



STARKVILLE ACADEMY

2016-2017

Student Handbook

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



STARKVILLE ACADEMY

505 ACADEMY ROAD

Starkville, Mississippi 39759-4021

MAIN TELEPHONE: 662-323-7814

ELEMENTARY OFFICE: EXTENSION 101

ELEMENTARY GUIDANCE OFFICE: EXTENSION 139

SECONDARY OFFICE: EXTENSION 102

SECONDARY GUIDANCE OFFICE: EXTENSION 160

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WEBSITE: WWW.STARKVILLEACADEMY.ORG

STARKVILLE ACADEMY IS ACCREDITED BY AND A MEMBER OF THE FOLLOWING:



Southern Association of Colleges and Schools
Council on Accreditation and School Improvement

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 ACKNOWLEDGEMENT PAGE

Student's Name _____
(PLEASE PRINT – LAST NAME, FIRST NAME)

Student's Grade: _____

Parents'/Guardians' Names: _____
(PLEASE PRINT)

This is the Starkville Academy Student Handbook for the school year 2016–2017. We hope you find it informative regarding Starkville Academy's philosophy and policies. Should you have questions regarding school policies after reading the handbook, please contact the school office.

It is very important that each Parent/Guardian and Student(s) read this handbook.

IMPORTANT: PLEASE READ CAREFULLY

Starkville Academy may disclose "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.

Additionally, Starkville Academy will use pictures and works of its students on its website and/or in advertising.

Parents, guardians, or other persons signing below must notify Starkville Academy and request that said information not be disclosed about their child/children or their child's/children's photo or works not be displayed on the school website/advertising. Email Lynn Moorehead at lmoorehead@starkvilleacademy.org to make this request.

Please complete this page and return it to the school. Each student in your family attending Starkville Academy should return a form.

I, _____ (PLEASE PRINT PARENT/GUARDIAN NAME), accept parental responsibility regarding all rules as described in the Starkville Academy Student Handbook.

PARENT/GUARDIAN SIGNATURE: _____

DATE: _____

I, _____ (PLEASE PRINT STUDENT NAME), have read and will follow all rules, policies, and procedures as described in the Starkville Academy Student Handbook.

STUDENT SIGNATURE: _____

DATE: _____



STARKVILLE ACADEMY

STUDENT HANDBOOK TABLE OF CONTENTS

1. GENERAL INFORMATION	1
1.1 DISCLAIMER	1
1.2 MISSION STATEMENT	1
1.3 PHILOSOPHY	1
1.4 BELIEFS	1
1.5 GOVERNANCE	1
1.6 ACCREDITATION	1
1.7 NOTICE OF NON-DISCRIMINATION	1
1.8 COMMUNICATION/PARENT CONFERENCE	1
1.8.1 Web Page	1
1.8.2 E-news	2
1.8.3 Parent/Guardian and Teacher/Administration Communications	2
1.9 ASBESTOS MANAGEMENT PLAN	2
2. FINANCIAL POLICY AND INFORMATION	2
2.1 INTRODUCTION	2
2.2 REGISTRATION FEE	2
2.3 TUITION AND FEES	3
2.3.1 Tuition/Fees Payment Options	3
2.3.2 Tuition/Fees Payment Policies	3
2.3.3 Additional Fees and Fines	3
2.4 EDUCATIONAL CONTRACT AND ENROLLMENT DURING THE YEAR	4
2.5 CONTRACT FOR DYSLEXIA THERAPY PROGRAM	4
2.6 CONTRACT CANCELLATION AND WITHDRAWAL	4
2.7 TERMINATION OF EDUCATIONAL CONTRACT	4
2.8 REFUSED PAYMENTS AND OUTSTANDING DEBTS	4
2.8.1 Returned Checks or Denied Bank Drafts	4
2.8.2 Student Indebtedness at the Conclusion of a School Year	5
2.8.3 Student Indebtedness at the Commencement of a School Year	5
3. RE-ADMISSIONS POLICIES	5
3.1 STUDENTS APPLYING FOR RE-ADMISSION	5
3.2 MISCELLANEOUS NOTES ON ADMISSIONS AND CONTINUED ENROLLMENT	5
4. ACADEMICS	6
4.1 ELEMENTARY	6
4.1.1 Elementary Grading System & Nine-Week Exams	6
4.1.2 Promotion and Retention Policy	6
4.1.3 Academic Recognition	7
4.1.4 Reporting of Student Progress	7
4.1.5 Homework	7
4.1.6 Cheating	7
4.1.7 "SAIL" – Student Assistance in Learning	7
4.1.8 "DISCOVERY" – Gifted Program	7
4.2 SECONDARY	7
4.2.1 Secondary Grading System	7
4.2.2 Student Classification	8
4.2.3 Nine Weeks Honors	8
4.2.4 Grade Point Average Calculation/Senior Class Rank	8

4.2.5	<i>Schedule Changes and Drop/Add</i>	9
4.2.6	<i>Online Courses</i>	9
4.2.7	<i>Pathways for Graduation</i>	9
4.2.8	<i>Graduation Requirements</i>	10
4.2.9	<i>Graduation Honors</i>	10
4.2.10	<i>Guidelines for Mississippi Public Universities Admissions (Prerequisites)</i>	10
4.2.11	<i>Promotion and Retention Policy for 7th and 8th Grade</i>	11
4.2.12	<i>Semester Exams – Grades 7 – 12</i>	11
4.2.13	<i>Semester Exam Exemptions</i>	11
4.2.14	<i>Transcripts</i>	12
4.2.15	<i>Cheating</i>	12
4.2.16	<i>Plagiarism</i>	12
4.3	ACHIEVEMENT TESTING.....	13
5.	ABSENCES	13
5.1	EXCESSIVE ABSENCES POLICY – ELEMENTARY STUDENTS.....	13
5.1.1	<i>Elementary School Parent Procedure for Notifying of/Verifying an Absence</i>	13
5.1.2	<i>Elementary School Procedures Following an Absence</i>	14
5.2	EXCESSIVE ABSENCES POLICY – SECONDARY STUDENTS.....	14
5.2.1	<i>Secondary Parent Procedure for Notifying of/Verifying an Absence</i>	14
5.2.2	<i>Secondary School Procedures Following an Absence</i>	14
5.3	SCHOOL-SPONSORED ABSENCES.....	14
5.4	EXCUSED ABSENCES.....	14
5.5	UNEXCUSED ABSENCES.....	15
5.6	FAMILY VACATIONS/PARENTAL PLANNED ABSENCES.....	15
5.7	PERFECT ATTENDANCE.....	15
5.8	TARDINESS.....	15
5.8.1	<i>Elementary Tardiness</i>	15
5.8.2	<i>Secondary Tardiness to School</i>	15
5.8.3	<i>Secondary Tardiness to Class</i>	16
5.9	SCHOOL HOURS AND ARRIVAL/DISMISSAL.....	16
5.9.1	<i>Elementary Hours and Arrival/Dismissal</i>	16
5.9.2	<i>Secondary Hours and Arrival/Dismissal</i>	16
5.10	CHECKING-IN SCHOOL AFTER THE SCHOOL DAY HAS BEGUN.....	16
5.11	CHECKING OUT/LEAVING CAMPUS.....	17
5.12	MAKE-UP WORK – CLASS LECTURE AND NOTES.....	17
5.12.1	<i>Make-Up Work – Test, Quiz, Homework, and Class Work</i>	17
5.12.2	<i>Request for Assignments</i>	18
5.13	TRUANCY OR SKIPPING.....	18
6.	DRESS CODE/UNIFORM POLICY	18
7.	TECHNOLOGY ACCEPTABLE USE POLICY	20
7.1	PURPOSE AND SCOPE.....	20
7.2	RESPONSIBILITIES OF THE USER.....	20
7.3	ACCEPTABLE USE.....	21
7.4	UNACCEPTABLE USE OF TECHNOLOGY.....	21
7.5	UNACCEPTABLE USE OF STARKVILLE ACADEMY TECHNOLOGY.....	21
7.6	PRIVACY.....	21
7.7	PENALTIES.....	21
7.8	PERSONAL DEVICE POLICY.....	22
7.9	CELL PHONES.....	22
7.9.1	<i>Important Notes</i>	22
7.9.2	<i>Consequences</i>	22
7.10	ELECTRONIC DEVICES ON CAMPUS.....	23

8.	CONDUCT AND DISCIPLINE – ELEMENTARY	23
8.1	STUDENT RESPONSIBILITY AT STARKVILLE ACADEMY	23
8.2	STUDENT CONDUCT	23
8.2.1	<i>Gum Chewing</i>	24
8.2.2	<i>Attendance</i>	24
8.2.3	<i>Physical Contact</i>	24
8.3	STARKVILLE ACADEMY PHILOSOPHY OF DISCIPLINE	24
8.4	GUIDING PRINCIPLES IN ADMINISTERING DISCIPLINE AT STARKVILLE ACADEMY	24
8.4.1	<i>Assertive Discipline</i>	25
8.4.2	<i>Detention</i>	25
8.5	RESOLUTION ON DELINQUENT ACTS	25
9.	CONDUCT AND DISCIPLINE – SECONDARY	25
9.1	DISCIPLINARY STRUCTURE	26
9.1.1	<i>Break Detention</i>	26
9.1.2	<i>Morning Detention/Work Detail</i>	26
9.1.3	<i>After-School Detention</i>	26
9.1.4	<i>Saturday School</i>	26
9.1.5	<i>In-School Suspension</i>	27
9.1.6	<i>Out-of-School Suspension</i>	27
9.1.7	<i>Expulsion</i>	28
9.2	GENERAL RULES OF CONDUCT FOR HIGH SCHOOL STUDENTS	28
9.2.1	<i>Level One Infractions</i>	28
9.2.2	<i>Level Two Infractions</i>	29
9.3	DISCIPLINE LADDER SYSTEM	29
10.	STUDENT DRIVING/PARKING	30
11.	HARASSMENT POLICIES	30
11.1	FORMS OF HARASSMENT	30
12.	ALCOHOL ABUSE POLICY	31
13.	DRUGS/CONTROLLED SUBSTANCE ABUSE POLICY	31
14.	DRUG AND ALCOHOL PREVENTION POLICY	31
14.1	PURPOSE OF THE DRUG AND ALCOHOL PREVENTION POLICY	32
14.2	SEARCHES	32
14.3	PARTICIPANTS	32
14.4	TESTING PROCEDURE	32
14.5	COST	32
14.6	CONSEQUENCES	32
14.6.1	<i>First Positive Result</i>	32
14.6.2	<i>Second Positive Result</i>	33
14.6.3	<i>Notes</i>	33
15.	MISCELLANEOUS INFORMATION	33
15.1	VISITORS AND MESSAGES	33
15.2	CHILD CUSTODY	33
15.3	AFTER-SCHOOL CARE (ASC)	33
15.3.1	<i>After-School Care Schedule</i>	34
15.3.2	<i>After-School Fee Schedule – Full-Time Students</i>	34
15.3.3	<i>After-School Fee Schedule – Day Rate for Part-Time Students</i>	34
15.3.4	<i>Late Pick-Up</i>	34
15.4	SEVERE WEATHER	34

