to obeying the rules of conduct of SA will be asked to leave.

STUDENT RESPONSIBILITY AT STARVILLE ACADEMY

1. A SA student is expected to respect SA and the authority of the school (i.e., administrators, teachers (regardless of whether the teachers are personal teachers of the student or not), and staff).
2. A SA student is responsible for knowing and adhering to the policies of SA as they pertain to student conduct and student life.
3. A SA student is expected to respect the property of other students, staff and personnel. No student is to borrow or use another person’s property or enter another person’s desk or locker without permission.
4. A SA student is responsible for his own personal property and is expected to take care of his belongings. The school takes no responsibility for the loss or damage to personal property.
5. A SA student is expected to respect school property, including the building, furnishings, grounds, equipment, and textbooks. Misuse, damage, or loss caused by a student is subject to fine, replacement, suspension or expulsion.
6. The following are the **Standard Classroom Policies**. In addition, teachers may have special regulations not listed below. **Students are bound by both the following rules and by the teacher’s special rules.**
 - Students are to be in their classrooms and prepared to begin class when the tardy bell rings. They are not to leave their places in the classroom without permission.
 - Each student is to have all the necessary materials for class: text(s), workbooks, notebooks, paper, pencil/pen, etc.
 - Students are to be attentive and participate actively in all class activities assigned by the teacher. They are not to do work for another class or to read other-than-class materials, unless given explicit permission to do so by the teacher. Materials for another class or for non-class activities should not be on a student’s desk.
 - Each student is to refrain from talking out without permission and from talking to others while instruction is going on or study periods or tests are underway; noise making, forced laughter, etc. are also unacceptable.

- Students are not to congregate around a teacher's desk without permission. All items on the teacher's desk are considered personal; students are not to touch or read papers, gradebooks, etc.
- Students are to avoid any actions that are distracting to the learning procedure under way in the classroom, especially harassing other students, taking books, poking and kicking others, pushing desks, throwing or shooting items around the room, passing notes, etc.
- Students are responsible for the cleanliness around their desks. Students are to clean-up around their desks at the end of each class.
- Students are not to use: vulgar, obscene, suggestive, or insulting expressions; overt demonstrations of disapproval; and/or any behavior that is disruptive to the classroom situation. Additionally, they are not to argue about tests, grades, and/or punishments during the class, but rather they should see the teacher after class in order to resolve such difficulties.
- The location of desks, the condition of windows, blinds, thermostats, and lights are the teacher's responsibility; students are not to regulate these unless directed to do so by the teacher.
- Students should always knock before entering a classroom when a class is in session. Respect and politeness are expected at all times.

General Rules of Conduct

Listed below are some general rules of conduct that would apply to all students of Starkville Academy. Please refer to the elementary section and the secondary section for more specific disciplinary guidelines.

GUIDING PRINCIPLES IN ADMINISTERING DISCIPLINE AT STARKVILLE ACADEMY

School officials are guided by certain principles in the administration of discipline. These guiding principles include the following:

- The school reserves the right to consider all attempts to commit violations in the same context as completed violations. Accomplices in violations may be considered as involved as violators and face similar consequences.
- During the investigation of a violation the administration may suspend the student or prohibit or restrict participation in student activities, including, but not limited to athletics, student organizations, or elected positions. This action may be in conjunction with or in addition to any other form of disciplinary procedure utilized.
- The school reserves the right to consider any violation in which the students are/were involved, regardless of the time passed.
- The school reserves the right to use progressive forms of discipline in the event of excessive number of occurrences of a particular form of discipline or multiple offenses whether or not specified in the following descriptions. The decision will be the sole decision of the administration.

RESOLUTION ON DELINQUENT ACTS

WHEREAS, the conduct of students off campus may affect the safety and welfare of the faculty, staff, and students of Starkville Academy, and

BE IT RESOLVED, that if a student child commits an act(s) which is a delinquent act as defined by §43-21-105(j) *Mississippi Code Annotated (1972, as amended)* or any act(s) as defined in §43-21-105(k) and any subsequent amendments, the Oktibbeha Educational Foundation, Inc. reserves the right to terminate the educational contract.

That the student's parent, guardian or custodian will be given notice of the termination of the educational contract in writing, first class mail, postage prepaid.

The parent, guardian or custodian will have ten days from date of termination letter to request a due process hearing before the Board of the Oktibbeha Educational Foundation, Inc. The request must be in writing.

STUDENT HARASSMENT POLICY

Harassment is ongoing verbal and/or physical attacks against a person. It includes intimidation in all forms. It is done with intent to disrupt physically and/or emotionally. This can be done by an individual or by a group gathered to harass someone. Harassment can be physical, racial, verbal, or sexual.

Harassment is a behavior, which is **UNWELCOME** and **REPEATED**; it will **NOT** be allowed to continue. Some forms of harassment are **UNLAWFUL**.

In schools, harassment can happen when:

- A student harasses another student
- A student harasses an adult

Physical Harassment:

- Hitting, punching, jostling, pushing, or spitting
- Frightening others by threatening these actions against them
- Hiding, damaging, or destroying the property of others

Non-physical Harassment:

- Name-calling or putting others down
- Using offensive names or making suggestive comments
- Using abusive language to others
- Making degrading comments about another's race, culture, gender, religious, or social background
- Ridiculing a person or making derogatory comments about his or her body, face, or clothing
- Writing derogatory graffiti about others
- Writing crude notes or crude drawings about others
- Spreading rumors about students, adults, or their families
- Belittling another student's abilities or achievements
- Posting, texting, or sending derogatory statements via digital media, i.e. email, internet blogs, cell phones, etc

Any student who engages in any harassing behaviors toward another SA student or adult will be subject to disciplinary action, which may include suspension or expulsion.

DRUGS / CONTROLLED SUBSTANCE ABUSE POLICY

A student's use, under the influence, possession (on person, in personal belongings, in locker, or in vehicle), sell, or supply of illegal drugs / controlled substances is not permitted on campus or at any school sponsored activity and will result in automatic suspension and subject to expulsion from school as an undesirable student, pending Board action. As mandated by the **School Violence Act of 1994** the student will be reported to the authorities.

This policy shall also include the abuse of prescription or over-the-counter products.

SA reserves the right to administer an accepted form of controlled substance detection methodology to students at school or school sponsored activities when deemed necessary.

ALCOHOL ABUSE POLICY

A student's use, under the influence, or in possession (on person, in personal belongings, in locker, or in vehicle) of alcohol is not permitted on campus or at any school sponsored activity and will result in a 3-day suspension and the student will be placed on disciplinary probation. The second infraction of this policy will result in automatic expulsion and cancellation of the educational contract.

Additionally, the possession, use, sale, or supply of alcoholic beverages by or to an underage person is a violation of Mississippi law and individuals may be turned over to the appropriate law enforcement personnel.

SA reserves the right to administer an accepted form of alcohol detection methodology to students at school or school sponsored activities when deemed necessary.

PHYSICAL CONTACT

Students should understand that certain behaviors may be viewed as correct in one social situation, but incorrect at another time or place. Physical contact, kissing, and handholding are inappropriate behaviors in school. Violators of this rule will be sent to the principal's office.

GUM CHEWING

Gum chewing is prohibited during school hours. Students in violation of this rule will be disciplined according to the classroom discipline plan.

Part 3 - DRESS CODE / UNIFORM POLICY

GRADES PreK-12

Students in grades PreK-12 are expected to maintain a neat, clean, well-groomed, and modest appearance. Since school life prepares students to take their place in adult life, these primary requirements are expected of all students. The Starkville Academy Board of Directors has adopted the following modified uniform policy for daily school attire.

NOTE: Starkville Academy reserves the right to specify certain student dress for special occasions. The Administration has the final authority to determine interpretation of the Uniform Policy.

ALL CLOTHING must be solid in color except where a trim or piping is specified as being acceptable or a logo is acceptable. There may be no embellishments of any kind - no embroidery, appliqué, rhinestones, sequins, glitter, lace, ribbons, etc.

SHIRTS

All students will wear collared shirts from the designated vendor. These shirts will consist of polo shirts - short or long sleeved, Oxford button downs, tailored shirts for girls. Students may choose to have the SA logo on these shirts or choose not to do so.

- Any shirt worn under uniform shirts must be solid white.
- Boys' shirts must be tucked in.
- Girls' shirts must be tucked in unless designed to be worn out. (Midriff must be covered when arms are raised straight above the head).
- Undergarment must be tucked in.
- Top button only may be unbuttoned
- Sweatshirts, Sweaters, Vests, and Ponchos may not be worn in the building.

