

COPIAH

HANDBOOK

P. O. Box 125
1144 East Gallman Road
Gallman, MS 39077-0125

2018-2019

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HEADMASTER

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Joey Hydrick
MIDDLE SCHOOL ADMINISTRATOR

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Student/Parent Handbook Signature Sheet

My child, _____ in grade _____,
(Please Print)

and I have read and agree to abide by the rules, regulations, policies and procedures, computer on-line restrictions, Accelerated Reader Honor Code, etc. of the Copiah Academy Student Handbook. All matters cannot be covered in the handbook and decisions regarding such will be at the discretion of the administration.

(Student Signature)

(Parent Signature)

Date _____

6th - 12th Grade Only

As per the Drug Screening Policy in the Copiah Academy Handbook and Board Policy upon registration for the school year 2018-2019, I give my permission for my child,

_____, in grade _____
to be screened according to policy. (Please Print)

Parent Signature Date_____

Student Signature Date_____

**COPIAH EDUCATIONAL FOUNDATION
INCOME SURVEY TO DETERMINE SCHOOL ERATE DISCOUNT**

INCOME SURVEY FOR E-RATE CALCULATIONS

FACILITY/INSTITUTION – this section must be completed by a school official*

Name of School	Copiah Educational Foundation
Street Address	1144 East Gallman Road
City, State, Zip Code	Gallman, MS 39077
Telephone Number	601-892-3770
Fax Number	601-892-6222
Email Address	rhenley@copiahedu.org

These sections must be completed by head of household or designee.

1. **SIZE OF FAMILY*** - Please indicate the total number of individuals in your household, including all adults and children. _____

2. **STUDENT INFORMATION*** - please complete for each student Pre-K through 12th Grade

Last Name	First Name
1.	
2.	
3.	
4.	
5.	
6.	

Copiah will hide the names of the students when submitting the completed survey to USAC. If you need more space, please use the reverse side of this survey or attach a copy of this survey marked clearly as a continuation of this information.

3. **TOTAL HOUSEHOLD INCOME*** - please report for all members of household:

Type of Income	Job 1	Job 2	Check if no Income
1. Gross Monthly Earnings: wages, salary, commissions			
2. Monthly Welfare Payments, Child Support, Alimony			
3. Monthly Payments from Pensions, Retirement, Social Security			
4. Monthly Dividends or Interest on savings			
5. Monthly Worker's compensation, Unemployment, Strike Benefits			
6. Other Monthly (SSI, VA, Disability, Farm, other)			
Totals for Columns Job 1 and Job 2			

For additional information, please refer to the USAC website at:
<http://www.universalservice.org/sl/applicants/step05/alternative-discount-mechanisms.aspx>

Copiah Educational Foundation, Inc.

Medication Consent Form

Copiah Educational Foundation, Inc. requires that any student needing **prescription or non-prescription** medication administered during school hours do the following:

1. Present a completed medication consent form to the school office.
2. Bring prescription medication in its original container, properly labeled by a registered pharmacist as prescribed by law.
3. Bring non-prescription (over-the-counter) medication in its original labeled container with the student's name and any instructions written on it.

Student's Name _____ Age _____

Teacher's Name _____ Grade _____

Prescriber Authorization

Name of Medication _____ Reason for taking _____

Dosage _____ Oral/Topical/Inhalation Frequency/Time(s) to be given _____

Begin Medication _____ Stop Medication _____
Date Date

Are there any restrictions or special instructions? Yes/No If yes, please specify

Prescriber Signature Date Phone

Parent Authorization

I hereby give permission for the school nurse or designated unlicensed school personnel who have completed the Mississippi Board of Nursing Assisted Self Administration Curriculum to administer the above medication to my child. I also authorize the school nurse to talk with the prescriber or pharmacist should any question concerning medication arise.

Parent/Guardian Signature Date Phone

COPIAH INTERNET SAFETY POLICY
INTERNET PARENTAL CONSENT AGREEMENT

Important Notice to Parents

Due to the nature of the Internet, it is neither practical nor possible for the school district to enforce compliance with user rules at all times. Accordingly, parents and students must recognize that students will be required to make independent decisions and use good judgement in their use of the Internet. Therefore, parents must participate in the decision whether to allow their children access to the Internet and must communicate their own expectations to their children regarding its appropriate educational use.

As a parent/guardian of this student, I have read the board-adopted policies on Internet Use By Students, the administrative procedures, and the Internet Network Access Agreement.