15.5	SCHOOL CLOSING PROCEDURES.....	34
15.6	PERMANENT RECORDS.....	35
15.7	MEDICATIONS	35
15.8	INJURIES	35
15.9	CONTAGIOUS OR COMMUNICABLE CONDITIONS	35
15.10	COLLEGE AND UNIVERSITY VISITS	35
15.11	FIELD TRIPS	36
15.12	ELEMENTARY RECESS.....	36
15.13	ELEMENTARY HOLIDAY CELEBRATIONS.....	36
15.14	ELEMENTARY BIRTHDAYS AND PARTY INVITATIONS.....	36
15.15	ELEMENTARY EXTRACURRICULAR PARTICIPATION/ATTENDANCE	36
15.16	DELIVERIES.....	36
15.17	LUNCH PERIOD.....	36
15.18	ELEMENTARY SNACKS/BREAK	36
15.19	USE OF OFFICE TELEPHONES.....	36
15.20	TOBACCO-FREE CAMPUS POLICY	37
15.21	LOST AND FOUND	37
15.22	PROGRAMS AND ASSEMBLIES.....	37
15.23	GYM USAGE	37
15.24	FUNDRAISING	37
15.25	YEARBOOK AND SCHOOL PICTURES	37
15.26	USE OF SCHOOL FACILITIES	37
15.27	LOCKERS	37
15.28	FIELD HOUSE & LOCKER ROOMS	37
15.29	ATHLETIC BOOSTER CLUB	38
16.	INTERSCHOLASTIC ATHLETIC INFORMATION	38
16.1	ATHLETIC ELIGIBILITY	38
16.2	PARTICIPATION	39
16.3	SPORTSMANSHIP	39
16.4	RESPONSIBILITIES OF THE ATHLETE	39
16.5	RESPONSIBILITIES OF THE FAN	39
16.5.1	<i>Fan Ejection.....</i>	<i>39</i>
16.6	ATHLETIC LINES OF COMMUNICATION	40
16.6.1	<i>Communication Parents Should Expect From the Coach.....</i>	<i>40</i>
16.6.2	<i>Communication Coaches Expect From Players</i>	<i>40</i>
16.6.3	<i>Appropriate Concerns for Parents to Discuss with Coaches.....</i>	<i>40</i>
16.6.4	<i>Issues Not Appropriate for Parents to Discuss with Coaches.....</i>	<i>40</i>
16.6.5	<i>Procedure to Follow if a Parent Has a Concern to Discuss with a Coach.....</i>	<i>40</i>
16.7	VOLUNTEER ATHLETIC TEAMS	40
16.8	CONDUCT	41
16.9	ATHLETES PARTICIPATING IN MULTIPLE SPORTS DURING THE SAME SEASON	42
16.9.1	<i>Athletes Participating in Overlapping Sports.....</i>	<i>42</i>
16.9.2	<i>Points of Emphasis.....</i>	<i>42</i>
16.10	AN ATHLETE QUITTING A SPORT DURING THE SEASON	42
16.11	MISSED CLASSES DUE TO ATHLETICS	42
16.12	ATTENDANCE AT SCHOOL THE DAY FOLLOWING A CONTEST	43
16.13	AFTER-SCHOOL DETENTION.....	43
16.14	SUSPENSION FROM SCHOOL	43
16.15	UNIFORMS AND EQUIPMENT	43
16.16	STUDENT-PAY ITEMS.....	43

16.17	TRAVEL FEES.....	43
16.18	ATTENDANCE.....	43
16.19	PRE-GAME AND POST-GAME MEALS FOR ATHLETES	44
16.20	TEAM TRANSPORTATION TO COMPETITION.....	44
16.21	ATHLETE NOT RIDING HOME IN SCHOOL-ARRANGED TRANSPORTATION	44
16.22	MAIS WEBSITE.....	44

1. GENERAL INFORMATION

1.1 DISCLAIMER

This handbook does not and cannot address every situation, question, or problem that may arise. Any unaddressed situation, question, or problem that arises will be left to the discretion of the school's administration and Board of Directors.

1.2 MISSION STATEMENT

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

1.3 PHILOSOPHY

Starkville Academy was established to provide an excellent educational foundation for the students it serves. To this end, Starkville Academy is dedicated to finding and employing the best faculty and staff available and to providing a curriculum that will both stimulate and challenge the school's students. Starkville 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.

1.4 BELIEFS

Starkville Academy will strive to:

1. Establish a curriculum that is aligned to national standards with an emphasis on college preparation.
2. Provide a safe, active, and encouraging environment where learning excels.
3. Foster experiences that cultivate qualities that will result in moral integrity, intellectual capacity, and social conscience.
4. Instill in each student an appreciation for Christian culture and heritage.
5. Enhance and encourage students as they are actively involved in positive relationships with student and staff.
6. Engage students in extracurricular activities that aid in developing a sense of self and purpose.

1.5 GOVERNANCE

A Board of Directors governs Starkville Academy. The Board is composed of eight members, who are elected by the patrons to serve staggered four-year terms, the past and immediate past presidents, and up to three Board-appointed members, who are elected to serve renewable, one-year terms. The purpose of the Board is to set and enforce the governing policies of Starkville Academy.

1.6 ACCREDITATION

Starkville Academy is fully accredited by the Mississippi Association of Independent Schools (MAIS), the Southern Association of Colleges and Schools-Council on Accreditation and School Improvement (SACS-CASI), and the Southern Association of Independent Schools (SAIS).

1.7 NOTICE OF NON-DISCRIMINATION

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.

1.8 COMMUNICATION/PARENT CONFERENCE

1.8.1 WEB PAGE

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

1.8.2 E-NEWS

School news and announcements are periodically emailed to all individuals who have signed up for it. Please email tech@starkvilleacademy.org if you have questions or problems with this service.

1.8.3 PARENT/GUARDIAN AND TEACHER/ADMINISTRATION COMMUNICATIONS

Teachers may be contacted via email. Email addresses may be obtained from the school's website. The school recognizes that email often provides a convenient means for communicating data and information; however, email should not be used as a substitute for parent-teacher conferences. Parent/guardians should also keep in mind that teachers have only limited time during the school day to check and respond to emails.

Any questions concerning classroom work, conduct, any extracurricular activity (i.e., athletics, band, choir, etc.) or any other student concerns should be handled in the following hierarchical manner:

1. First, through the appropriate classroom teacher, coach, director, or sponsor for an appointment.
2. Second, if after meeting with the classroom teacher, coach, director, or sponsor, a parent/guardian desires further communication, he/she should make an appointment to meet with the appropriate principal or athletic director.
3. Third, if, after the first two steps of communication have been performed and the parent/guardian is dissatisfied with the result, he/she may make an appointment with the head of school.

Any individual deviating from the steps described above will be directed back to the appropriate level before any further discussions will take place.

Notes:

- Administrators and teachers will not be available for a conference without an appointment.
- Parents are not allowed to go to the classroom to get their child or see the teacher. Instead, parents should report to the office, and the appropriate arrangements will be made.
- Parents are to refrain from calling or texting teachers/staff on their cell phones during school hours; all contact should be made by email to the teacher or through the school office during school hours.

1.9 ASBESTOS MANAGEMENT PLAN

A copy of Starkville Academy's asbestos management plan, including testing results and certifications, is available upon request in the school's main office.

2. FINANCIAL POLICY AND INFORMATION

2.1 INTRODUCTION

All information and policies addressed below, unless stated specifically for tuition/fees only, are intended for all student monies owed to Starkville Academy. Monies owed include, but are not limited to, tuition/fees, co-curricular activities and field trips, and extracurricular expenses.

Starkville Academy operates on a cash flow basis. It is imperative that it collect monthly tuition/fees payments in a timely manner in order to pay its bills, including payroll, in a timely manner and to maintain its reputation of fiscal responsibility. Failure on the part of patrons to stay current with tuition/fees or other payments could place the entire school in financial jeopardy.

The educational well-being of each student, both academically and fiscally, is the primary responsibility of Starkville Academy. Therefore, if payment is received for a non-tuition/fees expense for a student and the student's tuition/fees payments are past due, the funds may be applied to the delinquent tuition/fees account without prior notification to the payer, the student, or any person contractually responsible for the tuition/fees. Notification that the redirecting of funds has occurred will be mailed through physical or electronic means to the contractually responsible party.

2.2 REGISTRATION FEE

The nonrefundable registration fee shall be paid by each patron family upon enrollment/re-enrollment in Starkville Academy. This fee must be paid when the educational contract is signed prior to acceptance of a student in Starkville

Academy. The Registration Fee (Per Family) for this academic year is as follows:

- \$200 – Current Patrons (During Priority Registration Period Only) – Nonrefundable.
- \$400 – Current Patrons (After Priority Registration Period) – Nonrefundable.
- \$500 – New Patrons (Includes \$100 SA Endowment Fund Contribution) – Nonrefundable.

Note: All new students in Grades 1 through 12 must meet grade-level expectations on the entrance testing to be eligible for admissions. If a student is unable to meet grade-level expectations and no other children from the family are registered, the registration fee will be refunded. New Pre-K and Kindergarten students are screened to assess whether they meet appropriate skill levels before being admitted into Starkville Academy.

2.3 TUITION AND FEES

The Tuition and Fees for this academic year are as follows:

Tuition Rate (Per Student): \$5,495 – Elementary School Student (PreK – 6th Grade)
\$5,595 – Secondary School Student (7th Grade – 12th Grade)

Building Fee (Per Student): \$250 – Nonrefundable

Book/Instruction Fee (Per Student): \$100 - Nonrefundable

2.3.1 TUITION/FEES PAYMENT OPTIONS

Tuition and fees, excluding the registration fee, are paid on a per-student basis according to the payment options below.

- One payment in full: Due by June 5.
- Two payments by semester: Due August 15 and January 15.
- Twelve monthly bank drafts: June – May (occurring on the 5th or 18th of each month, patron's choice).
- Ten monthly bank drafts: August – May (occurring on the 5th or 18th of each month, patron's choice).

2.3.2 TUITION/FEES PAYMENT POLICIES

Full or semester tuition/fees payments made by check may be mailed or personally delivered to the school office. The school will not be responsible for unaccounted tuition/fees brought to the school by students.

Late/NSF fees: A \$30 fee shall be charged per educational contract for payments not received by their due date. In addition, a \$50 fee shall be charged for any returned bank draft and/or check.

Delinquent accounts: If two consecutive monthly educational contract payments are missed or returned, or if the monthly installments due under this contract become 30 days or more past due on three separate occasions, Starkville Academy may prevent the affected child from attending the school until such time as the entire balance due for that student has been paid in full. Starkville Academy reserves the right to withhold report cards, completed transcripts, school records, and/or diplomas for any child whose educational contract is in default.

The school reserves the right to prohibit the administration of nine-week or semester exams, to hold final grades, and to prohibit participation in field day, and/or school sponsored camps for any student for whom all tuition/fees have not been paid.

2.3.3 ADDITIONAL FEES AND FINES

Additional fees for specific classes such as labs, driver's education, computer, classroom fees, etc., must be paid separately. These payments are not included in or to be paid with tuition.

Textbooks will be issued to students at the beginning of the school year. A fine may 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.

2.4 EDUCATIONAL CONTRACT AND ENROLLMENT DURING THE YEAR

Educational contracts for a school year are to be signed at the time of enrollment or re-enrollment. The individual signing the contract shall be considered contractually responsible for the tuition/fees and other obligations set forth in the contract.

Any student who enrolls in Starkville Academy after the beginning of the school term and before Labor Day will be required to pay a nonrefundable registration fee and will be assessed full book/instruction fee, building fee, and tuition.

Any student who enrolls in Starkville Academy after the beginning of the school term and following Labor Day will be required to pay a nonrefundable registration fee and will be assessed full book/instruction fee and building fee. Tuition will be assessed for all days attended on a pro rata basis.

2.5 CONTRACT FOR DYSLEXIA THERAPY PROGRAM

The admissions process for the Dyslexia Therapy Program (DTP) at Starkville Academy is designed to assist the family and director to determine whether a student will benefit from our DTP for grades 1-6. Acceptance into the program is based on admission into Starkville Academy, a dyslexia evaluation and interview or contact from the director, and availability in the DTP. The tuition for DTP for the school year is \$2,000 in addition to regular tuition.

2.6 CONTRACT CANCELLATION AND WITHDRAWAL

Parents/guardians 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/guardian.

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 at least five (5) days prior to the following regularly scheduled meeting. Cancellation of this contract shall be governed by the following provisions:

- (a) Registration Fees are nonrefundable.
- (b) Educational contracts related to students enrolled for the forthcoming year that are submitted for cancellation on or before the April 30 immediately preceding the beginning of the school year shall be granted with the tuition, the book/instructional materials fee, and building fee waived.
- (c) Educational contracts related to students enrolled for the forthcoming year that are submitted for cancellation from May 1 through June 30 immediately preceding the beginning of the school year shall be granted upon payment of 15% of the tuition fee. The book/instructional materials fee and building fee are waived.
- (d) Educational contracts that are submitted for cancellation from July 1 through August 15 immediately preceding the beginning of the school year shall be granted upon payment of 50% of the tuition fee, 100% of the book/instructional materials fee, and 100% of the building fee.
- (e) Educational contracts that are submitted for cancellation from August 15 through December 1 of a school year shall be granted upon payment of 75% of the tuition fee, 100% of the book/instructional materials fee, and 100% of the building fee.
- (f) Educational contracts that are submitted for cancellation after December 1 shall only be granted at the sole discretion of the Board and for exceptional circumstances shown.