PANTS, CAPRIS, SHORTS, SKORTS, AND BLUE JEANS

- SOLID COLORS - **Khaki, Navy, or Blue denim**
- Dress pants, either plain or pleated front
- Fabrics commonly known as "chino", "twill", "corduroy" or blue "denim"
- Clothing must fit at the natural waist.
- Bottom hem or top of split must be no shorter than 6 inches above middle crease in the back of the knee
- **NO** cutoffs, overalls, wind suit pants, knit pants, sweatpants, or athletic shorts
- Blue denim jeans in basic, classic, or carpenter style

GIRLS' JUMPERS (Basic or Classic in Style - No Overall Style)

- SOLID COLORS - **Khaki, Navy, or Blue denim**
- Fabrics commonly known as "chino", "twill", "corduroy", or blue "denim"
- Must be worn with approved uniform shirt.
- Bottom hem or top of split must be no shorter than 6 inches above middle crease in the back of the knee

GIRLS' SKIRTS

- SOLID COLORS - **Khaki, Navy, or Blue denim**
- Fabrics commonly known as "chino", "twill", "corduroy", or blue "denim"
- Bottom hem or top of split must be no shorter than 6 inches above middle crease in the back of the knee

ACCESSORIES

- Belts must be worn with all clothing that has belt loops except for students in grades PreK-2.
- Girls' socks or tights must be in **one** of the following solid colors: **royal blue, orange, white, gray, or navy.**
- Shoes must be closed toed with secured heels. Flip flops, cleats, or house shoes may not be worn.
- Hats, caps, headbands, sweatbands, or bandannas may not be worn during the school day inside or outside except as part of an athletic uniform.
- Scarves, boas, or gloves may not be worn during the school day inside any building.
- Visible body piercing is prohibited except pierced ears for girls. Boys may not wear earrings.
- Unflattering or annoying accessories are not allowed.
- No visible tattoos, either temporary or permanent, are allowed. No sunglasses will be worn in the buildings other than for medical reasons.

The following regulations pertain to all students:

- All **clothing** must be clean, neat, hemmed, and size appropriate.
 - ✓ Clothes that have holes in them or are torn, ripped, or pinned are not permitted.
 - ✓ Short boot cuts are allowed only on blue jeans.
 - ✓ Clothing that meets guidelines stated above but is improperly fitted or immodest will lose its approved status.
- **Jackets and coats**
 - ✓ Must zip, button, or snap.
 - ✓ When worn as outerwear, must be long-sleeved and may be worn in any color or style.
 - ✓ All garments that are worn underneath jackets or coats must meet uniform standards.
 - ✓ The school vendor offers a jacket that students may or may not choose to purchase.

CONSEQUENCES FOR FAILURE TO FOLLOW UNIFORM POLICY

Grades PreK-12 (**per semester**):

- 1st Offense - Warning only
- 2nd Offense - Lose 1 recess (elementary) / break (secondary)
- 3rd Offense - 1 Day of after school detention
- 4th Offense - 2 Days of after school detention
- 5th Offense - Referral to administration, at which time additional measures to correct behavior will be assigned and a Disciplinary Plan of Improvement will be established to correct insubordination.

GROOMING

Hair shall be clean and neatly groomed.

- Any bizarre hair color or style will be deemed inappropriate.
- Boys' hair length will be no longer than the top of a collared shirt in back, no longer than the middle of the ears on the side, and no longer than the top of the eyebrows in front.
- Boys may not wear ponytails.

Boys must be **clean-shaven** at all times.

- No beards, mustaches, goatees, etc. may be worn.
- Sideburns may be no longer than the earlobe.
- **Consequences (per semester)**
 - ✓ 1st Offense - Will be made to shave at school during break and will receive a warning.
 - ✓ 2nd Offense - Will be made to shave at school during break and will receive 1 day of after school detention.
 - ✓ 3rd Offense - Will be made to shave at school during break and will receive 2 days of after school detention.
 - ✓ 4th Offense - Will be made to shave at school during break and referral to administration, at which time additional measures to correct behavior will be assigned and a Disciplinary Plan of Improvement will be established to correct insubordination.

Part 4 - ELEMENTARY SCHOOL GRADES PreK-6

FIELD TRIPS

Each grade plans field trips to enhance their courses of study throughout the year. Students who do not participate in a field trip are marked absent for the day and must remain at home. Parents are notified in advance for student permission to participate. A refund will not be given if the parent grants permission for the student to attend and then does not go on the trip. Parents are not allowed to take other siblings along on field trips. School uniforms will be worn.

RESOURCE CENTER

Students with a specific learning disability may be referred to the resource center for assistance in these areas. A certified teacher is on staff to assist students and parents as needed.

GIFTED PROGRAM

Students in grades 3-6 who qualify through testing for the gifted program will receive accelerated instruction twice weekly in addition to regular classroom instruction. Students are responsible for all classroom assignments missed while attending gifted class.

GRADING SYSTEM

Starkville Academy's school year consists of four nine-week grading periods. Academic grades for students in grades 1-6 may be viewed online at www.starkvilleacademy.org under STIHome+, using each student's user number and password. Letter and numeric grades will be used in grades 1-6. Grades of S-N-U will be given in all enrichment classes.

Grading scale: A 100 - 94
B 93 - 85
C 84 - 75
D 74 - 70
F 69 or below

Conduct grades will be issued in the following form:

- 4 -- Good attitude, conduct, and use of time
- 3 -- Average attitude, conduct, and use of time
- 2 -- Poor attitude, conduct, and use of time
- 1 -- Unacceptable

PROGRESS REPORTS AND REPORT CARDS

Progress reports may be viewed online via STIHome+ each 4-1/2 weeks. Report cards for grades K-6 will be sent home at the end of each nine weeks grading period and are due back the next day. All report cards will be mailed at the end of the year.

ACADEMIC RECOGNITION

Two levels of academic recognition will be used in grades 4-6 for each grading period. Head of school's List will be designated for students having all A's in academics and no U's in enrichment. Principal's List will be designated for students having at least 3 A's and the rest B's in academics and no U's in enrichment. Certificates will be awarded at the end of school for all students remaining on the Head of school's List or Principal's List all four grading periods.

RETENTION POLICY

Starkville Academy recognizes that retention of a student in the present grade due to developmental immaturity and/or academic deficiencies is in the best interest of the student in order for him/her to have more opportunities to reach his/her academic potential.

Once a teacher and the administration have determined that a student should be retained in the present grade for the upcoming year and the retention's guidelines outlined in the faculty handbook have been met, the recommendation to retain the student in that grade will be made. An educational contract will be offered to the student for the upcoming year only in the retained grade. If parents do not wish to abide by this recommendation, the parents will not be offered an educational contract at Starkville Academy for that student. **Report cards and cumulative records will reflect the retention recommendation.**

STUDENT CONDUCT

Starkville Academy strives for high standards in conduct and self-discipline. Students are expected to organize and manage their lives in a way that is personally gratifying as well as acceptable in a school environment. Policies of conduct and assertive discipline are in place to provide an orderly, safe, and effective learning environment. The Board of Directors supports policy decisions made by the administration and expects students and parents to adhere to these policies at all school sponsored and school related functions both on and off campus. **Parents should remind elementary children of acceptable behavior when attending a school event and should supervise their children's behavior during school events that take place after regular school hours.**

While the faculty feels serious discipline problems are rare and isolated cases, disruptions due to frustration and hostility caused by emotional or physical problems will not be tolerated. At this time, the school is not staffed to manage recurring, significant behavioral problems. In these instances the teachers and the administration will offer alternative solutions to the parents.

Parents and students must be aware that attending Starkville Academy is a privilege. Students who are not committed to obeying the rules of conduct of Starkville Academy will be asked to leave.

ASSERTIVE DISCIPLINE

A consistent discipline approach in the elementary grades is vital to effective classroom management. It helps build character and makes responsible citizens of our students. Each classroom teacher in grades PreK-6 will develop a classroom management plan, approved by the administration, consisting of classroom rules, positive recognition, and consequences. Included also in the plan will be a severe clause for dealing with severe misbehavior such as fighting. This plan will be shared with the students and parents at the beginning of the school year, and it will be posted in each classroom.

If all of the guidelines for appropriate consequences have been followed and the student's behavior is still disruptive, the student will be sent to the principal. The following actions will then take place:

1. First offense -- 1 day of detention
2. Second offense -- 2 days of detention
3. Third offense -- paddling (with parental consent) or 3 days of detention and parent conference
4. Fourth offense -- 1 day of suspension and a one-point deduction in each subject for the nine-weeks grading period.
Students are required to complete all work missed during the suspension and are required to turn it in the day of their return. It is the responsibility of the student and/or the parent to get all assignments. Failure to turn in work the day of their return will result in zeros. All suspensions start the following school day after the infraction. During the suspension, students may not come on campus or attend or participate in extracurricular activities.
5. Fifth offense -- The student will face possible permanent expulsion from Starkville Academy and will remain suspended until the student's parents meet with the head of school and principal, at which time the parents and student must convince the administration that the student can abide by school policy.

CHEATING

Academic honesty is expected of every student at Starkville Academy. Cheating is defined as giving or receiving information on classwork, a test, or homework. The following procedures will be used as deemed appropriate by grade level:

First and Second Grade

- First Offense - The teacher will call the parent to report/discuss behavior.
- Beyond First Offense - The teacher will call the parent and assign a grade of **50** to the work on which cheating occurred.
- Recurring behavior may require a parent/teacher conference.