- I understand that Internet access is designed for educational purposes and that the school/district will attempt to discourage access to objectionable material and communications that are intended to exploit, harass or abuse students. However, I recognize it is impossible for the school district to restrict access to all objectionable material, and I will not hold the school or school district responsible for materials acquired or contacts made on the Internet.
- I understand that a variety of inappropriate and offensive materials are available over the Internet and that it may be possible for my child to access these materials if he/she chooses to behave irresponsibly. I also understand that it is possible for undesirable or ill-intended individuals to communicate with my child over the Internet, that there is no practical means for the school/district to prevent this from happening, and that my child must take responsibility to avoid such communications if they are initiated. While I authorize the staff to monitor any communications to or from my child on the Internet, I recognize that it is not possible for the school to monitor all such communications. I have determined that the benefits of my child having access to the Internet outweigh potential risks.
- I understand that any conduct by the herein named student that is in conflict with these responsibilities is inappropriate, and such behavior may result in termination of access and possible disciplinary action.
- I understand that filming and/or posting a student and/or a faculty/staff member with a device is prohibited.
- I have reviewed these responsibilities with my child, and I hereby grant permission to the school/district to provide Internet network access.
- I agree to compensate the school/district for any expenses or costs it incurs as a result of my child's violation of Internet policies or administrative procedures.

To address the basic Internet safety policy compliance requirements of CIPA and NCIPA, Copiah will address the following with students:

- The education of minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms.
- Cyberbullying awareness and response
- Inappropriate usage of Social Media (Statements/Postings/Pictures/Etc.

Social Media Policy

Copiah Academy recognizes that access to technology in school gives students, parents and teachers greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

To that end, this Acceptable Use Policy outlines the guidelines and behaviors that students, parents and teachers are expected to follow when using school technologies or when using personally-owned devices on or off the school campus.

- Students, parents and teachers are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of social media can result in disciplinary action.
- Copiah Academy makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from misuse of social media technologies.

We encourage teachers, students, parents, staff, and other school community members to use social networking/media (Twitter, Facebook, etc.) as a way to connect with others, share educational resources, create and curate educational content, and enhance the classroom experience. While social networking is fun and valuable, there are some risks you should keep in mind when using these tools. In the social media world, the lines are blurred between what is public or private, personal or professional.

We've created these social networking/media guidelines for you to follow when representing the school in the virtual world.

Please do the following:

Use good judgment

- We expect you to use good judgment in all situations.
- You must know and follow the school's Code of Conduct and Privacy Policy.
- Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information.

Be respectful

- Always treat others in a respectful, positive and considerate manner.

Be responsible and ethical

- If you are approved to represent the school, unless you are specifically authorized to speak on behalf of the school as a spokesperson, you should state that the views expressed in your postings, etc. are your own. Stick with discussing school-related matters that are within your area of responsibility.
- Be open about your affiliation with the school and the role/position you hold.

Be a good listener

- Keep in mind that one of the biggest benefits of social media is that it gives others another way to talk to you, ask questions directly and to share feedback.
- Be responsive others when conversing online. Provide answers, thank people for their comments, and ask for further feedback, etc.
- Always be doing at least as much listening and responding as you do “talking.”

Don't share the following:

Confidential information

- Do not publish, post or release information that is considered confidential or not public. If it seems confidential, it probably is. Online “conversations” are never private. Do not use your birth date, address, and cell phone number on any public website.

Private and personal information

- To ensure your safety, be careful about the type and amount of personal information you provide. Avoid talking about personal schedules or situations.
- NEVER give out or transmit personal information of students, parents, or co-workers
- Don't take information you may receive through social networking (such as e-mail addresses, customer names or telephone numbers) and assume it's the most up-to-date or correct.
- Always respect the privacy of the school community members.

Please be cautious with respect to:

Images

- Respect brand, trademark, copyright information and/or images of the school (if applicable).
- You may use photos and video (products, etc.) that are available on the school's website.
- It is generally not acceptable to post pictures of students without the expressed written consent of their parents.
- Do not post pictures of others (co-workers, etc.) without their permission.

Other sites

- A significant part of the interaction on blogs, Twitter, Facebook and other social networks involves passing on interesting content or linking to helpful resources. However, the school is ultimately responsible for any content that is shared. Don't blindly repost a link without looking at the content first.
- Pay attention to the security warnings that pop up on your computer before clicking on unfamiliar links. They actually serve a purpose and protect you and the school.
- When using Twitter, Facebook and other tools, be sure to follow their printed terms and conditions.