2.7 TERMINATION OF EDUCATIONAL CONTRACT

Starkville Academy reserves the right to terminate any educational contract and to dismiss any student who violates school rules or standards, as may be determined by the Board in its discretion, or who, due to factors involving the student or others (including but not limited to the student's parents or guardians), is determined by the Board to distract from the school's mission or efficient operation.

2.8 REFUSED PAYMENTS AND OUTSTANDING DEBTS

2.8.1 RETURNED CHECKS OR DENIED BANK DRAFTS

Any payment (tuition/fees or other) that is returned to the school or denied by the bank will result in a service charge

of \$30.00 or the amount of any fees charged to the school for refusal of the payment, whichever is greater. Checks returned or bank drafts denied may be resubmitted without notifying the drawer.

Should any family have two payments returned unpaid or denied by their bank, the school may opt to no longer accept personal checks or bank drafts for any reason from that family for the remainder of the school year. Following such a determination, the affected parents/guardians must use cash, money orders, or cashier's checks to pay all accounts.

2.8.2 STUDENT INDEBTEDNESS AT THE CONCLUSION OF A SCHOOL YEAR

The following action may be taken for any student that is indebted to the school for any reason at the conclusion of a school year:

- Starkville Academy reserves the right to prohibit the administration of nine-week or semester exams, hold final grades, prohibit participation in field day and/or school sponsored camps.
- Seniors may be prohibited from participating in graduation ceremonies.

2.8.3 STUDENT INDEBTEDNESS AT THE COMMENCEMENT OF A SCHOOL YEAR

A student may not be allowed to begin classes in August or to participate in any extracurricular activities related either to summer sports or practices if his/her tuition/fees account is delinquent for any month of the current school year or if any money is owed for previous school years.

3. RE-ADMISSIONS POLICIES

3.1 STUDENTS APPLYING FOR RE-ADMISSION

Unless specifically stated otherwise below, all stipulations and requirements of new student admission will apply to students requesting re-admission to Starkville Academy.

- Any student who leaves Starkville Academy in "good standing" (academically, financially, and behaviorally) and attends an accredited school but subsequently applies for re-admission *during the same academic school year* may be re-admitted without standardized assessment testing.
- Any student who leaves Starkville Academy in "good standing" (academically, financially, and behaviorally) to be home schooled and applies for re-admission may be re-admitted without passing a standardized assessment test if both the day of leaving and the day of return occur within the first fifteen (15) days of the academic calendar.

3.2 MISCELLANEOUS NOTES ON ADMISSIONS AND CONTINUED ENROLLMENT

- No student will be accepted who has a record of academic failure, discipline problems, or who has not met the criteria for successful completion of the standardized assessment test.
- Subject to applicable law, no student requiring separate special education classes will be accepted. If this problem is not known at the time of enrollment, proper action will be taken to have the child tested and evaluated for appropriate placement or referred to another school in the best interest of the child.
- All students are expected to adhere to the school's standards of academic achievement and general citizenship. Failure to do so will be just cause for the student's withdrawal from Starkville Academy.
- When a student reaches a point where Starkville Academy can no longer contribute to the educational advancement of the student, and/or the student fails to take full advantage of educational opportunities offered him or her, and/or the student continuously violates school regulations, the student will be requested to withdraw from Starkville Academy during the present year and will lose his or her priority for admission to Starkville Academy the following year. The Board of Directors will evaluate the recommendations of the administration concerning said student's present and future enrollment at Starkville Academy.
- Parents of students must have paid their registration fees and signed a contract for the student to be eligible for any type of tryouts for sports, spirit clubs, or other school teams or groups holding tryouts for the following school year.
- The school will enforce athletic eligibility requirements of the MAIS.

4. ACADEMICS

Parents are encouraged to contact the counselor if there are questions or concerns about their child's academic performance or schedule. Starkville Academy's school year consists of four nine-week grading periods. Academic grades for students in grades 1–12 may be viewed online at www.starkvilleacademy.org under ActiveParent, using each student's user number and password.

4.1 ELEMENTARY

4.1.1 *ELEMENTARY GRADING SYSTEM & NINE-WEEK EXAMS*

Letter and numeric grades will be used in grades 1 – 6.

Grading Scale:

A:	100 – 90
B:	89 – 80
C:	79 – 70
F:	69 or below

Nine-Week Exams – Grades 4 - 6

In an effort to strengthen academic achievement among its students, Starkville Academy administers nine-week exams to students in grades 4-6. The rationale for doing so is multi-faceted. The school believes that these exams reinforce concepts and objectives learned during the nine-week period, prepare students incrementally for the practice of taking semester exams in later years, and provide students with practice for comprehensive tests that are a standard part of a student's educational career.

- Nine-week exams will count as a percent of the student's nine-week average according to the following grade-level chart:
 - 4th grade – 10%
 - 5th grade – 15%
 - 6th grade – 20%

4.1.2 *PROMOTION AND RETENTION POLICY*

Starkville Academy recognizes that, in some situations, the student's best interests may require him/her to be retained in the same grade for the following academic year.

The following policies will apply for promotion and retention for students in grades 1–6:

- Each student in grades 1-6 must pass all core courses; if not, he/she will be retained. Starkville Academy recognizes English, math, reading, science, and social studies as its core courses.
- Promotion and retention will be based on yearly averages in grades 1–6.

Parents/Guardians will be notified by the end of the third nine weeks if there appears to be a possibility or likelihood that their child will not be promoted; however, the failure to provide such notice shall not prohibit the students retention if later determined to be appropriate.

If the student does not meet the requirements for promotion, but in the administration's opinion would most likely gain mastery through summer remediation, parents may secure a tutor for their child and request follow-up testing from the administration at the end of the summer to help determine appropriate grade placement.

If the administration concludes the needs of a student are not being met by the academic program at Starkville Academy (determined after reviewing test scores, report cards and student's progress), a conference will be held with the parents, classroom teacher, and principal. At that time, the school will determine if it is in the best interest of the student to repeat a grade level or be dismissed from the school.

Once a teacher and the administration have made a final determination that a student should be retained in the present grade for the upcoming year, an educational contract will be offered to the student for the upcoming year in the retained

grade only. Report cards and cumulative records will reflect the retention determination.

4.1.3 ACADEMIC RECOGNITION

Two levels of academic recognition will be used in grades 4–6 for each grading period.

- Head of School’s List – A student maintaining an A average in each academic subject
- Principal’s List – A student must have a minimum B average in each subject, with at least three A’s required in core subjects

4.1.4 REPORTING OF STUDENT PROGRESS

A student’s academic grade progress may be viewed online via ActiveParent. Progress reports for PreK and Kindergarten and report cards for grades 1 – 6 will be sent home at the end of each nine-week grading period and are due back the next day. All progress reports and report cards will be mailed at the end of the year if all financial obligations have been met.

4.1.5 HOMEWORK

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

Homework assignments will be emailed weekly by each teacher through School Messenger. Parents may view archived emails for 30 days on SchoolMessenger Info Center, which is linked on our school website.

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!

4.1.6 CHEATING

Academic honesty is expected of every student at Starkville Academy. Cheating is defined as the deliberate, dishonest exchange of information (i.e., test, project, homework, etc.) that creates an unfair advantage for one or more students. The following disciplinary procedures will be implemented in the elementary school as deemed appropriate:

- 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.

4.1.7 “SAIL” – STUDENT ASSISTANCE IN LEARNING

Students experiencing academic difficulty may be referred to the resource center for assistance. A certified teacher is on staff to assist students and parents as needed.

4.1.8 “DISCOVERY” –GIFTED PROGRAM

Students in grades 3–6 who qualify through individual IQ testing for and choose to participate in the Discovery program will receive accelerated/enrichment instruction weekly in addition to regular classroom instruction. Students are responsible for all classroom assignments missed while attending Discovery.

4.2 SECONDARY

4.2.1 SECONDARY GRADING SYSTEM

Report cards are sent home with students the week following each nine-week period and mailed at the end of the year if all financial obligations have been met. The counselor will notify parents if a student fails a course for the 1st or 2nd Semester.

Letter and numeric grades will be used in grades 7 – 12.
Grading Scale:

- A: 100 – 90
- B: 89 – 80
- C: 79 – 70
- F: 69 or below

The lowest passing grade is 70. Numerical grades will be recorded on report cards and on permanent records. Students who have incomplete work must complete the work according to school policy, or a grade of “F” will be assigned.

The following grading system is to be used when calculating end-of-term averages:

- Nine Weeks Average: The formula for determining each nine week average is as follows:
 - Daily grades = 35% and Tests = 65%
- Semester Average: The formula for determining the semester average is as follows:
 - 1st nine week average = 40%, 2nd nine week average = 40%, and semester exams = 20%
- Yearly Average: The yearly average is obtained by adding the two semester grades and dividing by two.

Students transferring to Starkville Academy with letter grades will be converted in the following manner:

A+ = 100, A = 95, A- = 90, B+ = 89, B = 85, B- = 80, C+ = 79, C = 75, C- = 70, and F = 67

4.2.2 STUDENT CLASSIFICATION

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

Freshman:	Promoted from eighth grade
Sophomores:	5 credits
Junior:	11 Credits
Senior:	17 credits

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

4.2.3 NINE WEEKS HONORS

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

- Head of School’s List – A student maintaining an A average in each academic subject
- Principal’s List – A student must have a minimum B average in each subject, with at least three As required in core subjects, while maintaining an average of 85 or above in all academic subjects.

Grades received in such courses as ACT Prep, Athletics, Dance, Driver’s Education, Publications, and Varsity Cheer will not be averaged in with academic subjects. Students who have an incomplete grade at the end of nine weeks due to their failure to make up work are not eligible.

4.2.4 GRADE POINT AVERAGE CALCULATION/SENIOR CLASS RANK

Starkville Academy will calculate grade point average by adding the two semester averages of each yearly course and the one semester average of a semester course and divide by the total number of semester courses in which a Carnegie unit has been earned.

Senior class rank will be determined based on the numerical grade point average of the eight semesters comprising grades 9-12 and for those 8th grade courses that earn Carnegie units. Starkville Academy will calculate senior class rankings after the conclusion of the final posting of all grades at the end of the school year. The senior class rank will be based on a student’s GPA, which will be calculated by adding the two semester averages of each yearly course and the one semester average of a semester course and divide by the total number of semester courses in which a Carnegie unit has been earned.

The following courses will not be included in the calculation for senior class ranking: ACT Prep, Athletics, Dance, Driver’s Education, Publications, and Varsity Cheer.

For students who are enrolled at Starkville Academy, grades for course work taken outside Starkville Academy will

be used in calculating a student's grade point average; however, these grades will not be used in the calculation for class ranking.

The following courses are given weight according to level of difficulty:

- Weight of 1.025: Honor Courses: 9th English, 10th English, Biology, Chemistry, 8th Algebra I, Algebra II, Geometry, Pre-Calculus, and Spanish III
- Weight of 1.050: AP 11th Grade English, AP U.S. History, AP Government, AP Studio Art, and Dual Credit Courses: English Comp. I, English Comp. II, College Algebra, College Trigonometry, and College Calculus

4.2.5 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. A student who elects to take an honors/accelerated course may opt out of the course at the midpoint of the first nine-weeks with administrative approval. In extreme circumstances, the administration may grant a change in a student's schedule after the 10-day period.

4.2.6 ONLINE COURSES

Online courses for which a student desires academic credit from Starkville Academy must have prior approval from the Counselor and Principal. All course work must be completed by April 15, unless otherwise approved.