Third Through Fifth Grade

- First Offense - The student will call the parent to report/discuss behavior. The teacher will assign a grade of **50** to the work on which cheating occurred and send the student to the elementary principal for a detention assignment.
- Beyond First Offense - The teacher will call the parent to report/discuss behavior; assign a grade of **0** to work on which cheating occurred, and send the student to the elementary principal for a detention assignment.
- Recurring behavior may result in a review by the administration, at which time additional measures to correct behavior will be assigned.

DETENTION

Detention will be held after school on Tuesday and Thursday from 3:00-3:45 p.m. Parents will be notified in advance of detention to make arrangements for late pickup. Students will be required to do written copy assignments or work detail during detention.

RECESS

All students will go outside on days of outdoor recess. Children need exercise and fresh air even on cold days for a brief time. Parents, please see that children wear appropriate clothing for the weather. Children who should not go outside for medical reasons must bring a note requesting permission to remain in the classroom during recess.

HOLIDAY CELEBRATIONS

Each classroom celebrates appropriate holidays with parties and snacks arranged by the room mother with the approval of the classroom teacher. Party favors, happy bags, or balloons are not allowed.

CLASS PLAYS

Each grade will combine their talents for a play to be performed every other year for parents and elementary students. Plays are scheduled at various times, often coinciding with holidays or classroom studies.

BIRTHDAYS AND PARTY INVITATIONS

It is important that no child should experience social rejection as a result of the exchanging of social invitations at school. **No party invitations may be given out at school, even if everyone in the grade is to receive an invitation.**

- Children may celebrate at school with arrangements being made in advance with the child's teacher. Party favors, happy bags, or balloons are not allowed.
- Unscheduled parties such as baby showers, retirement parties or birthday parties for a teacher must be approved by the administration in advance.

PIANO LESSONS

Students may take private lessons at school as arranged by parents with one of several teachers who come to SA. Students may not miss academic classes for such lessons.

ELEMENTARY EXTRACURRICULAR PARTICIPATION / ATTENDANCE

Any student absent is not eligible to participate in any extracurricular activity on the day of the absence. A student must be present at least 5 hours of the school day to be eligible to participate in extracurricular activities on that day unless approved **in advance** by the principal. Saturday, Sunday, and holidays are not considered an extension of the preceding school day.

Part 5 - SECONDARY SCHOOL GRADES 7-12

Academic Information

ACADEMIC EVALUATION

Starkville Academy's school year consists of four nine-week grading periods. Academic grades for students in grades 7-12 may be viewed online at www.starkvilleacademy.org under STIHome+, using each student's user number and password. Report cards are sent home with students the week following each nine-week period and mailed at the end of the year. The counselor will notify parents if a student fails a course for the 1st or 2nd semester so that arrangements may be made for makeup work.

Grading Scale: A = 94 - 100
B = 85 - 93
C = 75 - 84
D = 70 - 74
F = Below 70

Incomplete grades must be completed. Failure to do so warrants an "F."

CONDUCT GRADES

Conduct grades will be given to students in each subject area each nine-week period. Number grades (1-4) will denote classroom conduct.

4 -- Good attitude, conduct, and use of time
3 -- Average attitude, conduct, and use of time
2 -- Poor attitude, conduct, or use of time
1 -- Unacceptable

STUDENT CLASSIFICATION

Students must have the following credits in order to receive these class status classifications:

Sophomore5 credits
Junior10 credits
Senior15 credits

Students who fail to meet the unit requirements for the next grade level will be allowed to do makeup work through correspondence study or in summer school. All students are required to take 5 academic courses each semester. No student will be allowed to have two study halls unless approved by the administration.

CORRESPONDENCE COURSES

Correspondence courses for SA credit must have prior approval from the Guidance Counselor and Principal. **All correspondence work must be completed by April 15.**

NEW MATHEMATICS REQUIREMENTS and PREREQUISITES

(The following requirements and prerequisites were put in place in the Spring of 2009 to take effect with the 2009-2010 school year.)

- A student taking Pre-Algebra must have a final average of 82 or greater in Pre-Algebra in order to proceed to Algebra I.
 - ✓ Final averages of 70 to 81 will be enrolled in Transition to Algebra.
 - ✓ Any student receiving an "F" in Pre-Algebra must repeat the course.
- A student may not be enrolled in a course if he/she has not already passed the prerequisite course. For example, a student failing Algebra I cannot proceed to Geometry or Algebra II until he/she has repeated Algebra I or has completed (and received credit for) a correspondence course in Algebra I. [Correspondence courses may not be taken concurrently with a course for which it is a prerequisite.]
- Per current SA policy, a student in the *Honors Track* must maintain a final average of 85 or greater in order to remain in the *Honors Track*. Failure to do so will result in the student's curriculum being adjusted to the regular track.
- Any deviations from the above mentioned curriculum requirements will require administrative approval after consultation with the guidance counselor and involved faculty members.

GRADUATION REQUIREMENTS

Graduation requirements are 23 Carnegie units with a minimum of 21 academic units and no more than 2 non-academic units (i.e., athletics, study hall, etc.).

Required courses: English 4 Carnegie units (Senior English must be taken at SA)
 Math 4 Carnegie units
 Science 4 Carnegie units
 Social Studies 4 Carnegie units
 Computer 1 Carnegie unit
 Foreign Language 1 Carnegie unit

- All students are required to have a national ACT score report on file with SA before a diploma can be issued.
- All graduating seniors are required to attend all scheduled graduation practices and comply with all school rules associated with graduation exercises. Any exceptions must be approved by the head of school or principal.

GUIDELINES FOR MISSISSIPPI PUBLIC UNIVERSITY ADMISSIONS FOR CLASSES OF 2012 AND ABOVE (PREREQUISITES)

The following are guidelines for college entrance requirements based on entry to Mississippi public universities. Because college requirements vary, students should contact the guidance office or college for exact requirements.

Subject	Carnegie Units	Contents and Remarks
English	4	Compensatory Reading and Compensatory Writing may not be included.
Math	4	Includes Algebra I, Geometry, Algebra II, and any one Carnegie Unit of comparable rigor and content. (e.g., Advanced Algebra, Trigonometry, Pre-Calculus, Calculus, AP Calculus AB, AP Calculus BC, Discrete Mathematics, Probability and Statistics, or AP Statistics)
Science	4	Includes Biology I, Chemistry I, and any two Carnegie Units of comparable rigor and content. (e.g., Physics, Physical Science, Biology II, Chemistry II, AP Chemistry, Physics II, AP Physics B, AP Physics C - Electricity and Magnetism, AP Physics C - Mechanics, Botany, Microbiology, or Human Anatomy and Physiology.)
Social Studies	4	Includes World History (1 unit), US History (1 unit), Introduction to World Geography (½ unit), Mississippi Studies (½ unit), Government (½ unit), and Economics (½ unit). (Credit earned for a State/Local Government course in any other state may stand in lieu of Mississippi Studies.)
Arts	1	Includes any one Carnegie Unit of visual and performing arts course(s) meeting the requirements of high school graduation.
Advanced Electives	2	Includes any two Carnegie Units of Foreign Language (I and II), Advanced World Geography, and a Foreign Language (I) or any combination of English, mathematics, or lab-based science courses of comparable rigor and content to those required above.
Computer Applications	½	Course should emphasize the computer as a productivity tool. Instruction should include the use of application packages, such as word processing and spreadsheets. The course should also include basic computer terminology and hardware operation.
Pre-High School Units		Algebra I or first year Foreign Language taken prior to high school will be accepted for admission provided the course content is the same as the high school course.

TRANSCRIPTS

Transcripts are available upon request from the counselor. There is no charge for the first transcript, but additional transcripts will cost \$3 each. No transcripts will be sent for any student who has an unpaid tuition balance or other financial obligations.

END OF COURSE / END OF YEAR EXAM EXEMPTIONS

Exam exemption is a privilege, not a right, afforded to students that satisfy the criteria listed below pertaining to attendance, grade average, and discipline.

Eligible students may exempt "end of course" exams at the end of the first semester and "end of year(course)" exams at the end of the second semester. Students may opt to take his/her exam in order to improve his/her average.

Notes:

- A student that has been suspended will forfeit all of his/her privileges of exam exemption for the remainder of the school year.
- All referencing to absences and/or attendance below will include **all absences**, even those due to hospitalization, absences under a doctor's care, parental requests, etc. Absences due to school sponsored activities will not be counted in total absences for the purpose of exam exemption. (See Part 1 - General Information, Attendance for Grades PreK-12 - for description of school sponsored absences)

7th and 8th Grade Exemption Policy (SECOND SEMESTER, ONLY):

There will be one perfect attendance exemption for any student in grades 7 and 8 who has maintained perfect attendance for the entire course and who has a minimum 90 average in that course. Any tardy to that class negates the perfect attendance exemption.