And if you don't get it right...

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

Netiquette

- Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.
- Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.
- Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

Personal Safety

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

- Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission.
- Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others.

Cyberbullying

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained by others.

Examples of Acceptable Use

I will:

- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat social media carefully, and alert staff if there is any problem with their operation.

- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening/bullying, inappropriate, or harmful content (images, messages, posts) online.
- Be cautious to protect the safety of myself and others.
- This is not intended to be an exhaustive list. Users should use their own good judgment when using social media

Examples of Unacceptable Use

I will not:

- Use social media in a way that could be personally or physically harmful to myself or others.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others—staff or students.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use language online that would be unacceptable in the classroom.

This is not intended to be an exhaustive list. Users should use their own good judgment when using social media.

Limitation of Liability

Copiah Academy will not be responsible for damage or harm to persons, files, data, or hardware.

Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including:

- Suspension of volunteer privileges
- Removal from positions of leadership within Copiah Academy.
- Removal of student from Copiah Academy.
- Additional consequences determined by Administration.

All matters cannot be covered in the handbook and decisions regarding such will be at the discretion of the administration. Copiah Educational Foundation, Inc. hereby gives notice that its policy is to admit students of any race to all the rights, privileges, programs, and activities generally accredited or made available to students at the school, and to make no discrimination on the basis of race in administration of educational policies, application for admission, scholarship or loan programs, and athletic and extra-curricular programs.

PHILOSOPHY

Copiah Educational Foundation consists of a high school, a middle school, and a lower school (dba Copiah Academy) and a long range financial arm known as the Copiah Endowment Corporation, which is a tax-exempt educational trust. Copiah Endowment Corporation's goal is to obtain long range funding, which will positively impact the students and patrons of the school in perpetuity. Copiah Educational Foundation's goal is to provide a basic core educational curriculum beginning at the kindergarten-elementary level and continuing through all grade levels, with the opportunity for advanced students to obtain a college preparatory education. Copiah Educational Foundation is fully accredited by the Mississippi Association of Independent Schools, the Southern Association of Independent Schools, and the Southern Association of Colleges and Schools. Members of the administration at Copiah Educational Foundation are accredited through the National Association of Secondary School Principals.

Copiah Academy strives to manage its membership to a medium population level to allow small-medium class room size. Each student should be provided with a positive safe atmosphere which will allow the student to reach his maximum educational and personal potential. Copiah Academy places special emphasis upon Christian principles and spiritual development. The school administration feels that it plays an important role in the teachings of the student's American heritage and freedoms that all Americans enjoy. Students should be taught the principles of individual freedom and responsibility, personal accomplishment, community service, and academic excellence.

In order to maintain its desired size and academic standards, Copiah Academy cannot accept all children without regard to academic ability. Copiah Academy evaluates potential students and sets minimum standards for student entrance into the school to maintain a minimum standard for education. Achieving and maintaining college preparation is an extremely important goal of the school. The school recognizes that not all of its students will attend secondary educational institutions, however Copiah Academy's curriculum and instructional methods are primarily designed to provide students with the academic foundation necessary for the students success in the post high school setting.

In order to accomplish these goals and this philosophy, Copiah Academy encourages parent-patron guidance and participation in the school at all levels. There should exist a mutual bond of respect, cooperation, and understanding, and participation among the patrons, students, administration, and governing body of the school at all times. School administration should keep patrons informed of school functions and activities. Patrons are encouraged to attend meetings and support the school financially and with their individual participation.

The ultimate goal of Copiah Academy is to enable its students to achieve worthy educational, vocational, and personal goals through an effective, comprehensive program of individual and group development.

HISTORY

In 1967, the first Copiah Academy students met in a temporary facility in Hazlehurst. Because of a steadily increasing enrollment, in 1970 students began classes in a million-dollar building on acreage donated by the T. M. Smith family. The first commencement exercises on the Gallman site were held that

spring on the concrete floor of the proposed gymnasium. In the ensuing decades, Copiah Academy has expanded into a complex that offers educational and athletic opportunities for students ranging in ages from pre-school to college-preparatory.

In 1984 the addition of the Williams building was completed, and in 1994, the Williams building was expanded. In the fall of 1999 the addition of a cafeteria was completed to include a stage, food service and four classrooms. In the summer of 2005 Copiah Academy completed a million dollar renovation to enhance the physical appearance and to update the energy efficiency of our campus. In the spring of 2010, the addition of the math and science building was completed.