4.2.7 PATHWAYS FOR GRADUATION

COLLEGE PATHWAY		
English	4	
Math	4	Required: Algebra I, Geometry, and Algebra II
Science	4	Required: Biology I and Chemistry
History	4	Required: Miss. Studies , Intro to Geography, World History, US History, Am. Government, and Economics
Advanced Electives	2	2 must be earned from the following: Foreign Language, Adv. World Geography, 4 th year lab-based science, or 4 th year math. One of the two must be a foreign language or Adv. World Geography
Computer	½	
Arts	1	Band and/or Choir will serve as a Fine Arts Credit
Electives	3½	
Total = 23		Academic Credits Required: 21

UNIVERSITY/HONORS PATHWAY		
English	4	11 Grade AP English
Math	4	Required: Algebra I, Geometry, Algebra II and one other higher Math
Science	4	Required: Biology I, Chemistry, and Forensics or Physics, plus one of the following: A&P or Environmental Science
History	4	Required: Miss Studies, Intro to Geography, World History, US History, Am. Government, and Economics
Foreign Language	2	Both credits must be the same language
Computer	½	
Arts	1	Band and/or Choir will serve as a Fine Arts Credit
Electives	3½	
Total = 23		Academic Credits Required: 21

Carnegie Units may be awarded in 8th grade for Pre-Algebra, Algebra I, Foreign Language, and entry-level computer.

Carnegie Units may be awarded in 8th grade for Pre-Algebra, Algebra I, Foreign Language, and entry-level computer.

4.2.8 GRADUATION REQUIREMENTS

Starkville Academy's academic program is oriented toward a college prep curriculum. Starkville Academy has developed the following curriculum pathways to provide its student guidelines that will enable every student the opportunity to meet the requirements of admission to a major college, university, or community college.

Graduation requirements are 23 Carnegie units, with a minimum of 21 academic units and no more than 2 non-academic units (i.e. athletics, etc.). Required Courses are as follows:

- 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: ½ 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.

* Effective with the 2016-2017 academic year, no student will be allowed to fail more than four classes for graduation credit and still receive a diploma from Starkville Academy unless a special exemption is granted by both the school administration and the Board.

* 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 and Principal.

4.2.9 GRADUATION HONORS

To graduate from Starkville Academy with honors and wear a gold tassel, a student must:

1. Complete the University/Honors Pathway to Graduation and
2. Maintain an overall grade average of 90 or better.

To graduate from Starkville Academy as Valedictorian, a student must:

1. Meet all the qualifications of being an honor graduate.
2. Must attain the highest numeric grade point average (See Senior Class Ranking Above) for high school Carnegie academic credits.
3. Must attend Starkville Academy for his/her final four consecutive semesters (11th and 12th grade years).

To graduate from Starkville Academy as Salutatorian, a student must:

1. Meet all the qualifications of being an honor graduate.
2. Meet attain the second highest numeric grade point average (See Senior Class Ranking Above) for high school Carnegie academic credits.
3. Meet attend Starkville Academy for his/her final four consecutive semesters (11th and 12th grade years).

4.2.10 GUIDELINES FOR MISSISSIPPI PUBLIC UNIVERSITIES ADMISSIONS (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	All must require substantial communication skills components (i.e., reading, writing, listening, and speaking).
Mathematics	3	Includes Algebra I, Geometry, and Algebra II. A fourth class in higher level mathematics is highly recommended.
Science	3	Biology, Advanced Biology, Chemistry, Advanced Chemistry, Physics, and Advanced Physics or any other science course with comparable rigor and content. One Carnegie unit from a Physical Science course with content at a level that may serve as an introduction to Physics and Chemistry may be used. Two of the courses chosen must be laboratory based.
Social Studies	3	Courses should include United States History (1 unit) World History (1 unit with substantial geography component), Government (1/2 unit), and Economics (1/2 unit), or Geography (1/2 unit)
Advanced Electives	2	Requirements may be met by earning 2 Carnegie units from the following areas/courses, one of which must be in Foreign Language or World Geography. (Foreign Language, World Geography, 4 th year lab-based Science, 4 th year Mathematics)
Computer Applications	½	The course should include 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, first year Foreign Language, Mississippi Studies, or Computer Applications taken prior to high school will be accepted for admission provided the course content is the same as the high school course.

4.2.11 PROMOTION AND RETENTION POLICY FOR 7TH AND 8TH GRADE

In grades 7 and 8, a student must pass each of the four core courses to be promoted to the next grade. If a student does not meet the promotion requirements, he/she will be required to attend or take and successfully complete summer school or an approved correspondence course to be promoted. Starkville Academy recognizes English, math, science, and social studies as its core courses.

4.2.12 SEMESTER EXAMS – GRADES 7 – 12

Semester exams in grades 7-12 will count 20% of the student's semester average. Students who maintain a 90 average or above in a subject can be exempt from the semester exam in that subject at the end of the 2nd semester. No exam exemptions are granted for any student during the 1st semester.

4.2.13 SEMESTER EXAM EXEMPTIONS

Exam exemption is a privilege, not a right, afforded to students who satisfy criteria pertaining to attendance, grade average, and discipline. Eligible students may exempt End-of-Year (second semester) exams. An exempted student may opt to take his/her exam to improve his/her average with the assurance that the results of the exam will not lower his/her average.

- A student who has been suspended will forfeit all of his/her exam privileges.
- Any student with an unexcused absence (i.e., skipping class, skipping school, etc.) will not be allowed to exempt any exam in courses in which the unexcused absence applies for the remainder of the school year.
- Any student who misses more than 5 days in ANY semester for reasons other than school-sponsored activities will not be allowed to exempt any exam at the end of the year. Administration reserves the right to make all final decisions regarding exemption status due to absences as a result of extreme circumstances (i.e., death of an immediate family member, extended illnesses, extended hospitalization, etc.).

4.2.14 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.

4.2.15 CHEATING

Cheating is defined as the deliberate, dishonest exchange of information that creates an unfair advantage for one or more students (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.

Consequences:

1. 1st Offense – Zero on the work and notification of parents only
2. 2nd Offense – Zero on the work and notification of parents and one after-school detention
3. 3rd Offense – Zero on the work and notification of parents and one day of In-School Suspension or one 4-hour Saturday School, and
 - A. 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.
 - B. The additional consequences assigned for the 3rd offense and/or included in the Plan of Improvement may include but are not limited to:
 - A. Noting the incident in the student's permanent record.
 - B. Excluding him/her from all academic honorary clubs.
 - 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, etc.) for a specified period not to exceed the remainder of the school year.
4. 4th and Subsequent Offense – Will result in severe disciplinary action, which may include expulsion from Starkville Academy.

4.2.16 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. Plagiarism also includes 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:

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

Example: A student has used 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)

- A. A make-up assignment at a more difficult level
 - B. A grade reduction on the original assignment
 - C. Notification of the parents concerning the violation
2. 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)

- A. A make-up assignment at a more difficult level
- B. A grade reduction on the original assignment
- C. Notification of the National Honor Society (NHS) advisor, if applicable
- D. Disciplinary action taken by the administration
- E. Notification of the parents concerning the violation

3. 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 the following:

- A student's use of a purchased term paper or other materials that are not 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)

- A. The offense will be considered a cheating violation and all procedures and consequences of cheating, as stated above, will apply.
- B. The incident will be so noted in the student's permanent record.
- C. The National Honor Society (NHS) advisor may be notified, if applicable.
- D. Disciplinary action may be taken by the administration.
- E. Notification of the student's parents will be notified of concerning the violation.

4.3 ACHIEVEMENT TESTING

Students at Starkville Academy will be subject to achievement testing.

5. ABSENCES

5.1 EXCESSIVE ABSENCES POLICY –ELEMENTARY STUDENTS

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

A student who 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. If the student fails to do this, no medical consideration will be given to the student if he or she exceeds the allowable absences in a class without the proper documentation. 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 of the parents and students to keep track of absences in order to avoid an excess.

5.1.1 ELEMENTARY SCHOOL PARENT PROCEDURE FOR NOTIFYING OF/VERIFYING AN 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/dentist's office.

5.1.2 ELEMENTARY SCHOOL PROCEDURES FOLLOWING AN ABSENCE

Students are responsible for scheduling make-up work with the teacher within the time limit of one day for each day missed.

5.2 EXCESSIVE ABSENCES POLICY –SECONDARY STUDENTS

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 high school 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 who 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. No medical consideration will be given to the student if he/she exceeds the allowable absences in a class without the proper documentation. This documentation should be submitted to the office within three (3) days of returning from the 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.

5.2.1 SECONDARY PARENT PROCEDURE FOR NOTIFYING OF/VERIFYING AN ABSENCE

On the day of the student's absence, parents/guardians are asked to telephone the school office by 9:00 AM stating that their son/daughter will be absent and the reason for that absence. The Secondary Office will not accept notes.

5.2.2 SECONDARY PROCEDURES FOLLOWING AN ABSENCE

Due to the procedure for notification/verification of a student absence as stated above, "Admission to Class" slips will not be used, and students should report, instead, directly to class at the beginning of the day rather than visiting the office. Students are responsible for scheduling make-up work with the teacher within the time limit of one day for each day missed.

5.3 SCHOOL-SPONSORED ABSENCES

School-sponsored absences in grades PreK–12 include the following:

- Any activity sponsored by Starkville Academy or any school representative and is designated as school sponsored by the administration.
- Any activity in which the individual is participating as a member of a Starkville Academy team, squad, or group (including class field trips) whether it is on the Starkville Academy campus or off and is designated as school sponsored by the administration.
- 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 Starkville Academy.

Functions such as (but not limited to) Boy/Girl Scouts, 4-H, 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.

5.4 EXCUSED ABSENCES

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 cannot be scheduled after school hours.
- Death of a family member
- Official college visit (see “College and University Visits”)
- Spring semester exam days for exempted students in grades 7-12 (absences on these days will not count against perfect attendance)
- Other circumstances, as determined by administration

5.5 UNEXCUSED ABSENCES

Unexcused absences (i.e., skipping class, skipping school, etc.) will be handled on an individual basis by the administration. A student receiving an unexcused absence will:

- Receive a zero on all daily work and class work missed,
- Be allowed to make up any test missed; however, only a maximum grade of 80 can be earned, and
- Lose any exemption privileges for the class(es) in which the absence was unexcused.

5.6 FAMILY VACATIONS/PARENTAL PLANNED ABSENCES

Starkville Academy believes that the school calendar allows ample time for vacations in and around holiday seasons and, therefore, encourages parents to 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 for three or more days at a time, the absence must be pre-approved by the school administration at least one week prior to the first day of being absent. For students whose family does not meet the one-week notification guideline, the first day of the absentee period will be considered unexcused, and the consequences outlined above in Section 5.5 will be applied. A “Planned Absence Form” should be obtained from the office or found on the school’s website at www.starkvilleacademy.org.

5.7 PERFECT ATTENDANCE

A perfect attendance certificate will be awarded at school's end to any student who has attended all day every day. A tardy or early checkout that interferes with an academic class will negate a perfect attendance.

Absences including, but not limited to, funerals, medical appointments, illness, surgery, vacations, etc. are not exceptions; however, school-sponsored activities are exceptions.

5.8 TARDINESS

Punctuality is expected of all students. Starkville Academy believes it is the responsibility of parents/guardians to see that students arrive at school on time. It is the student’s responsibility to arrive in class on time.

5.8.1 ELEMENTARY TARDINESS

Students in grades PreK – 6 are expected to be in their assigned classrooms promptly at 7:55 AM. Any student who arrives after the tardy bell rings at 8:00 AM will be considered tardy to school. The disciplinary action that will be administered for excessive tardies is outlined below:

- Students are allowed two tardies per nine weeks.
- The third tardy will result in one after-school detention.
- The fourth tardy will result in two after-school detentions.
- The fifth tardy will result in a parent conference with the Principal and three after-school detentions.

5.8.2 SECONDARY TARDINESS TO SCHOOL

If a student in grades 7–12 is not in his/her assigned classroom prior to the 8:00 tardy bell, they are considered tardy to school. Students will be allowed two (2) tardies to school per nine weeks before disciplinary action will be taken.