Exemption Policies for Grades 9-12

1. There will be one end of year perfect attendance exemption for any student in grades 9-12 who has maintained perfect attendance for the entire course and who has a minimum 90 average in that course. Any tardy to that class negates the perfect attendance exemption. (This policy applies to second semester, only)
2. The first requirement to be considered as a candidate for **general exam exemption** is **total number of absences** for each individual course as described below:
 - A student will **not** be exempted in a yearlong course with **more than 6 absences**.
 - A student will **not** be exempted in a semester course with **more than 3 absences**.If the aforementioned attendance requirements have been satisfied, grade specific exam exemptions may be granted according to the following guidelines:
 - a. Grade 9 - 1 exemption with an A average for the semester in the course wishing to exempt
 - b. Grade 10 - 2 exemptions with an A average for the semester in the courses wishing to exempt
 - c. Grade 11 - 3 exemptions with an A average for the semester in the courses wishing to exempt
 - d. Grade 12 - seniors may exempt any course with a 90 average or above for the semester in the courses wishing to exempt
3. Any Student with an unexcused absence will not be allowed to exempt any exam in courses in which the unexcused absence applies for the remainder of the school year.
4. Any student suspended loses his/her privilege to be exempt from exams for the remainder of the school year.

CHEATING

Cheating is defined as **giving or receiving** information on any assigned work (i.e., test, project, homework, etc.). Any student found cheating will receive a zero on said work for the first offense and will be required to call his/her parents and inform them of said penalty. The classroom teacher will send a discipline form to the principal and the incident will be so noted in the student's discipline file.

Due to the technological advances in today's **cell phones**, primarily text messaging and photo/video capabilities, the following criteria will be enforced.

The use of a cell phone during a class activity (class work, test, project, etc.) will be considered cheating. The class activity is considered to be over when the last person in the class is completed

Consequences:

- 1st Offense - Zero on the work and notification of parents, only
- 2nd Offense - Zero on the work and notification of parents and 1 after school detention
- 3rd Offense - Zero on the work and notification of parents and 1 4 hour Saturday School, and
 1. A parent/student conference will be held with the principal and/or the head of school at which time additional consequences may be assigned and a Disciplinary Plan of Improvement will be established to correct the behavior.
 2. The additional consequences assigned for the 3rd offense and/or included in the Plan of Improvement may include but are not limited to:
 - a. The incident being so noted in the student's permanent record.
 - b. Excluding him/her from all academic honoraries.
 - c. Removing him/her from the student council and all other honor organizations, unless otherwise stipulated in the organization rules/by-laws.
 - d. Excluding him/her from all exam exemptions for the remainder of the school year.
 - e. Excluding him/her from participation in all extracurricular activities (i.e., band, athletics,...) for a specified period of time not to exceed the remainder of the school year.
- 4th and Subsequent Offense - Will result in severe disciplinary action which may include expulsion from Starkville Academy.

PLAGIARISM

Plagiarism is defined as copying of another person's ideas and/or works, whether intentional or not, in whole or in part, from a print or non-print source, and using ideas or works as one's own; and, deliberate and/or consistent lack of proper documentation and citation in the project or paper.

Once a teacher has sufficient reason to believe that a student has plagiarized, the teacher will then determine the degree (level) of plagiarism according to the guidelines below.

Degrees of Plagiarism and Consequences:

I.) A first-degree violation may occur due to ignorance or inexperience on the part of the student.

Example: A student using a paragraph or a few lines of text without citing the material properly; however, most of the paper is the student's own work.

Consequences: (Any one or more of the following consequences may apply)

1. A make-up assignment at a more difficult level.
2. A grade reduction on the original assignment.
3. Notify parents of the violation.

II.) A second-degree violation is considered a more serious plagiarism offense.

Example: A student's use of one or more paragraphs of another's ideas and/or works without correct citation. Incorrect citation may often take the form of improper paraphrasing. Although some of the work is the student's, it is evident that much of the work has been taken from other sources and not referenced.

Consequences: (Any one or more of the following consequences may apply)

1. A make-up assignment at a more difficult level.
2. A grade reduction on the original assignment.
3. Notify the NHS advisor, if applicable
4. Disciplinary action taken by the administration
5. Notify parents of the violation.

III.) A third-degree violation is a severe case of plagiarism and indicates the majority of a student's work has been taken from another source or sources and not referenced.

Example: A student's use of several paragraphs of another's ideas and/or works without correct citation. It is evident that the majority of the work has been taken from other sources and not referenced. Specific examples may include, but are not limited to:

- A student's use of a purchased term paper or other materials as his/her own,
- Improperly acquiring information (i.e., cutting and pasting from internet, etc.), and/or
- Citing sources that are not actually sources.

In addition, a third-degree violation occurs when a student has been found guilty of plagiarism in a prior instance.

Consequences: (Any one or more of the following consequences may apply)

1. The offense will be considered a cheating violation and all procedures and consequences of cheating, as stated above, will apply.
2. The incident will be so noted in the student's permanent record.
3. Notify the NHS advisor, if applicable
4. Disciplinary action taken by the administration
5. Notify parents of the violation.

SCHEDULE CHANGES and DROP/ADD

Students cannot drop or add a course after the first 10 days of the semester in which the course begins. The administration and guidance office, with consultation of teacher(s) and parents, must approve any schedule change.

In extreme circumstances the administration may grant a change in a student's schedule after the 10-day period.

EXAMINATIONS

Comprehensive nine weeks' examinations will be given in high school academic classes. Exam schedules will be posted by the principal two weeks prior to exams. Every effort is made not to schedule more than two major tests for any student in one day.

Parents are encouraged to contact the counselor if there are questions or concerns about their child's academic performance or schedule.

NATIONAL HONOR SOCIETY MEMBERSHIP for JUNIORS & SENIORS, CLASSES OF 2010 & 2011

At the end of each semester, the chapter adviser will check members' grades. If a member does not maintain grades of 92 overall, he/she will receive a letter of probation notification. If the member meets the cumulative 92 average and has an overall 92 semester average in the next semester, probation is ended. If not, membership will be terminated and the student notified by letter. A person disqualified in this manner is never again eligible for membership.

Candidates become members when inducted in the fall semester. The Starkville Academy National Honor Society shall induct only once a year. A National Honor Society member who transfers from another school and brings a letter from the former principal or chapter adviser to the SA chapter adviser may be accepted automatically as a member. Transfer members must meet the SA chapter's standards within one semester.

A senior placed on probation at the end of the first semester must bring grades into compliance by the end of the second semester or he/she will not graduate with honors. A senior who is in good standing at the end of the first semester, but is on probation at the end of the second semester, will graduate with honors. A senior must have been inducted at the beginning of the senior year and maintain eligibility to be recognized as a NHS graduate (i.e., wear a NHS stole at graduation, and receive the NHS seal on his/her diploma).

Members are expected to attend all meetings. A member who misses three consecutive meetings without excuse will be dropped from membership. The member will be informed after two unexcused absences by letter from the chapter adviser. Members will pay membership dues each year. Dues for standing members will be \$5. Members inducted will pay dues of \$10 the year that they are inducted.

All students in grades 10-12 are eligible for membership. Candidates must have attended SA for one semester. This semester must be one from the grades 9-12. The sponsor will check the permanent records of all students to determine eligibility. Candidates must have a cumulative average of 92. A list of prospective members will be submitted to the Faculty Council. The Faculty Council will determine if the prospective members meet the National Honor Society criteria of excellence in service, leadership, and character. The selection of each member to the chapter shall be by a majority vote of the Faculty Council.

Any member who does not meet the academic requirements after a probationary period of one semester will be dismissed from the membership. A person disqualified in this manner is never again eligible for membership. Any member who is in violation of school rules, including cheating, or receives a school suspension will be sent a letter informing them that they must appear for a hearing before the Faculty Council. If dismissal is determined, the member disqualified will be notified in a letter. A person disqualified in this manner is never again eligible for membership. A majority vote of the Faculty Council is required for a member to be dismissed. Members that are dismissed may appeal their dismissal with the principal.

Meetings will be called when necessary by the chapter adviser or the President. A member who misses three consecutive meetings without excuse will be dropped from membership. A two-day notice off all meetings will be in the bulletin. The chapter adviser and officers will sponsor three service projects or fundraisers each semester. Members shall participate in at least one project per semester. The chapter encourages individual projects for the members.

NATIONAL HONOR SOCIETY MEMBERSHIP for SOPHOMORES, CLASS OF 2012 and BEYOND

(IMPORTANT NOTIFICATION OF AMENDED POLICY: Beginning with the class of 2012 the grade average requirement of 92 will increase to 94.)

At the end of each semester, the chapter adviser will check members' grades. If a member does not maintain grades of **94** overall, he/she will receive a letter of probation notification. If the member meets the cumulative **94** average and has an overall **94** semester average in the next semester, probation is ended. If not, membership will be terminated and the student notified by letter. A person disqualified in this manner is never again eligible for membership.