In 1970, the leadership duo of Harold G. Morris as headmaster and Anne Ella Williams as elementary principal began moving Copiah Academy toward educational standards that would result in accreditation by the prestigious Mississippi Private School Association and Southern Association of Colleges and Schools. In 1983, Joseph P. Walker, who boasted a long affiliation with Hinds County and Jackson Public Schools, began his tenure as Copiah Academy's headmaster. In 1989, David W. Bosse came to Copiah Academy from Knoxville, Tennessee and Baton Rouge, Louisiana, where he received extensive training in the independent school system. In 1993, Carol S. Rigby served as assistant headmaster and then in 1994, she was named as headmaster; Mrs. Rigby had extensive educational background from public schools in Alabama and Florida and Mississippi Association of Independent Schools (MAIS) in Mississippi. The current headmaster Paul M. Hayles has over twenty years of experience in the Mississippi Association of Independent Schools (MAIS) where he has been blessed to serve in many capacities.

FACILITIES

The cafeteria is a combination cafeteria, auditorium with four classrooms and restrooms with shared gymnasium use. Copiah Academy is located on a tract of land which contains approximately 30 acres. The building is of contemporary functional design with beautiful simple lines. In addition to the classroom facilities, special rooms are provided, including science laboratory, library and administrative offices. Classrooms are well-lighted and temperature-controlled.

The high school building contains nine classrooms and the Robert P. and Bertie Mae Young science laboratory.

The gymnasium contains, in addition to two playing courts for basketball, six classrooms, a choral music area, and concession area for gym activities.

Sitting adjacent to the gymnasium is the band hall with band director's office, storage area, and an auditorium for band practice.

The fieldhouse is located conveniently to the athletic fields. This building contains dressing facilities for the junior high and varsity athletic teams, a team meeting room, first-aid room, storage area, and the coaches' office. Athletic fields contain updated lighting for the football stadium, new in-ground dugouts on the baseball field, and covered batting cages.

Adjacent to the field house is the new softball facility; the building contains a dressing/locker room for the team, a training room, and a coaches' office.

The weight room is located at the south end of the football stadium. This building contains weight equipment used by all athletes to build strength and endurance.

On October 30, 1987, The Environmental Protection Agency published the Asbestos-Containing Materials in Schools Rule (40 CFR Part 763 Subpart E). This New Rule requires all public and independent schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings, implement response actions in a timely fashion and report results of the assessment studies to school employees and parent/teacher organizations.

We are pleased to announce that none of our school buildings contain any friable asbestos. Friable asbestos is material that is easily crumbled and may release harmful fibers into the environment. Friable asbestos may cause severe health problems.

One building does, however, contain non-friable asbestos building materials in the form of floor tile and floor tile adhesive. None of this material poses a health hazard as long as it remains undamaged. Through a program of training and surveillance, we are certain that these materials will pose no health hazard.

A copy of the inspection and management plan is available for your examination in the administrative office of the school.

MISSION STATEMENT

Our mission is to provide a Christian educational experience in a safe, positive environment, thus enabling all students regardless of race, religion, or gender to achieve their academic potential and pursue a successful future.

OUR BELIEFS

- A Christian atmosphere should be provided for learning.
- Students should be provided with a positive learning experience within a safe, comfortable facility.
- Students should be provided with opportunities for moral, social, spiritual, and cultural growth.
- Teachers should set clear goals with high expectations and present challenges for all students throughout the learning process.
- Every student is an individual, and care should be taken in addressing individual learning styles and needs when possible.
- Self-evaluations of our educational process should be conducted in an effort to ensure current and competitive academic excellence.