The disciplinary action that will be administered for excessive tardies is as follows:

1. Third (3rd) tardy – one after-school detention and the administration will contact the parent
2. Fourth (4th) tardy – two after-school detentions
3. Fifth (5th) tardy – one day of In-School Suspension
4. Sixth (6th) tardy – two days of In-School Suspension
5. Seventh (7th) tardy – Additional measures to correct behavior will be assigned and a Disciplinary Plan of

Improvement will be established to correct insubordination.

5.8.3 SECONDARY TARDINESS TO CLASS

Students in grades 7–12 must be in their assigned classroom (periods 2–7) prior to the tardy bell for each class. Tardies will be turned in by the classroom teacher and kept up with by the administration. Students will be allowed two tardies to class per nine weeks before disciplinary action will be taken.

The disciplinary action that will be administrated for excessive tardies is as follows:

1. Third (3rd) tardy – one after-school detention and the administration will contact the parent
2. Fourth (4th) tardy – two after-school detentions
3. Fifth (5th) tardy – one day of In-School Suspension
4. Sixth (6th) tardy – two days of In-School Suspension
5. Seventh (7th) tardy – Additional measures to correct behavior will be assigned and a Disciplinary Plan of Improvement will be established to correct insubordination.

Note: If a parent/guardian refuses to allow the student to adhere to the disciplinary measures described above, or if the parent/guardian 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.

5.9 SCHOOL HOURS AND ARRIVAL/DISMISSAL

Students should not arrive at school prior to 7:30 AM. Supervision by duty teachers does not begin until this time. Supervision is not provided for students who remain on campus after 3:45 PM and who are not involved in a supervised school-sanctioned activity. After-school care is provided for those who need to stay after 3:30 PM. No student will be allowed in the building without special permission and supervision after 4:00 PM each day.

Starkville Academy assumes no liability for students who are not in a supervised school-sanctioned activity before 7:30 AM or after 3:45 PM.

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.

5.9.1 ELEMENTARY HOURS AND ARRIVAL/DISMISSAL

Supervision with duty teachers begins in all elementary buildings at 7:30 AM each morning. Students in grades PreK–6 should not arrive at school prior to 7:30 AM. Students are to come inside their respective buildings and sit in the hallway with the supervising teacher until 7:45 AM when all classrooms are open. Classes begin promptly at 8:00 AM.

PreK–4th grade students will be dropped off at the breezeway awning between A and B Buildings. However, students whose classrooms are in C Building may be dropped off at either breezeway awning.

Dismissal begins at 2:40 PM for grades PreK–K and 3:00 PM for grades 1–6. PreK–6th grade students who have not been picked up by 3:20 PM will be sent to after-school care. Parents will be charged a fee. There will be no exceptions to this rule. All elementary students, PreK–6th grade, will be picked up at the breezeway awning between A and B Buildings.

5.9.2 SECONDARY HOURS AND ARRIVAL/DISMISSAL

The secondary (7–12) class day begins at 8:00 AM. Faculty members are on duty in strategic locations beginning at 7:30 AM. Upon arrival, all secondary students are to report to the cafeteria where supervision is provided.

The secondary day ends at 3:30 PM. Secondary students are to wait in the breezeway between C and D Buildings and are to be picked up no later than 3:45 PM unless they are involved in a supervised school-sanctioned activity.

5.10 CHECKING-IN SCHOOL AFTER THE SCHOOL DAY HAS BEGUN

If a student reports to school after the school day has begun, he/she must check-in through the office.

5.11 CHECKING OUT/LEAVING CAMPUS

Once a student comes on campus (whether by driving a car or being dropped off by someone), he/she is under the supervision of the school and cannot leave campus for any reason without permission from the school office. No student is to leave the campus before the final dismissal bell unless he/she has been given permission to do so by the office and has been properly signed out through the office by a parent/guardian. A student who violates this rule will be considered skipping.

A student must be personally “signed out” in the office by his/her parent/guardian before leaving campus. Parents who come to the school to pick up a student are required to report to the appropriate office to get the student. A student driver may present an appointment card signed by a parent for purposes of dismissal for a medical appointment. An exception to these rules will be made only in the case of extreme hardship. Once a student checks out, he/she must leave campus.

Lunches and personal errands such as haircuts are not considered emergencies or to be critical in nature. Requests for early dismissal (check out) should be confined to medical, dental, or items of an emergency or critical nature. When possible, we encourage parents to arrange medical or dental appointments after school.

A pattern of numerous checkouts may 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 often suffer due to class absences. The administration reserves the right to excuse or not excuse all absences.

5.12 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. Complete all assignments missed during the absence according to the policies outlined below (teacher may extend a due date if he/she feels it is in the best interest of the student)
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).

5.12.1 MAKE-UP WORK – TEST, QUIZ, HOMEWORK, AND CLASS WORK

Subject to additional accommodations as may be allowed by the administration and teachers, the following will apply:

1. If the absence is due to school-sponsored events, the student should arrange to take any test/quiz that he or she will miss prior to leaving for the event, if possible. If the test/quiz cannot be taken before leaving, the student will be expected to take it on the day he or she returns to class.
2. If the absence is due to illness or personal reasons:
 - a. The student will have one day for each day missed to make up the test/quiz from the day he or she returns to school.
 - b. The teacher will notify the student of the test/quiz missed and inform him or her of the deadline for making it up.
 - c. If the test/quiz is not made up within the allotted time as prescribed above from the day the student returns to school, then he or she will receive a zero on the test/quiz.
3. If the absence is a pre-approved planned absence, then all work is due upon the student’s return to school.

Making up assignments (homework, classwork, projects, etc.)

Homework/Classwork:

1. Missed homework/classwork assignments are due the day after they are assigned or as otherwise specified.
2. If homework/classwork assignments are given to a student before the student is absent, then the assignment is due on the day the student returns to school.
3. If a student is absent on the day homework/classwork assignments are given, then the teacher will assign the student the homework/classwork on the day the student returns to school.

Projects, Etc.:

1. If a student was informed by the teacher about the project/assignment and the due date of the assignment, then the work is due on the day the student returns to school, unless different arrangements are made with the teacher or administration.
2. If a student was not informed by the teacher about the project/assignment and the due date of the assignment, then the teacher will give the student the assigned work and allow the student the same amount of time to complete the project/assignment as was allowed the other students.

Penalty for turning in late assignments:

1. Assignment(s) turned in one day late will have a maximum score of an 80.
2. Assignment(s) turned in two days late will have a maximum score of a 60.
3. Assignment(s) turned in three days late will have a maximum score of a 40.
4. After three days, a student will receive a zero on any assignment not turned in.

5.12.2 REQUEST FOR ASSIGNMENTS

Parents and students are encouraged to first check Schoology to obtain homework/missed assignments. See homework section above; however, upon request, the office will obtain homework/missed assignments when a student is absent. Parents should call the school to make arrangements by 10:00 AM so teachers will have time to prepare the work. This material may be picked up from the office after 2:30 PM. The homework/missed assignment material will not include class lecture notes (see make-up work sections above).

5.13 TRUANCY OR SKIPPING

An absence for one or more periods without permission of parents and prior notification of the school is considered truancy. Truancy is an unexcused absence and will result in the notification of parents. The student 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. Student(s) skipping class will receive an unexcused absence for that class, parent will be notified, and the student will be subject to after-school detention, Saturday school, suspension, or any combination of the aforementioned.

6. DRESS CODE/UNIFORM POLICY

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 uniform policy for daily school attire.

Note: The administration has the final authority to determine interpretation of the uniform policy.

Uniform provider: Lands' End School Uniforms will be the sole provider for school uniforms; however, shorts and pants specifically (in traditional khaki and navy colors) may be purchased from any vendor.

Polos and Shirt Options: Color options for all polo shirts include cobalt blue, orange, heather gray, and white. Multiple fabric style options exist from which to choose for boys and girls. Girls also have a feminine fit polo option in addition to the unisex options worn by the boys. However, feminine fit polos do not come in orange. Long-sleeve options for all of the above items are also allowed.

All students are required to purchase at least one cobalt blue polo for the purposes of field trips or other school-sponsored activities, as may be directed from time to time.

Other shirt options available for students include Oxford long-sleeve shirts in white and blue. Female students can also wear short-sleeve Peter Pan collar shirts in white and blue.

Shorts and Pants (Boys): All shorts and pants must be traditional khaki or navy, but these specific items may be

purchased from any vendor. No cargo shorts or cargo pants are allowed. However, there are options for students to choose from that include different fabrics for all ages and pants with adjustable waists for younger students.

Shorts, Pants, Skirts, and Skorts (Girls): All shorts and pants must be traditional khaki or navy, but these specific items may be purchased from any vendor. All skirts and skorts must be khaki, navy, gray, or blue plaid. Skirts and skorts may be hemmed, but these items must meet the existing school policy requirement for length (no higher than four inches above the back crease of the knee). All skirts and skorts must still be purchased from Lands' End only.

Jumpers (Girls PreK-4th): Jumpers must be khaki, navy, or blue plaid. All clothing items that are worn underneath a jumper must meet the school uniform policy.

Socks and Leggings: Only solid white, black, royal blue, navy, and gray socks and leggings may be worn with school uniforms. These items may be purchased from any store/vendor.

Outerwear: In order to be worn inside school buildings and classrooms, all outerwear pieces must either be purchased from Lands' End School Uniforms and have one of the "SA" logos or must be a school-approved item of clothing representing a specific school club, team, or organization.

Miscellaneous: All of the above items provide various options from which students may choose. While all clothing items must be purchased from Lands' End School Uniforms (with the exceptions noted above), the only specific article of clothing that is required is the purchase of one cobalt blue polo shirt. There are no other designated items or outfits to be worn for specific school days or events. Short or long-sleeve t-shirts worn underneath school uniform shirts must be solid white, black, royal blue, navy, or gray and may be purchased from any store/vendor. All shoes from any store/vendor are allowed that meet the existing school policy, which currently states that shoes must be closed-toed with secured heels. Additionally, flip-flops, cleats, house shoes, and shoes that light up or have squeakers or wheels may not be worn.

Accessories

- Belts must be worn with all clothing that has belt loops except for students in grades PreK –2.
- Hats, caps, sweatbands, or bandannas may not be worn during the school day inside or outside except as part of an athletic uniform. Headbands that keep hair out of a female student's eyes are allowed.
- Boas and 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.
 - Clothing that meets guidelines stated above but is improperly fitted or immodest will lose its approved status.
 - All garments that are worn underneath jackets or coats must meet uniform standards. Boys in grades 3–12 must tuck in their shirts.
- Grooming
 - Hair shall be clean and neatly groomed, and sideburns may be no longer than the earlobe.
 - Any bizarre hair color or style may 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.
 - 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 and will receive 1 day of after-school detention.

- 3rd Offense – Will be made to shave at school and will receive 2 days of after-school detention.
- 4th Offense – Will be made to shave at 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.
- Any student with a hairstyle that becomes a distraction in class, as deemed by the administrators, may be sent home until compliance with school policy has been met.

Consequences for Failure to Follow Uniform Policy

Grades PreK–6 (per semester):

- 1st offense – Warning only
- 2nd offense – Lose 1 recess and a note home from teacher to be signed and returned.
- 3rd offense – One after-school detention and a note home from teacher to be signed and returned.
- 4th offense – Two days of after-school detention and a parent conference with the Principal to establish a plan of action to correct the behavior.

Grades 7–12 (per semester)

- 1st Offense – Warning only
- 2nd Offense – One break detention
- 3rd Offense – One day of after-school detention
- 4th Offense – Two 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.

7. TECHNOLOGY ACCEPTABLE USE POLICY

7.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the students, faculty, and staff of Starkville Academy with notice regarding the acceptable use of Starkville Academy Technology. “*Technology*,” as used in this policy, means any electronic communication tool, system or process, including, but not limited to, telephones, cellular telephones, computers, software, the internet, websites, or internet related software and communication tools. For example, Technology encompasses all cellular and SMS text messages, e-mail, instant messenger sessions, newsgroups, on-line forums, social media, and file sharing and/or bit torrent clients. “*Starkville Academy Technology*,” as used in this policy, means any Technology owned, controlled or provided by Starkville Academy or accessed through Starkville Academy Technology.

This policy covers the use of Starkville Academy Technology by all Starkville Academy students, patrons, faculty, and staff (collectively “Users”) in any way that directly or indirectly affects Starkville Academy.