Candidates become members when inducted in the fall semester. The Starkville Academy National Honor Society shall induct only once a year. A National Honor Society member who transfers from another school and brings a letter from the former principal or chapter adviser to the SA chapter adviser may be accepted automatically as a member. Transfer members must meet the SA chapter's standards within one semester.

A senior placed on probation at the end of the first semester must bring grades into compliance by the end of the second semester or he/she will not graduate with honors. A senior who is in good standing at the end of the first semester, but is on probation at the end of the second semester, will graduate with honors. A senior must have been inducted at the beginning of the senior year and maintain eligibility to be recognized as a NHS graduate (i.e., wear a NHS stole at graduation, and receive the NHS seal on his/her diploma).

Members are expected to attend all meetings. A member who misses three consecutive meetings without excuse will be dropped from membership. The member will be informed after two unexcused absences by letter from the chapter adviser. Members will pay membership dues each year. Dues for standing members will be \$5. Members inducted will pay dues of \$10 the year that they are inducted.

All students in grades 10-12 are eligible for membership. Candidates must have attended SA for one semester. This semester must be one from the grades 9-12. The sponsor will check the permanent records of all students to determine eligibility. Candidates must have a cumulative average of **94**. A list of prospective members will be submitted to the Faculty Council. The Faculty Council will determine if the prospective members meet the National Honor Society criteria of excellence in service, leadership, and character. The selection of each member to the chapter shall be by a majority vote of the Faculty Council.

Any member who does not meet the academic requirements after a probationary period of one semester will be dismissed from the membership. A person disqualified in this manner is never again eligible for membership. Any member who is in violation of school rules, including cheating, or receives a school suspension will be sent a letter informing them that they must appear for a hearing before the Faculty Council. If dismissal is determined, the member disqualified will be notified in a letter. A person disqualified in this manner is never again eligible for membership. A majority vote of the Faculty Council is required for a member to be dismissed. Members that are dismissed may appeal their dismissal with the principal.

Meetings will be called when necessary by the chapter adviser or the President. A member who misses three consecutive meetings without excuse will be dropped from membership. A two-day notice off all meetings will be in the bulletin. The chapter adviser and officers will sponsor three service projects or fundraisers each semester. Members shall participate in at least one project per semester. The chapter encourages individual projects for the members.

NINE WEEKS HONORS

SA recognizes the following school honors each nine weeks for students in the high school:

- Head of School List - A student must have a minimum of a 94 average in each academic subject.
- Principal's List - A student have an overall 90 average in all academic subjects with no individual average below an 85.

Grades received in such things as band and athletics will not be averaged in with academic subjects. Students who have an incomplete grade at the end of a nine weeks due to his/her failure to make up work are not eligible.

GRADUATION HONORS

Valedictorian and Salutatorian

A student must have attended Starkville Academy for his/her final four consecutive semesters (11th and 12th grade years) to be selected as valedictorian or salutatorian. Policies and procedures for valedictorian and salutatorian are on file in the high school counselor's office.

Honor Graduates

Students with an overall grade average of 90 or better will graduate with honors and wear a gold tassel.

Assertive Discipline Information

DISCIPLINARY STRUCTURE

Starkville Academy's disciplinary measures include such things as reprimand, loss of privileges, morning detention/work detail, after school detention, corporal punishment, parent conference, Saturday school, suspension, or expulsion.

Students are subject to progressive forms of discipline in the event of excessive number of occurrences of a particular form of discipline or multiple offenses. The decision will be the sole decision of the administration.

Parents will be notified if a student is required to visit the office and receives some form of the disciplinary actions mentioned below.

Morning Detention/Work Detail

Teachers have the authority to put a student in morning detention/work detail for disciplinary reasons. A copy of the morning detention/work detail discipline form will be given to the student to take home and have it signed by a parent. The signed form is to be returned to the morning detention/work detail supervisor on the morning of the work detail; failure to do this may result in an additional morning detention/work detail.

Morning detention/work detail will be held from 7:05 A.M. to 7:50 A.M. on Tuesday and Thursday mornings when necessary. The morning will consist of written copy assignments or work assignments. Students not reporting on time may be given an additional morning detention/work detail.

Failure to report to morning detention/work detail without a valid excuse will require that the missed morning be made up and an additional morning detention/work detail will be assigned. Multiple unexcused absences from morning detention/work detail will result in further disciplinary action

After School Detention

After school detention will be held each Tuesday and Thursday from 3:20 P.M. until 4:20 P.M. Students assigned an after school detention will be given a minimum of two days notification (i.e., if the after school detention is assigned on a Tuesday the student will report to detention on Thursday; if the after school detention is assigned on Wednesday the student will report the following Tuesday). Students may be assigned a ½ detention (30 minutes) or a full detention (one hour).

Extra curricular activities or practices will not excuse students from an after school detention assignment. Students **must** bring a form of schoolwork, written or reading, to work on for the entire detention time; failure to do this will result in the assignment of another

detention.

Students are expected to be on time and dressed within the SA uniform policy guidelines - students may not come dressed in athletic practice clothing. Any student late for detention (no later than 3:25) must serve the remainder of the time assigned and will be assigned an additional ½ after school detention. Students later than 3:25 will be considered absent (unexcused) and will have to make the entire detention assignment up and will be assigned an additional full detention.

Parents will receive notification of an impending after school detention.

Corporal Punishment

Starkville Academy does administer corporal punishment with parental permission. At the administration's discretion, corporal punishment may be applied in lieu of morning detention/work detail and/or after school detention. Corporal punishment may not substitute for Saturday School or suspension.

Saturday School

Saturday school will be used as a progressive mode of discipline in the event that morning detention/work detail and/or after school detention do not seem to be deterring improper behavior for a student so as to avoid a suspension. It also may be used as an initial form of discipline in some instances.

Saturday school will be held from 8:00 A.M. until 12:00 P.M. on given Saturday mornings. A student may be assigned either a four hour or a two hour Saturday school. Failure to report to Saturday school will result in at least one day of suspension.

Each student is expected to be on time; any student late for detention, but not later than 8:20 must stay in Saturday school thirty minutes past the assigned dismissal time (10:30 or 12:30). A student later than 8:20 must serve the remainder of the time assigned and will be assigned an additional form of discipline (i.e., additional time in Saturday school, after school detention(s), or an additional Saturday school).

Each student must bring a form of schoolwork, written or reading, to work on for the entire time; failure to do this may result in the assignment of another Saturday school.

Parents will receive notification of an impending Saturday school assignment.

Suspension

When a student has committed several minor offenses without improvement or violated school rules considered by the administration a serious breach of conduct he/she is subject to suspension. The administration will determine the length of the suspension (usually 1 to 5 days).

Suspension will result in a one-point deduction in each class for each day of suspension. The point deductions will be for each class missed according to the following guidelines:

- If a day of suspension is only for a portion of a school day, the point will be deducted only from the classes missed.
- If a day of suspension is for an entire school day, including early dismissal days, the point deductions will be for all classes regardless if the classes actually met or not on the day of suspension.

The student will also forfeit his/her privilege of exam exemption.

Other important notes regarding suspension:

- The suspended student MAY NOT be on the SA campus or in attendance at any school function or activity, on or off campus, throughout the duration of his/her suspension.
- Students are required to complete all work missed during the suspension and to turn it in the day they return to school. It is the responsibility of the student and/or the parent to get all assignments. Failure to turn in work the day of their return will result in zeros.
- Tests scheduled during the days of suspension: The student will have up to the number of days suspended to make-up any missed tests.
- Tests assigned during the suspension time and scheduled to be taken on a day that the student has been readmitted to school: The student will be required to take the test on the day it has been assigned, including the day he/she is admitted to school.
- **Upon the receipt of the second suspension a student will be placed on disciplinary probation.**

Expulsion

In the event of a severe offense, the repetition of suspension-producing offenses, or the breach of disciplinary probation a student will be subject to expulsion. Should such an occasion arise, the Head of School will suspend the student for ten (10) days and recommend expulsion of the student to the Board of Directors. An expulsion hearing will be held by a committee of the Board within ten (10) school days, the decision of the committee will be final.

The student and his/her parent(s) are entitled to a "due process" hearing, thus they will be informed of the date and time of the board committee hearing. A detailed account of violations/actions will be provided to the student, parent(s), and the Board.

If the decision of the Board committee is:

- Expulsion - the student will be withdrawn from school immediately and his/her permanent record/transcript will indicate the student was expelled; tuition relief is at the discretion of the school. In some cases, if certain conditions are met, re-enrollment is possible.
- Ten (10) Days of Suspension - the student responsibilities and penalties are outlined above in the section on Suspension.
- Less than Ten (10) Days of Suspension -

1. For the ruled suspended days - the student responsibilities and penalties are outlined above in the section on Suspension
2. For the days out of school above the ruled suspended days - all missed and due work must be turned in no later than the second day of return to school; tests will be made up within the time frame set by the administration

Parents and students must be aware that attending Starkville Academy is a privilege. Students who are not committed to obeying the rules of conduct will not be permitted to remain at Starkville Academy.

GENERAL RULES OF CONDUCT

Level One Infractions

A Level One infraction involves behavior that is generally distracting or disruptive to the learning environment and/or day-to-day operations of the school. *The penalty for Level One infractions consists of: reprimand, loss of privileges, work detail, or after school detention.*

Examples of Level One infractions are:

- Violation of Modified Uniform Policy (*see policy in Part 3 - Dress Code / Uniform Policy for Grades PreK-12*)
- Excessive tardiness (*see Tardiness policy in Part 1 - General Information for Grades PreK-12*)
- Disruptive or disorderly conduct
- Food, drinks, or chewing gum in the buildings
- Insubordination
- Insulting or obscene language, behavior, or gestures
- Inappropriate physical contact
- Improper use of cell phones or electronic devices (*see Cell Phone policy in Part 1 - General Information for Grades PreK-12*)
- Inappropriate driving or parking on campus
- Visitation to other schools

A detailed explanation of policy regarding some Level One infractions not previously described in this handbook is given below:

1. Student Driving/Parking

- Students must have a valid driver's license to bring a vehicle on campus.
- To park on campus a student must purchase and display a **parking permit**.
- Permits may be purchased in the high school office for \$10.00 yearly for general parking and \$20.00 yearly for designated/reserved parking.
- These permits must be displayed at all times.
- There will be a \$5.00 fine for each time a vehicle without a decal is brought on campus.
- Only limited designated/reserved parking spaces are sold. Preference will be given to seniors, then juniors and sophomores.
- Students not purchasing designated/reserved parking spaces must park in an area assigned by the administration.

A speed limit of **15 mph** will apply on school grounds. Loitering in parked cars and in the parking lot is prohibited. Students will not be permitted to go to their vehicles during the school day to get or store lunches, books, clothes, etc. In the event of an emergency, see an administrator. Contraband (weapons, alcohol, etc.) is prohibited. There will be no use of tobacco or tobacco products in the parking lot. **Starkville Academy reserves the right to search any student's or school employee's vehicle on campus.**

2. Visitation to Other Schools

Without permission from the school in question, SA students are not to visit the campus of another school while that school is in session.

Level Two Infractions

Level Two infractions constitute violations of school policies more serious than those listed for Level One or for multiple/repeated violations of Level One infractions. *The penalty for Level Two infractions consists of: Loss of privileges, after school detention, Saturday school, suspension, or expulsion.*

Examples of Level Two infractions are:

- Truancy or skipping class
- Improper leaving of the campus
- Stealing
- Student Harassment
- Sexual Harassment
- Disrespect or rudeness
- Insubordination
- Insulting or obscene language, behavior, or gestures

- Vandalism or damage to property, private or school
- Theft
- Gambling
- Unauthorized entry of school premises
- Use, under the influence, or in possession (on person, in personal belongings, or in vehicle) of alcohol or drugs
- Indecent exposure or any offense otherwise punishable by law
- Possession of a weapon
- Use or possession of tobacco
- Cheating/Plagiarism (2nd and subsequent offenses)
- Possession of pornographic or hate-group materials
- Misuse of computers

A detailed explanation of policy regarding some Level Two infractions not previously described in this handbook is given below:

1. **Truancy/Skipping**

An absence for one or more periods without permission of parents and prior notification of the school is considered truancy. Truancy will result in the notification of parents and will be subject to after school detention, Saturday school, suspension, or any combination of the aforementioned.

Students on campus must be in their assigned/scheduled class unless permission has been obtained from the classroom teacher (or substitute teacher) of their assigned/scheduled class. Students found to be absent without permission (skipping) will result in the notification of parents and will be subject to after school detention, Saturday school, suspension, or any combination of the aforementioned.

2. **Checking Out / Leaving the Campus**

See the policy and procedures for checking out in Part 1 - General Information for Grades PreK-12 entitled Dismissals From School (Checking out) / Leaving The Campus.

Any student leaving the campus without following proper checkout procedures will result in the notification of parents and the student will be subject to after school detention, Saturday school, suspension, or any combination of the aforementioned.

3. **Stealing**

Students determined to have stolen property or money from another individual or the school will be subject to suspension and the parents will be notified.

4. **Weapons**

Students, faculty, administrators, and visitors are prohibited from bringing guns, knives, or weapons of any kind on SA campus. The school and/or law enforcement officials will deal with violators. Students shall not possess, handle, or transmit razors, ice picks, explosives, fireworks, cigarette lighters, matches, or any other objects that can be considered weapons or dangerous instruments.

5. **Tobacco**

A student's possession or use of tobacco, in any variety, is not permitted on campus or at any school sponsored or school related function.

Miscellaneous Information

COLLEGE AND UNIVERSITY VISITS

Seniors may take 2 days to visit a prospective college or university. No visits may be taken after April 15th. A "Pre-Planned College Visit Form", obtained from the guidance office, must be completed and **returned to the guidance office one week in advance of the visit**. The guidance office and the administration must approve all visits.

Documentation, such as a note from the Dean on school letterhead, must be brought from the college visited and placed on file with the guidance office.

Under extreme and unique circumstances,

- A senior may be granted or allowed an additional college day(s) by the administration
- A sophomore or junior may be granted a college visit day(s)

He/she must submit a written request to the counselor detailing the unique circumstances. The counselor will forward the request on to the administration for a final decision.

FIELD TRIPS

High school classes plan field trips to enhance their courses of study throughout the year. Parents are notified in advance for permission to participate in these excursions. School uniforms will be worn.

LOCKERS

Lockers are assigned to each student and are not to be changed without permission. Lockers are to be kept clean. **Starkville Academy reserves the right to search lockers and backpacks at any time.** Students may purchase their own key lock or combination lock if they desire. The office reserves the right to cut off locks if the student cannot provide a key or combination.

FIELD HOUSE AND LOCKER ROOMS

The field house and locker rooms are not to be used or entered into by any students other than student athletes. The field house and locker rooms will be kept locked at all times except when supervised by a coach. Electronics, valuables or money are not to be stored in these areas. Sporting equipment, uniforms, or other items are not to be borrowed without the consent of the supervising coach and the student from which they are being borrowed.

Part 6 – INTERSCHOLASTIC ATHLETIC POLICIES AND INFORMATION

Starkville Academy's athletic teams provide participation in and enjoyment of the competitive experience. Volunteer teams participate and compete for championships in the Mississippi Private School Association (MPSA).

Athletic achievement requires sincere commitment from all athletes, parents, coaches, and administrators. For all of us to be successful, effective communication must occur. Our athletic department strongly believes in being accessible to parents **and supportive to the coaching staff.**

At Starkville Academy athletics is but one part of the total school experience and the over-riding purpose of our school is stated in the mission statement, "to provide quality educational programs in a Christian environment that will challenge students to excel academically, physically, socially, and spiritually."

Starkville Academy's athletic program provides a level of competition appropriate to age, development, ability, and interests of all of its students. While varsity competition places a greater emphasis on winning, the purpose of the sub-varsity teams is to develop skills while preparing athletes mentally and physically for the competitive level required of varsity sports. Starkville Academy coaches place the team ahead of the individual student-athlete while providing a healthy balance between winning and the enjoyment of the team experience.

Starkville Academy's players are expected to be the models of the stereotypical scholar-athlete; although they excel on the playing fields and courts, they must also strive for excellence in the classrooms and in the school community.

Athletics at Starkville Academy is defined as all interscholastic sports teams, cheer and dance squads. Additionally, the word athletes will mean members of the aforementioned teams.

ATHLETIC ELIGIBILITY

To be eligible to participate in athletics at Starkville Academy for the **first nine weeks** of the school year, a student must have accumulated 4 major credits the previous year.

To remain eligible the student athlete must pass 4 academic classes each grading period. Any athlete not meeting this requirement at the end of a grading period will be placed on academic probation until progress reports are issued.

- If the student athlete is meeting the requirements set forth above when the progress reports are issued, he/she will continue the probation for the remainder of the nine weeks grading period.
- If the student athlete is not meeting the requirements when progress reports are issued, then he/she will become ineligible for the remainder of the nine weeks period.
- If the academically ineligible student is not meeting requirements at the end of the nine week grading period, he/she will remain ineligible until the requirements are met. The requirements can only be met when progress reports or nine week grades are issued.
- If an athlete's team will begin state playoffs within two calendar weeks of the day he/she becomes ineligible, the Head of School or Principal may allow the student athlete to continue throughout the duration of the playoff competition. However, the athlete will not be allowed to compete in any other sports during the ineligibility period.