7.2 RESPONSIBILITIES OF THE USER

Users of Starkville Academy Technology must take full responsibility for information they publish, transmit, or possess. Users of Starkville Academy Technology must connect equipment and install software in a manner that meets the technical and security standards set by Starkville Academy. Users are also responsible for keeping their account information confidential at all times.

A certain measure of caution and awareness is required by Users to ensure the efficient and trouble-free use of Starkville Academy Technology.

While Starkville Academy has systems in place to combat viruses, spyware, spam, and other computer “bugs,” Starkville Academy will not be responsible for damage to a User’s Technology that results from viruses, spyware, spam or any other use of Starkville Academy Technology. Users are responsible for adequately protecting and maintaining their own Technology.

When making use of Starkville Academy Technology, Users are solely responsible for keeping their personally identifiable information, which may include, but is not limited to, a User’s telephone number, address, age, gender,

date of birth, credit card data, social security and driver's license numbers etc., strictly confidential.

7.3 ACCEPTABLE USE

Use of Starkville Academy Technology is a privilege, not a right. Users may make use of Starkville Academy Technology for purposes of education, academics, research, and Starkville Academy-related activities and communications.

7.4 UNACCEPTABLE USE OF TECHNOLOGY

No User may use any Technology to do the following

- Steal, forge, lie, cheat, plagiarize, or masquerade
- Bully or threaten
- Disseminate confidential information
- Tamper with, misuse, damage, interfere with, or destroy the Technology of another
- Upload, download, post, or transmit content that is obscene, threatening, harassing, defamatory, libelous, invasive of another's privacy, hateful, or racially/ethnically motivated
- Incite violence or imminent threat of violence

7.5 UNACCEPTABLE USE OF STARKVILLE ACADEMY TECHNOLOGY

Starkville Academy Technology exists to advance the mission of the school. Starkville Academy will, therefore, manage these resources accordingly. Users may not do any of the following with Starkville Academy Technology:

- Access the account of another
- Generate activities which consume more than a User's fair share of either system time or network bandwidth (ex: sending chain letters) or adversely affect system performance
- Fraudulently log into any computer
- Forge e-mail headers or manipulate other identifiers to disguise the origin of any system or network activity
- Attempt to determine the passwords of others or obtain privileges on any computer to which a User is not entitled
- Possess, willingly receive, or distribute obscene material
- Copy, install, or use any data in violation of Starkville Academy's CVLI license or other applicable copyrights or license agreements (Downloading and distributing movies, songs and software without authorization from the owner of the copyright is a violation of copyright law. The recording industry of America and Motion Picture Association of America can and do aggressively sue to enforce their copyrights.)
- Utilize any software or communication protocol not provided by Starkville Academy, including IP forwarding, bridging, ARP proxying, IP masquerading, DHCP, network address translation (NAT), IP/IPX tunneling, socks, application layer proxies, SSH, bit torrent and/or peer-to-peer (p2p) software, or any similarly enabling Technology
- Add new or unauthorized devices such as hubs, switches, gateways, routers, access points and/or servers of any kind to existing Starkville Academy Technology
- Use any Starkville Academy Technology for advertising or commercial purposes, including unsolicited commercial email, or commercial sponsorship of academic projects, (e.g. the inclusion of banner ads on a project website, is strictly prohibited without written approval.)
- Use any Starkville Academy Technology for partisan political activities
- Violate this policy off-campus anywhere in the world using Starkville Academy Technology
- Attempt to violate any provision of this policy

7.6 PRIVACY

Users should have no expectation of privacy with regard to any information created, received, sent, or stored in conjunction with their use of Starkville Academy Technology. Starkville Academy may access, view, investigate, and delete any information stored on or created with Starkville Academy Technology. Starkville Academy may do so without cause and without prior notice to the User.

7.7 PENALTIES

Penalties for violation of this policy may include loss of Starkville Academy Technology privileges, discipline,

suspension, expulsion, or termination.

7.8 PERSONAL DEVICE POLICY

7th–12th grade students are allowed to bring their own personal cell phone, laptop, or tablet devices to work on school-approved assignments (though 11th-12th grade students are provided a tablet device by the school). All classroom teachers have the discretion to revoke privileges on a student-by-student or per-class basis if student is found to violate the SA Technology User Agreement or if the device becomes a distraction to the learning environment.

Students are expected to access the school’s wireless system to connect to the internet on their personal devices at all times. Students needing to print classwork from their personal devices should save their work to their OneDrive account or USB drive and print in the library/media center. Students should check with the Media Center Specialist for pricing. Students bringing personal devices to school for use must operate them by battery power and not through electric plug-in.

Students violating the above policy will not be allowed to bring their personal devices to school. Parents should be aware that the school is not liable for any damage to or loss of a student’s personal device.

7.9 CELL PHONES

Students in grades 7-12 are allowed to use their cell phones for appropriate reasons during certain times of the school day and only in certain designated locations. Acceptable times of the school day include before and after school, during break, and during lunch. The designated areas for cell phone use by students are the cafeteria, gym lobby, and the courtyard outside those two areas. All phone calls must be made or received outside in the courtyard area or inside the school office. No phone calls are allowed anywhere else inside a building, classroom, bathroom, etc. Students are not allowed to use cell phones in areas where adult supervision is not present at that particular time, even during acceptable periods of the day such as break and lunch.

7.9.1 IMPORTANT NOTES

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 unless the student is authorized by the teacher to do so. The class activity is considered to be over when the last person in the class has completed the activity. All consequences for cheating as stated in the ‘cheating and plagiarism’ section will be enforced. Students must place their cell phones in the designated area in each classroom upon arriving to the class and may only retrieve them at the end of class or when instructed to do so by the teacher. A student’s possession of a cell phone on the Starkville Academy campus is a privilege. Any misuse of the cell phone will result in disciplinary action and may result in the student’s loss of the privilege to bring on campus. Examples of inappropriate use include but are not limited to: cyberbullying; cheating on tests, quizzes, and homework, or any other instance of academic misconduct; taking or transmitting inappropriate photos; usage during an assembly; listening to music.

Additionally, accessories for your phone, such as headphones, are not allowed. It is the student’s responsibility to charge his or her cell phone at home before school. The school will not be held responsible for any loss or damage to a student’s cell phone while at school.

7.9.2 CONSEQUENCES

Each time a cell phone is used in a manner or location in opposition to the policy stated above, the phone will be confiscated (regardless of ownership of the phone) and turned in to the appropriate principal. Furthermore, the student(s) will be subject to the following disciplinary action plan that spans the entire school year:

- 1st Offense – The student will receive a warning, and the parent must come to the school to retrieve the phone. In some instances, communication by phone between the parent and the principal will suffice in place of the parent coming to the school.
- 2nd Offense – The student will receive 1 after-school detention and the parent must come to the school to retrieve the phone.
- 3rd Offense – The student will lose all cell phone privileges for the remainder of the school year.

7.10 ELECTRONIC DEVICES ON CAMPUS

Earbuds, iPods, 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. Smart watches used for communicative purposes similar to that of a cell phone (i.e. texting, calling, etc.) fall under the same guidelines as cell phones.

8. CONDUCT AND DISCIPLINE - ELEMENTARY

8.1 STUDENT RESPONSIBILITY AT STARKVILLE ACADEMY

- A Starkville Academy student is expected to respect Starkville Academy and the authority of the school. This includes administrators, staff, and teachers, regardless of whether the teachers are personal teachers of the student.
- A Starkville Academy student is responsible for knowing and adhering to the policies of Starkville Academy as they pertain to student conduct and student life.
- A Starkville Academy 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.
- A Starkville Academy 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.
- A Starkville Academy 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.
- 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 underway 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.

8.2 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 administration 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.

8.2.1 GUM CHEWING

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

8.2.2 ATTENDANCE

A priority of Starkville Academy is to use instructional time productively. Regular and punctual attendance are 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, Starkville Academy attendance regulations have been established with the best interest of Starkville Academy and the students/parents in mind.

8.2.3 PHYSICAL CONTACT

Students should understand that certain behaviors might 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.

8.3 STARKVILLE ACADEMY PHILOSOPHY OF DISCIPLINE

Students and parents are expected to be familiar with the school's conduct and discipline policies and to abide by them willingly. If any student or parent violates any of these policies, there may be a disciplinary response by Starkville Academy. The school, in its sole discretion, will make the final determination of whether there has been a violation of its policies. The fundamentals of discipline as looked upon by the administration of Starkville Academy 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 extracurricular 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 conduct and discipline policies described in this handbook apply to any student who is:

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

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.

8.4 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 the

student's 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 violation or multiple offenses whether or not specified in the following descriptions. The decision will be at the sole discretion of the administration.

8.4.1 ASSERTIVE DISCIPLINE

A consistent discipline approach is vital to effective classroom management. Each teacher will develop a classroom management plan, approved by the administration, which includes the following basic classroom rules:

School Rules:

1. Follow the teacher's directions.
2. Keep hands, feet, and objects to yourself.
3. Use kind words.
4. Respect yourself, others, and school property.
5. Be ready to work.

Included in the plan will be age-appropriate positive recognition and consequences. This plan will be shared with students and parents at the beginning of the school year, and it will be posted in each classroom.

If all of the guidelines for consequences have been followed and the student's behavior is still inappropriate, the student will be referred to the elementary principal. Each office referral will result in parental contact from the administration and will include the following consequences:

- First office referral: 1 day of after school detention.
- Second office referral: 2 days of after school detention.
- Third office referral: 3 days of after school detention and conference with parents.
- Fourth office referral: 1 day of suspension from school.
- Fifth office referral: 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.

Severe misbehavior, such as fighting or blatant disrespect, will result in an automatic referral to the elementary principal.

8.4.2 DETENTION

Parents will be notified in advance of detention to arrange for pickup. Students will be required to do written assignments or work detail during detention.

8.5 RESOLUTION ON DELINQUENT ACTS

Starkville Academy reserves the right to expel any student who 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. In the event of expulsion, the student's 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.

9. CONDUCT AND DISCIPLINE – SECONDARY

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

9.1 DISCIPLINARY STRUCTURE

Starkville Academy's disciplinary measures include such things as reprimand, loss of privileges, break detention, morning detention/work detail, after-school detention, parent conference, Saturday school, suspension (both in-school and out-of-school), and expulsion.

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

Depending upon the severity of the infraction, parents may be notified if a student is required to visit the office and receives some form of the disciplinary actions mentioned below.

9.1.1 BREAK DETENTION

Break detention is served during one of the two breaks on the day assigned by the teacher or administration at the location assigned by the assigning teacher or administration. Students will report to the assigning teacher or administrator at the beginning of their break and remain until the break is over or until dismissed by the assigning teacher or administrator. Students lose the privilege of going to the cafeteria for snacks when assigned break detention.

9.1.2 MORNING DETENTION/WORK DETAIL

Morning detention will be held from 7:30 AM to 7:55 AM. Morning detention may be assigned by the classroom teacher or the administration. Students will report to the assigning teacher or the administration on time (by 7:30 AM) or an additional morning detention may be assigned. The morning will consist of written copy assignments or work assignments.

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 teacher on the morning of the work detail; failure to do this may result in 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.

9.1.3 AFTER-SCHOOL DETENTION

After-school detention will be held on Tuesday and Thursday afternoons. A copy of the discipline form for after-school detention 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 administration or the ASD teacher; failure to do this may result in an additional after-school detention.

After-school detention will last for one hour. Students must report to after-school detention by 3:35 PM. Students who report after 3:35 PM will be considered absent and will have to make up the ASD missed and will have another one assigned.

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. Students will be assigned work if they do not bring enough work with them. Failure to work the entire hour will result in another after-school detention being assigned.

Students are expected to be dressed within the SA uniform policy guidelines. Students may not come dressed in athletic practice clothing.

9.1.4 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 have not been judged by the school to deter 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 on given Saturday mornings at a time assigned by the administration. A student may be assigned either a two-hour or a four-hour Saturday school. Failure to report to Saturday school may result in at least

one day of suspension. Parents will receive notification of an impending Saturday school assignment.