PARTICIPATION

1. The athlete must be eligible and cleared by the Athletic Director.
2. Any student absent is not eligible to participate in any athletic activity on the day of the absence. A high school student must be present **60% of the school day** to be eligible to participate in practice or games on that day. Saturday, Sunday and holidays are not an extension of the preceding school day.
3. The athlete must have a current physical on file in the office of the Athletic Director. A physical is current for one calendar year.
4. The athlete must have documentation that at least one parent has attended the required parent meeting at the beginning of each season. The required parent meeting will occur to inform parents of (but not limited to) the following:
 - game and practice attendance expectations
 - holiday games and practices if applicable
 - transportation
 - "student pay" items needed for the year
 - Sportsmanship and any incurred fines per the MPSA

SPORTSMANSHIP

Starkville Academy coaches, players, fans, parents, and students are expected to conduct themselves at all times in the finest tradition of sportsmanship and fair play. An appreciation of the efforts and the competitive trials of the opponents is at the foundation of our beliefs and should be a part of our own efforts to succeed. A tolerance for officials and their efforts is demanded by the MPSA and Starkville Academy. All MPSA rules will be upheld in regard to sportsmanship and game conduct by all spectators, players and coaches.

RESPONSIBILITIES OF THE ATHLETE

You are always representing yourself, your family, Starkville Academy, and our community. Always live up to the standards of a student, athlete, and sportsmanship established and expected of an SA Volunteer athlete. Always display positive actions in public.

Always respect the integrity and judgment of the officials and your opponents.

In addition to the above, upon choosing to participate and compete on Starkville Academy athletic teams you have agreed to

- Attend every practice and competition unless excused by the Coach and give your best effort.
- Support your teammates and the athletes of other SA teams.
- Take pride in and care for your uniforms.

RESPONSIBILITIES OF THE FAN

Spectators at an athletic contest have an important role in displaying good sportsmanship. As a group, your actions may have the biggest impact on how others see the reputation of Starkville Academy. Volunteer fans should compliment student-athletes in their attempts to improve and learn. We should know and understand the rules of the game and cheer good performances by both teams.

We must respect players, coaches and fans of opposing teams and never confront them at any time. Starkville Academy fans should never interact with an official/umpire before, during, or after a contest; MPSA rules simply put game officials "off-limits". We should never cheer against nor degrade game officials, opposing players, teams, coaches, and fans. We attend games to support our teams - not belittle opponents and yell at officials.

Fan Ejection

Any fan ejected from a contest shall be expected to be barred from all MPSA events until the individual has fulfilled sanctions and conditions imposed by the MPSA. Furthermore, Starkville Academy reserves the right to impose its own sanctions and conditions in addition to the MPSA.

A common sanction for an ejected fan is a fine generally ranging from \$300 to \$1000. Additionally, Starkville Academy will be fined within the same monetary range. ***In the event Starkville Academy is fined due to a fan ejection he/she will be responsible for paying the school's fine as well as his/her own. If the fine is not paid by the fan the amount will be considered indebtedness to the school. If the fan has a child participating in the athletic program the child will become ineligible to participate until the fine/indebtedness is paid.***

ATHLETIC LINES OF COMMUNICATION

Parent/Coach Relationship

Both parenting and coaching are extremely challenging responsibilities. By establishing and understanding each position, we are able to accept the actions of the others thus enhancing effective communication. As parents you have a right to understand what expectations are placed on your child. This begins with effective communication.

Communication You Should Expect From the Coach

1. When and where practices and contests are held.
2. Expectations the coach has for your child and the team.
3. Team requirements/rules for being a member of the team.
4. Notification whenever any disciplinary action results in your child being denied participation in a practice or game.

Communication Coaches Expect From Players

As students become involved in athletics, they will experience some of the most rewarding moments of their lives. It is important to also understand that at times students may experience disappointment and frustration. At these times, student-initiated discussion with the coach is recommended and encouraged.

Parents/students should notify the coach concerning:

1. Notification of any schedule conflict well in advance.
2. Any specific health or injury related concerns.

Appropriate Concerns for Parents to Discuss with Coaches

1. Any unhealthy mental or physical strain you detect in your child at home.
2. Ways you can contribute to your child's skill improvement and development.
3. Any dramatic changes you detect in your child's behavior.
4. Treatment of your child, mentally and physically.

Issues Not Appropriate for Parents to Discuss with Coaches

1. Playing time.
2. Team strategy or play calling.
3. Other student athletes.

Procedure to Follow if a Parent Has a Concern to Discuss with a Coach

1. Make an appointment with the coach. **NEVER** approach the coach immediately after a game. Starkville Academy acknowledges a 24 hour grace period concerning discussions with coaches. Wait until tomorrow and make an appointment.
2. If the coach cannot be reached, call the Athletic Director or counselor to set up a meeting with the coach.
3. Please do not confront a coach before, during, or immediately after a contest or practice (24 hour grace period). These can be busy and emotional times for both the parent and the coach. Meetings of this nature do not promote resolution. Productive meetings always require calm, rational attitudes.

If the meeting with the coach does not result in resolution of the problem, the steps, as set up in the Starkville Academy student handbook for Communication and Parent Conferences, must be followed. This procedure is listed below:

Any questions concerning *classroom work, conduct, athletics, or any other student concerns* should be handled in the following hierarchical manner:

1. First through the appropriate classroom teacher or coach by contacting the guidance office for an appointment.
2. After meeting with the classroom teacher or coach if further communication is desired, the parent should make an appointment to meet with the appropriate administrator or athletic director.
3. The final step in the hierarchy of communicating a situation/concern is to make an appointment to meet with the Head of School.
4. Any individual deviating from the steps described above will be directed back to the appropriate level before any further discussions will take place.
5. **Administrators and teachers will not be available for a conference without an appointment.**

- Note:**
- **Parents are not allowed to go to the classroom to get their child or see the teacher. If this is necessary report to the office and the appropriate arrangements will be made.**
 - **Parents are to refrain from calling teachers/staff at their homes and texting them on their cell phones; all contact should be made through the school office during school hours.**

GENERAL INFORMATION AND POLICIES

Conduct

The conduct of athletes must reflect the fact that they represent Starkville Academy. In both the athletic and academic arenas and in the community, in general, athletes' behavior must epitomize good citizenship, a positive attitude, and a strong work ethic.

By nature, athletics are "extracurricular" and being so send the message that our conduct be exemplary and should follow a code. According to this code of conduct, athletes must:

1. Conduct themselves in such a manner as to make themselves and the team better,
2. Remain drug, alcohol, and tobacco free,
3. Display positive actions in public,
4. Play hard and play for the love of the game,
5. Respect officials and accept their decisions without question,
6. Win without boasting and lose without excuses, and
7. Provide a championship example towards academics.

Athletes Participating in Multiple Sports During the Same Season

In the case where an athlete desires to participate in more than one sport during the same season **the coaches of the involved sports must mutually agree before he/she will be allowed to do so**. In some situations, it is impossible to play multiple sports in the same season due to conflicting schedules or practices and events. Student-athletes should always consider the time commitments of participating in multiple sports during the same season and the impact this will have on their academic well being.

Should an athlete be permitted to participate in multiple sports during the same season, the coaches should then devise an amicable schedule of practices and games that the athlete will attend daily. Athletes playing multiple sports must fulfill the obligations of each team as set by the coach in order to participate in them. If the coaches cannot come to an agreement on a particular date, this information should be forwarded to the Athletic Director who will make the decision as to what sport the athlete will attend on the date in question.

In **no instance** shall the athlete or his/her parent make the decision as to what he/she will participate in on a particular date.

Athletes Participating in Overlapping Sports

In the case where an athlete desires to participate in a sport and another sport in which he/she plans to participate begins prior to the conclusion of the first sport, the athlete's primary responsibility is with the first or seasonal sport. No athlete will be taken from one sport at the expense of another sport at Starkville Academy. The head coach of the in-season team has the right to deny or grant permission for the athlete to participate in some activities on a limited basis.

Points of Emphasis

- It is important for the involved coaches to work together for the benefit of the entire athletic program and not put the athlete in the middle of the controversy.
- The end of a sport is obviously the most important time due to playoffs and tournaments. Coaches need athletes focusing on advancing as far as possible without the added pressures of starting a new sport.
- Athletes that know they will be involved in overlapping sports must accept the circumstances and take responsibility. The athlete should work outside of the season sport on an individual basis to condition and improve skills required in the next sport. The athlete must realize that those players already working on the next sport may have an early advantage. No athlete will be penalized for participating in another Starkville Academy sport.

An Athlete Quitting a Sport During the Season

If an athlete (including cheerleader and dance team member) "begins a season" with a team and subsequently quits the team; he/she will be unable to participate with any other athletic teams until the season of the team he/she quit has completed.*

In the case where an athlete is competing in multiple sports during the same season (i.e., baseball and track) and subsequently quits one of the teams, he/she WILL BE ALLOWED to continue to compete on the other teams he/she was already a member of.

** "Beginning a season" for an athlete, cheerleader, or dance team member is defined as participating in practices 20 weekdays prior to the first official competition/game or thereafter; or competing in any of the official competitions/games.*

NOTE: The coach of the team that an athlete quits does have the authority to give permission for the athlete to begin participating with another sport if he/she so desires. THIS MUST BE CLEARED THROUGH THE ATHLETIC DIRECTOR BEFORE THE ATHLETE CAN BEGIN ANY ACTIVITY WITH ANOTHER SPORT.