Each student is expected to be on time; any student late for Saturday school will be required to stay the full amount of time assigned. Students will be assigned either work related work or schoolwork to perform the entire time. If schoolwork is assigned, the 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.

9.1.5 IN-SCHOOL SUSPENSION

When a student has committed several minor offenses without improvement or has violated school rules in a manner 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).

In-school suspension will result in a one-point deduction from the nine-week average in which the suspension occurred in each class for each day of suspension. Administration will deduct the point(s) from the nine-week average after the teachers have completed their grade calculations for the nine weeks and have posted their grades. The point deductions will be for each class missed according to the following guidelines:

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

Other important notes regarding in-school suspension:

1. The student will forfeit his/her privilege of exam exemption.
2. The suspended student may attend any school function or activity, on or off campus, upon completion of his/her suspension. This includes any practices, games, or other events that take place after 3:30. However, if a student is serving multiple days of in-school suspension, then the student will not be allowed to attend a school function or event until the final day of suspension is completed.

9.1.6 OUT-OF-SCHOOL SUSPENSION

When a student has committed several minor offenses without improvement or has violated school rules in a manner 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).

Out-of-school suspension will result in a one-point deduction from the nine-week average in which the suspension occurred in each class for each day of suspension. Administration will deduct the point(s) from the nine-week average after the teachers have completed their grade calculations for the nine weeks and have posted their grades. The point deductions will be for each class missed according to the following guidelines:

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

Other important notes regarding out-of-school suspension:

1. The student will forfeit his/her privilege of exam exemption.
2. 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 (to include any and all after-school events or activities such as practices and games).
3. 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 on the day of their return will result in penalty – see section entitled “Make-Up Work – Test, Quiz, Homework, and Class Work.”
4. For tests scheduled during the days of suspension, the student will have up to the number of days suspended to make-up any missed tests.
5. For 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.

6. Upon the receipt of a second suspension, a student will be placed on disciplinary probation.

9.1.7 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)/guardian(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)/guardian(s), and the Board.

If the decision of the Board committee is:

1. 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.
2. Ten (10) Days of Suspension – The student responsibilities and penalties are outlined above in the section on Suspension.
3. 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/Guardians 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.

9.2 GENERAL RULES OF CONDUCT FOR HIGH SCHOOL STUDENTS

9.2.1 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 a Level One infraction consists of reprimand, loss of privileges, work detail, or a form of detention.

Examples of Level One Infractions are:

- Violation of Modified Uniform Policy (see Dress Code/Uniform Policy Section)
- Excessive tardiness (see Attendance Section)
- 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 the Technology Usage Section)
- Inappropriate driving or parking on campus
- Visitation to other schools

9.2.2 LEVEL TWO INFRACTIONS

Level Two infractions constitute violations of school policies that are 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
- Fighting
- Stealing
- Student Harassment
- Sexual Harassment
- Disrespect or rudeness
- Insubordination
- Insulting language, behavior, or gestures
- Vandalism or damage to private property or school property
- 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 on Starkville Academy's campus
- Use or possession of tobacco on Starkville Academy's campus
- Cheating/Plagiarism (2nd and subsequent offenses)
- Possession of pornographic or hate-group materials on Starkville Academy's campus
- Misuse of Starkville Academy Technology

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

- Truancy/Skipping – An absence for one of more periods without permission of parents and prior notification of the school is considered truancy. Truancy is an unexcused absence. It 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. 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.
- Checking Out /Leaving the Campus – See the policy and procedures for checking out in Part 1 – General Information entitled Dismissals From School (Checking out/Leaving The Campus)

If any student leaves the campus without following proper checkout procedures, his/her parent will be notified, and the student will be subject to after-school detention, Saturday school, suspension, or any combination of the aforementioned.

- Stealing – Students determined to have stolen property or money from another individual or the school will be subject to suspension and the parent will be notified.
- Weapons – Students, faculty, administrators, and visitors are prohibited from bringing guns, knives, or weapons of any kind on Starkville Academy's campus unless authorized to do so by school administration. Students shall not possess, handle, or transmit razors, ice picks, explosives, fireworks, cigarette lighters, matches, lasers, or any other objects that can be considered weapons or dangerous instruments.
- 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.

9.3 DISCIPLINE LADDER SYSTEM

Students and parents are expected to be familiar with the school's conduct and discipline policies and to abide by them willingly. The following discipline ladder will generally be followed for student(s) who continuously violate the

school's conduct and discipline policies; however, the school reserves the right to skip all or some of these steps based upon the severity of a student's conduct.

The basis for progression through this system is after-school detention assigned by the administration. On the:

- Third Detention – the student will be assigned a Saturday School or one day of in-school suspension
- Fourth Detention – the student will be assigned two Saturday Schools or two days of in-school suspension
- Fifth Detention – the student will be assigned one day of out-of-school suspension
- Sixth Detention – the student will be assigned two days of out-of-school suspension

Upon the second suspension, the committee of the Board of Directors will decide if the student will remain at Starkville Academy.

10. 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 secondary office for \$10.00 and 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. Students not purchasing designated/reserved parking spaces must park in an area assigned by the administration. Parking permits will be sold to all drivers on a first come, first served basis.

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.

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

11. HARASSMENT POLICIES

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

11.1 FORMS OF HARASSMENT

Harassment can be physical, racial, verbal, or sexual. Harassment is a behavior that is unwelcome and repeated. Starkville Academy will not tolerate harassment, and students should be aware that some forms of harassment are unlawful.

In Schools, Harassment Can Happen When:

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

Physical Harassment May Include:

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

Verbal Harassment May Include:

- 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, blogs, cell phones, etc.

Sexual Harassment May Include:

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other inappropriate verbal, written, or physical conduct of a sexual nature, or conduct designed to harass someone based upon their gender. 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 Head of School or other designated points of contact. 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.

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

12. ALCOHOL ABUSE POLICY

A student's use or being under the influence of 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 for the violating student. At the discretion of the Starkville Academy Administration and Board of Directors, the student may be subject to additional disciplinary action, including expulsion.

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

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

13. DRUGS/CONTROLLED SUBSTANCE ABUSE POLICY

A student's use, under the influence, possession (on person, in personal belongings, in locker, or in vehicle), sale of, or supply of illegal drugs/controlled substances is not permitted on campus or at any school-sponsored activity and will result in automatic suspension of the violating student. At the discretion of the Starkville Academy Administration and Board of Directors, the student may be subject to additional disciplinary action, including expulsion. 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. Starkville Academy reserves the right to administer an accepted form of controlled substance detection methodology to students at school or at school-sponsored activities when deemed necessary.

14. DRUG AND ALCOHOL PREVENTION POLICY

Starkville Academy has a comprehensive drug and alcohol prevention policy, which was last revised in June 2010.

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.

14.1 PURPOSE OF THE DRUG AND ALCOHOL PREVENTION POLICY

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

14.2 SEARCHES

The administration reserves the right to search each student's personal property, including but not limited to, lockers, purse or bag, athletic/gym bag, cell phone, electronic signaling devices (shall include all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless, unfiltered connection to the internet), and car.

14.3 PARTICIPANTS

- Administrators, faculty, employees, and the Board of Directors will be tested randomly.
- All students enrolled in grades 7–12 will be required to participate in the drug-screening program. Each student in grades 8–12 will be tested at least once during the school year and will be subject to random testing at any time. Each student in grade 7 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.

14.4 TESTING PROCEDURE

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

- The primary method of testing is hair analysis.
- The collection and coding of specimen samples will be handled in such a manner as to insure confidentiality.
- 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.

14.5 COST

- 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 PreK–12.
- 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.
- Parents will bear the costs, including but not limited to consultation and retesting of students exhibiting positive test results.

14.6 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:

14.6.1 FIRST POSITIVE RESULT

- 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.
- The student in question must then be evaluated within 10 working 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, and he/she may not apply for readmission until

the successful completion of an approved professional treatment plan and the beginning of the succeeding school year.

- The student in question will be required to be tested again at the time the drug should be clear from the body. The timeframe will be determined by the MRO. The cost of testing will be paid by the parent. Failure to comply with the retesting mandate within the specified timeframe will result in the student's immediate dismissal from Starkville Academy, and he/she may not apply for readmission until the beginning of the succeeding school year.
- At the next scheduled drug testing, the student would automatically appear on the random testing roster.
- 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.

14.6.2 SECOND POSITIVE RESULT

- 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.
- A second 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.

14.6.3 NOTES

A confirmed positive remains in effect throughout the student's enrollment at Starkville Academy. It is not abolished upon grade completion. In the event a student is dismissed from Starkville Academy for violation of the drug testing policy, the parents of said student shall not be entitled to reimbursement of fees or tuition previously paid.

15. MISCELLANEOUS INFORMATION

15.1 VISITORS AND MESSAGES

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 school voicemail system and teachers' school email for communication with teachers. Codes and addresses will be furnished at the beginning of the school year.

Note:

- Parents are not allowed to go to the classroom, cafeteria, or athletic facility during school hours to get their child or see the teacher. Parents should report to the office and the appropriate arrangements will be made.
- Parents are to refrain from calling teachers/staff at their homes and calling or texting them on their cell phones during the school day; all contact during the school day should be made through the school office or by email.

15.2 CHILD CUSTODY

To ensure 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. Starkville Academy will work to ensure that 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.

15.3 AFTER-SCHOOL CARE (ASC)

Starkville Academy offers an After-School Care for PreK – 6th grade. ASC offers a safe and structured environment for students between 3:30 PM and 5:30 PM each school day. Students will be grouped by grades and assigned to

designated areas for study and snack time. Free time and play will be on the playground (weather permitting).

15.3.1 AFTER-SCHOOL CARE SCHEDULE

ASC will begin at 3:30 PM Monday through Friday. Please note that children who are not picked up or signed out by 3:30 PM will go to ASC as a drop-in. Parents will be charged \$7 for the ASC drop-in service. Parents must sign children out of the ASC program if they are collected by the ASC staff. Each grade level will have a snack, study, and playtime schedule. Parents and guardians will be responsible for sending an after-school snack for their child. The ASC teacher will provide you with their specific schedule, if desired.

15.3.2 AFTER-SCHOOL FEE SCHEDULE – FULL-TIME STUDENTS

If your child will be attending the ASC program daily, a flat-discounted rate of \$87.50 will be drafted from your account by the 5th of every month from September to May. Parents and guardians will need to bring the August payment of \$87.50 to the business office to set up automatic bank draft no later than the second week of August each year. This rate will also include any half days throughout the year. A \$30.00 charge will be added for insufficient funds. Parents who choose the full-time plan are obligated to this plan for the school year, unless other arrangements are made through administration.

15.3.3 AFTER-SCHOOL FEE SCHEDULE – DAY RATE FOR PART-TIME STUDENTS

\$7.00 per child/day for full school days. \$20.00 per child/days for half days.

A bill will be sent home with your child at the end of each month. These fees are due by the 5th of the following month. Any account two months past due will result in the child not being able to attend ASC until the bill is paid in full. Please note that a \$30.00 charge will be added for insufficient funds if paying by check.

15.3.4 LATE PICK-UP

ASC ends at 5:30 PM each day. A \$1.00 per minute fee will be assessed if not picked up by this time. This full amount will be due to the teacher in care of your child at time of pick up. If you have any questions or concerns throughout the year, please contact the After-School Program Director.

15.4 SEVERE WEATHER

Starkville Academy has implemented plans 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.

- Any student checked out of school must be checked out through the proper office by someone authorized to do so on that student's checkout list.
- PreK–6th grade students check out in the elementary office with the elementary 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 your correct email address and contact information is up-to-date in the school's database system. We will make every attempt to keep parents informed via multiple social media alerts.

15.5 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 local television stations along with multiple social media alerts.

If severe weather occurs during school hours, students may be dismissed. Notice of school closing during the day will be broadcast on local television stations, emailed, texted, and posted on the Starkville Academy website. Please do not call the school to ask if students will be dismissed.

15.6 PERMANENT RECORDS

Each student who enrolls in Starkville Academy 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 PreK–12 who transfer to Starkville Academy will have their cumulative folders forwarded to Starkville Academy. 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 or legal guardian have access to a student's cumulative record. The cumulative record may not be released to a new school if tuition obligations at Starkville Academy have not been met.

15.7 MEDICATIONS

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

All medication, prescription and non-prescription, will be kept in the elementary/secondary office. An "Authorization to Administer Medication Form" must be completed by the parents of elementary students for each prescription or non-prescription medication before it can be given. This form can be found on the website under "Back to School Forms."

15.8 INJURIES

Students sustaining an injury during the school hours or in after-school care will receive 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.

15.9 CONTAGIOUS OR COMMUNICABLE CONDITIONS

In the event that a student is determined to have a contagious or communicable condition (head lice, etc.), Starkville Academy will follow the guidelines for treatment as set forth by the Center for Disease Control (CDC).

15.10 COLLEGE AND UNIVERSITY VISITS

Juniors and seniors may take two days each school year to visit a prospective college or university. No visits taken after April 15th will qualify as an excused absence without prior administrative approval. A "Pre-Planned College Visit Form" obtained from the counselor's office must be completed and returned one week in advance of the visit. The counselor's 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 office.

Under extreme and unique circumstances, a senior may be granted an additional college day(s) by the administration. Sophomores may be granted one day for a college visit with prior administrative approval. Students 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.

15.11 FIELD TRIPS

Each grade plans field trips to enhance its courses of study throughout the year. Parents are notified in advance for purposes of requesting permission for the student to participate. The school will not provide refunds to students who have received permission but do not attend the trip. Parents are not allowed to take other siblings along on field trips. School uniforms will be worn on 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.

15.12 ELEMENTARY RECESS

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

15.13 ELEMENTARY 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.

15.14 ELEMENTARY BIRTHDAYS AND PARTY INVITATIONS

It is important that no child experience social rejection because 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. This should include no more than one treat and one drink per student. *Party favors, treat bags, and 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.

15.15 ELEMENTARY EXTRACURRICULAR PARTICIPATION/ATTENDANCE

Students are not eligible to participate in any extracurricular activity on the day they are absent. A student must be present at least 4.5 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.

15.16 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.

15.17 LUNCH PERIOD

Starkville Academy has a closed break and lunch period. Students may bring their lunches from home or purchase a meal at the cafeteria. The contractual agreement between Starkville Academy and the food service provider prohibits all commercial foods (i.e., Chick-fil-A, Wendy's, etc.) from being brought into the cafeteria during the lunch periods, regardless of its packaging. Parents are allowed to eat lunch at a designated table with their child as space allows.

15.18 ELEMENTARY SNACKS/BREAK

Elementary students are allowed to eat a snack brought from home during a scheduled snack time. Parents are encouraged to send a nutritious snack and to avoid high-sugar content foods. The rule against bringing commercial foods applies to break periods in the same manner as lunch.

15.19 USE OF OFFICE TELEPHONES

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.

15.20 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.

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.

15.21 LOST AND FOUND

Please label all personal belongings with the student's first and last names. Items found at school will be turned in to the elementary or secondary 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.

15.22 PROGRAMS AND ASSEMBLIES

When entering the gymnasium for a program or assembly, students should enter quietly and remain quiet during the entire program. 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, nor will students be allowed to use cell phones or other devices.

15.23 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.

15.24 FUNDRAISING

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.

15.25 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 available for purchase.

15.26 USE OF SCHOOL FACILITIES

All school facilities are for the use of Starkville Academy 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.

15.27 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.

15.28 FIELD HOUSE & 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, and 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.

15.29 ATHLETIC BOOSTER CLUB

Parents of student athletes are highly encouraged and expected to join the athletic booster club.

16. INTERSCHOLASTIC ATHLETIC 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 Association of Independent Schools (MAIS).

Athletic achievement requires sincere commitment from all athletes, parents, coaches, and administrators. For the school and its students 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 the 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 scholar-athlete; while 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 team, and dance squads. Additionally, the word "athletes" will refer to members of the aforementioned teams.

16.1 ATHLETIC ELIGIBILITY

All athletes of Starkville Academy must first meet the criteria of the MAIS for establishing eligibility for the school year. The rule states that all athletes must pass four (4) major subjects (credits) the previous school year; this may be achieved through summer school and/or a certified correspondence course.

Starkville Academy has instituted the following eligibility rules that will be enforced in addition to the MAIS rule of eligibility.

1. To be eligible to participate in athletics at Starkville Academy for the first nine weeks of the school year, a student must have met the criteria of eligibility of the MAIS (stated above) and have a physical on file in the office of the Athletic Director.
2. 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 and will be subject to the guidelines below:
 - The student athlete may continue to practice and play in competition while on probation.
 - If the student athlete is meeting the requirements set forth above at the end of the 4th week of the nine-week grading period, he/she will continue the probation for the remainder of the nine weeks grading period.
 - If the student athlete is not meeting the requirements set forth above at the end of the 4th week of the nine-week grading period, then he/she will become ineligible for the remainder of the nine weeks period.
 - 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.

16.2 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 secondary student must be present for a minimum of four periods of the school day to be eligible to participate in practice or games on that day. Saturdays, Sundays, 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 MAIS

16.3 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 MAIS and Starkville Academy. All MAIS rules relating to sportsmanship and game conduct by spectators, players, and coaches will be upheld.

16.4 RESPONSIBILITIES OF THE ATHLETE

Student athletes are always representing themselves, their family, Starkville Academy, and their community. They should always live up to the standards for a student and athlete, and the sportsmanship established and expected of an SA Volunteer athlete. They should always display positive actions in public. Student athletes should always respect the integrity and judgment of the officials and their opponents.

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

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

16.5 RESPONSIBILITIES OF THE FAN

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

Starkville Academy fans 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; MAIS rules simply put game officials “off-limits.” SA fans should *never* cheer against nor degrade game officials, opposing players, teams, coaches, and fans. Fans attend games to support our teams – not belittle opponents and yell at officials.

16.5.1 FAN EJECTION

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

A common sanction for an ejected fan is a fine generally ranging from \$300 to \$1,000. 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.

16.6 ATHLETIC LINES OF COMMUNICATION

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

16.6.1 COMMUNICATION PARENTS SHOULD EXPECT FROM THE COACH

- When and where practices and contests are held
- Expectations the coach has for the child and the team
- Team requirements/rules for being a member of the team

16.6.2 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. In particular, parents/students should notify the coach concerning:

- Notification of any schedule conflict well in advance
- Any specific health or injury related concerns

16.6.3 APPROPRIATE CONCERNS FOR PARENTS TO DISCUSS WITH COACHES

- Any unhealthy mental or physical strain, parents detect in the child at home
- Ways parents can contribute to the child's skill improvement and development
- Any dramatic changes parents detect in the child's behavior
- Treatment of the child, mentally and physically
- The child's health or injury-related concerns.

16.6.4 ISSUES NOT APPROPRIATE FOR PARENTS TO DISCUSS WITH COACHES

- Playing time
- Team strategy or play calling
- Other student athletes

16.6.5 PROCEDURE TO FOLLOW IF A PARENT HAS A CONCERN TO DISCUSS WITH A COACH

- Unless it is injury-related, parents should not confront a coach before, during, or immediately after an athletic contest). These can be busy and emotional times for both the parent and the coach, and meetings during this period often do not promote resolution. Productive meetings always require calm, rational attitudes.
- Parents should make an appointment with the coach. They should never approach the coach immediately after a game. Except for health and injury-related concerns, Starkville Academy acknowledges a 24-hour period concerning discussions with coaches. Parents should wait until at least the day after the game and should make an appointment.
- If the coach cannot be reached, parents should call the Athletic Director or counselor to set up a meeting with the coach.

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.

16.7 VOLUNTEER ATHLETIC TEAMS

SPORT/TEAM	GRADES	SEASON PLAYED	MULTIPLE TEAMS	CHAMPIONSHIP
Football	5 – 6	Early Fall		No

Football	7 – 9	Aug. – Oct.		Yes
Football	10 – 12	Aug. – Oct.		Yes
Swimming	1 – 12	Sep. – Oct.		Yes
Cheerleading	5 – 6	Aug. – Oct.		No
Cheerleading	7 – 9	Aug. – Feb.		Yes
Cheerleading	10 – 12	Aug. – Feb.		Yes
Cross Country	7 – 12	Sep. – Oct.		Yes
Dance	7 – 12	Aug. – Nov.		Yes
Softball	7 – 12	Aug. – Sep.	Two Teams	Yes
Girls Soccer	7 – 12	Aug. – Sep.	Two Teams	Yes
Boys Basketball	5 – 6	TBA		No
Boys Basketball	7 – 9	Nov. – Feb.		Yes
Boys Basketball	10 – 12	Nov. – Feb.		Yes
Girls Basketball	5 – 6	TBA		No
Girls Basketball	7 – 9	Nov. – Feb.		Yes
Girls Basketball	10 – 12	Nov. – Feb.		Yes
Boys Soccer	7 – 12	Nov. – Feb.	Two Teams	Yes
Baseball	7 – 8	Feb. – Apr.		No
Baseball	9 – 12	Feb. – Apr.	Two Teams	Yes
Boys Track	7 – 12	Mar. – May	Two Teams	Yes (JH & V)
Girls Track	7 – 12	Mar. – May	Two Teams	Yes (JH & V)
Tennis (Boys/Girls)	7 – 12	Mar. – May	Two Teams	Yes
Golf	7 – 12	Mar. – May	Two Teams	Yes

16.8 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, therefore, conduct should be exemplary and should follow a code. According to this code of conduct, athletes must:

- Conduct themselves in such a manner as to make themselves and the team better
- Remain drug, alcohol, and tobacco free
- Display positive actions in public
- Play hard and play for the love of the game
- Respect officials and accept their decisions without question

- Win without boasting and lose without excuses
- Provide a championship example towards academics

16.9 ATHLETES PARTICIPATING IN MULTIPLE SPORTS DURING THE SAME SEASON

Starkville Academy’s coaches are fully supportive of multisport athletes. In some situations, it is impossible to play multiple sports in the same season due to conflicting schedules or practices and events; thus, 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, with input from the athlete, 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, except that an athlete or his/her parent may elect to discontinue an athlete’s participation in one or more sports.

16.9.1 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 overlaps prior to the conclusion of the first sport, the following prioritization will be used to determine the athlete’s participation when conflicts arise in the schedule (unless mutually agreed upon by both coaches):

- In-season sports over out-of-season sports
- Game-day participation for one team over practice for another team
- District games and playoff games for one team over non-district games for another team

16.9.2 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.
- Athletes who know they will be involved in overlapping sports must accept the circumstances and take responsibility to fulfill their obligations to all teams and to fulfill their roles as students.
- No athlete will be penalized for participating in another Starkville Academy sport.

16.10 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, unless the head coach of the sport that the athlete quit agrees after consultation with the other coach, subject to an appeal of that decision by the athlete to the Director of Athletics.

** “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.*

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 of which he/she was already a member.

The purpose for these guidelines is to reinforce a commitment to finishing what a student starts and to reinforce loyalty to one’s 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.

16.11 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.

16.12 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 a competition, he/she will be held out of competition for a period of time.

16.13 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.

16.14 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 Starkville Academy-related athletic activities during the period of suspension. The athlete may be reinstated for athletic participation by the administration.

16.15 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 or the withholding of the student's final report card.

16.16 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.

16.17 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 school at the beginning of each season when the coach of the sport presents a roster to the Athletic Director. 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. No athlete will start a second sport until all fees from the first sport that he/she played are paid in full. Consideration will be given to sports that occur simultaneously or overlap. Parents will receive an invoice via e-mail to notify them of fees that are due.

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.

16.18 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.

16.19 PRE-GAME AND POST-GAME MEALS FOR ATHLETES

Starkville Academy 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-game 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-game or post- game meals.

16.20 TEAM TRANSPORTATION TO COMPETITION

The Athletic Director will arrange all team transportation. The mode of team transportation will be either 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.

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.

16.21 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 athlete's own 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 maintains that the student athlete not be allowed to ride with a non-adult as stated previously.

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.

16.22 MAIS WEBSITE

The MAIS 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 MAIS member schools.

- www.msais.org
- Click on the tab labeled "Bulletin Board" for access to announcements and schedule information.