The purpose for these guidelines is to reinforce a commitment to finishing what you start and to reinforce loyalty to your teammates and program. These guidelines prevent athletes from changing sports for inappropriate reasons; i.e., quitting toward the end of an unsuccessful season to start a new sport or to reinforce to players that may have taken a limited role on the team that there is an obligation that goes with being selected to a team.

Missed Classes Due to Athletics

An athlete will periodically be absent from a class due to interscholastic competition. It is the athlete's responsibility to secure **in advance** all work and deadlines from the teachers of the classes he/she will miss. If the athlete does not uphold this responsibility he/she may be held out of competition for a period of time.

When tests are scheduled on the day of a trip, it may be required that the test be taken before a student can leave. Arrangements should be made with the teacher in advance. *It is the athlete's responsibility to initiate the communication with the teacher.*

Attendance at School the Day Following a Contest

All athletes are expected to be in school the entire day following an interscholastic competition. If an athlete persists in coming to school late or being absent the day following the competition he/she will be held out of competition for a period of time.

After School Detention

Any athlete assigned to an After School Detention must attend the detention in lieu of going to an athletic practice, travel, or contest.

Suspension from School

Any athlete receiving a Suspension from School will additionally be *suspended from all athletic participation (including practice and interscholastic competitions)*. The student may not attend any athletic activities during the period of suspension.

The athlete may be reinstated for athletic participation by the Starkville Academy school administration.

Uniforms and Equipment

The care and safekeeping of uniforms and equipment issued are the responsibility of the athlete. An athlete will be liable for the replacement cost of items lost or damaged beyond the normal, expected wears.

All uniforms and equipment issued by the school should be turned in within one week of the last event of the sport. Failure to do so may result in suspension from further athletic participation.

Student-Pay Items

Athletes may be asked to or given the opportunity to purchase student-pay items (i.e., practice clothing, shoes, etc.). The athlete must pay for the items before he/she receives them.

If an athlete is a member of a team and orders student-pay items and subsequently quits before receiving the items, he/she will still be responsible for paying for them. Failure to do so may result in suspension from further athletic participation.

Travel Fees

A predetermined travel fee will be assessed to each athlete of a sport that will travel to interscholastic competitions. The fee will be relational to the number of contests that require transportation in each sport.

The travel fee should be paid to the athlete's coach at the beginning of each season when the coach of the sport presents a roster to the Athletic Director. At that point prior to the first competition, the travel fee must be paid, or arrangements must be made with the Athletic Director by the parent of the athlete.

If an athlete is a member of a team at the beginning of a season and subsequently quits, he/she will still be responsible for paying the travel fees.

Attendance

Athletes are expected to attend all scheduled practices and competitions; in the event of unforeseen circumstances, the athlete should contact the coach prior to his/her absence.

Special Recognition Awards for State Championship Teams

The athletic office will work with the Starkville Academy Athletic Booster club to recognize State Championships in a modest but deserving way. Starkville Academy will not buy rings, watches, etc. for state championship athletes.

High School Athletic Awards

The Starkville Academy Athletic Booster Club will host a banquet and purchase awards for high school sports only. All participants, regardless of grade, for sports *not offered at the junior high level* (soccer, cross country, softball, baseball, tennis, track, and golf) will be invited to attend. Participants of high school football, basketball, track, cheerleading, and dance team will also be invited to attend.

A junior high player is considered to be a member of the varsity football, basketball, and/or track team only if he/she meets one of the following criteria:

- He/she competed in varsity games prior to the conclusion of the junior high season and completed the year with the varsity team, or
- He/she competed in a track event and qualified to compete beyond the north state meet.

Junior High School Athletic Awards

There is no awards program or awards given for junior high athletic teams (i.e., junior high football, basketball, track, cheerleading, and dance team).

End of Season Parties

If a coach desires to have an end of season party, all arrangements for it should be made between the coach and the parents of his/her team. The school will not financially support any end of season parties. In addition, no athletic awards should be given to individual athletes at an end of season party. However, if the parents choose to present a recognition award to each and every member of the team this will be acceptable but the Athletic Director should be advised.

Pre and Post Game Meals for Athletes

Starkville Academy or the Athletic Department will not pay for any student meals. "Athletic meals" will either be prepared by parents or will be "student pay". The decision as to whether a team will eat pre- or post-game meal(s) or where and what they will eat should be the decision of the head coach. The coach, however, may delegate this responsibility to a team parent. The Starkville Academy Athletic Booster Club may, upon the coach's discretion, fund pre/post game meals.

Team Transportation to Competition

The Athletic Director will arrange all team transportation. The mode of team transportation will either be by van, charter bus, or parents. The Athletic Director will work closely with each coach in determining travel arrangements.

All team members of a sport are expected to travel to each competition in the school arranged transportation. In the case of an unusual circumstance an athlete may request to travel to a competition in a manner other than that arranged by the school. This request must be submitted in advance to the head coach who will in turn inform the Athletic Director.

Per school policy, no student shall drive nor ride with another student to or from an athletic contest. The Athletic Director, upon consultation with the Head of School, may grant any exception to this policy.

Athlete Not Riding Home in School Arranged Transportation

An athlete may be released to his/her parent following a competition. The coach should be sure he/she has made personal contact with the parent before releasing the athlete. Once the athlete has been released to his/her parent, Starkville Academy and the coach have been relieved of all liability and responsibility.

If an athlete is to ride home with an adult (parent) other than with his/her parent, the coach must secure permission from the parent by personal contact (a note with parent signature followed up with personal contact (phone or in person) is highly recommended). A coach may not release an athlete to a non-adult. (the Athletic Department is of the opinion that the policy mentioned above regarding not riding with another student would still be in effect)

A generic note from the parent for the entire season will be acceptable. Follow up personal contact (phone or in person) is recommended to ensure the validity of the note.

Transporting Athletes to a Local Practice Session

If athletes are required to leave the school campus to attend a practice session the following guidelines will be used:

- If an athlete will be transported on school arranged van/bus or by his/her parent no permission need by attained from his/her parent.
- If an athlete will be transported in a manner other than his/her parent (i.e., driving his/her own vehicle, riding with the coach, riding with another adult, or riding with another student) a NOTE MUST BE SECURED from his/her parent giving permission for the transportation.
- A generic note for the entire season is acceptable. Be sure that the note is not too specific.
- Keep in mind that if a note is received, a follow up phone call to the parent will reinforce its validity - as it is not impossible for a note to be a forgery.
- If verbal permission is given for an athlete's transportation such permission releases a coach from the travel liability of the immediate travel only.

Volunteer Athletic Teams

SPORT/TEAM	GRADES	SEASON PLAYED		CHAMPIONSHIP
FOOTBALL	5 AND 6	EARLY FALL		NO
FOOTBALL	7 TH	AUG. - OCT.		NO
FOOTBALL	8/9 TH	AUG. - OCT.		YES
FOOTBALL	10-12	AUG. - OCT.		YES
SWIMMING	1-12	SEPT. - OCT.		YES
CHEERLEADING	5 AND 6	AUG. - OCT.		NO
CHEERLEADING	7 TH	AUG. - OCT.		NO
CHEERLEADING	8/9 TH	AUG. - OCT.		YES
CHEERLEADING	10-12	AUG. - NOV.		YES
CROSS COUNTRY	7-12	SEPT. - OCT.		YES
DANCE	7-12	AUG. - NOV.		YES
SOFTBALL (FP)	7-12	AUG. - SEPT.	TWO TEAMS	YES
GIRLS SOCCER	7-12	AUG. - SEPT.	TWO TEAMS	YES
BOYS BASKETBALL	5 AND 6	TBA		NO
BOYS BASKETBALL	7 TH	NOV. - FEB.		NO
BOYS BASKETBALL	8/9 TH	NOV. - FEB.		YES
BOYS BASKETBALL	10-12	NOV. - FEB.		YES
GIRLS BASKETBALL	5AND 6	TBA		NO
GIRLS BASKETBALL	7 TH	NOV. - FEB.		NO
GIRLS BASKETBALL	8/9 TH	NOV. - FEB.		YES
GIRLS BASKETBALL	10-12	NOV. - FEB.		YES
BOYS SOCCER	7-12	NOV. - FEB.	TWO TEAMS	YES
BASEBALL	7-8	FEB. - APRIL		NO
BASEBALL	9-12	FEB. - APRIL	TWO TEAMS	YES
BOYS TRACK	7-12	MARCH - MAY	TWO TEAMS	YES (JH & V)
GIRLS TRACK	7-12	MARCH - MAY	TWO TEAMS	YES (JH & V)
TENNIS (BOYS/GIRLS)	7-12	MARCH - MAY	TWO TEAMS	YES
GOLF	7-12	MARCH - MAY	TWO TEAMS	YES

MPSA Website

The MPSA website has created access to the public for such things as announcements and playoff schedules; in addition, there is also access to the directions to all MPSA member schools.

- www.mpsa.org
- Click on [MPSA BULLETIN BOARD] for access to announcements and schedule information.
- Click on [MPSA Member School Directory] to access directions to a member school.