Copiah Academy Administration, Faculty, and Staff 2018-2019

Amye Albright	Aide	Mitchell Holloway	Spanish/English/Athletics
Paul Anderson	Social Studies/Athletics	Kendra Hust	Annual/Computer
Stephaney Ashley	Aide	Joey Hydrick	Middle School Administrator/ Social Studies/ Athletics
Tyler Batton	Maintenance	Jennifer Johns	5/6 Reading
Terry Bauer	Health/Athletics	Kenneth Jolly	Band/Music Appreciation
Kay Beard	Cafeteria Manager	Janice Jolly	Assistant
Kacey Beasley	Aide	Lisa King	First Grade
Lisa Berry	Math	Jackie Lindsey	Maintenance
Brandon Blakeney	Science	Rhonda Mangold	Aide/Director of After Care and Summer Care
Bessie Cap	Maintenance	Taylor Mangold	Art
Hoyte Carothers	Guidance	Lora Martin	Second Grade
Brad Carr	Science	Tamara Madden	Resource
Cathy Chalk	Fourth Grade	John Matthews	Bible
Karen Clement	Cafeteria/Aftercare	Tonya Matthews	Bible/Elementary Computer
Melody Crews	Assistant	Jennifer Mattingly	5-Yr Kindergarten
Tyler Cunningham	Athletics/PE	Mitch Mitchell	Athletic Director/Athletics
Amy Dale	Secretary	Gail Murphy	Resource
Beth Dickson	Librarian	Marie Myers	Aide
Kathy Different	4-Yr. Kindergarten	Courtney Pope	5/6 Language
Ali Edwards	Third Grade	Madeline Price	5 – Yr. Kindergarten
Blake Edwards	Social Studies/Athletics	Missie Ramsey	Substitute
Natasha Fink	Fourth Grade	Susan Reinike	5 - Yr. Kindergarten
Taylor Fink	Social Studies	Ashley Rogers	Music/Drama
Drake Flowers	English/Athletics	Beba Romano	Bookkeeper
Braxton Foster	English/Athletics	Kevin Roos	Science/Athletics
Kaitlyn Foster	Math/Athletics	Sally Selman	Second Grade
Missy Foster	School Nurse	Beth Shull	3 - Yr. Kindergarten
Gary Fraiser	Bible/Math	Jessica Smith	Third Grade
Kate Fraiser	English	Kristi Smith	5/6 Math
Lillian Gaddy	Math	Darlene Teasley	5/6 Science
Pam Gaddy	5/6 Computer	William Teasley	Security
Susie Girault	Fourth Grade	Emily Thompson	Technology
Corin Granger	Resource/Cheer	Susan Toney	Elementary Administrator
Ricky Gray	Science/Athletics	Lucy Tyson	English/Speech
Kate Greer	Math	Becky Walker	5/6 Social Studies
Penny Hartley	Guidance/English	Caroline Walker	Secretary
Barbara Harvey	Aide	Dan Ware	Social Studies/Athletics
Paul M. Hayles	Headmaster	Lynn Ware	Art/Resource
Rita Henley	Science/Secondary Admin	Tammy Wessman	Aide
Crystal Herrington	Aide	Andrea Westbrook	4 – Yr. Kindergarten
Sandra Hillman	Third Grade	Janice Williams	First Grade
Becky Holifield	Science		
Karen Hollis	Aide		

ABSENCES

Regular and punctual attendance on the part of all students is necessary for success in school. Frequent absences affect scholarship, interest in school activities, and eventually attitude toward school. Attendance is recorded on permanent records in the office, where they may be reviewed by college authorities or employers. It is therefore important that pupils be in school and on time every day, and only in unavoidable cases should a pupil be taken out of school before the close of the day.

Parents are to report absences to the office. Please call by 8:30 A.M. Homework assignment requests for elementary students ONLY should be called in by 9:00 A.M. to have ready after 2:30 P.M.

Students must assume responsibility for making up work missed when absent.

Notes for absences are NOT to be sent for students in grades 7-12. The only written notes that need to be turned in are medical excuses or excuses that clarify an absence as "school" absence, for example, legislative page, etc. **Students have a maximum of three days to turn in official excuses for absences. Excuses must be taken to Mrs. Hartley. Excuses must be the paper copy from the doctor's office. Faxed or emailed excuses will not be accepted from parents. Faxed or emailed excuses will be accepted from the doctor's office.**

Early dismissal notes may be sent for K-6, specifically for the teacher's advantage so the teacher may plan accordingly and to give permission for someone other than the parent to sign their child out in the office.

Check-Out Procedure/Policy

If a student must leave school during the school day, the parent must come to campus and make arrangements for the student to check out. No notes or phone calls will be accepted. See Tardy, Early Dismissal, and Late Check-Out for details. If a student is contagious (fever, lice, chicken pox, etc.), it will be the responsibility of the parent to arrange for immediate pickup.

Check-Out For Illness or Injury

K-4: Parent/Guardian will be called by office personnel and arrangements made for child to be picked up. Parent/Guardian must come to the elementary office and sign the child out.

5-12: Parent/Guardian will be called by office personnel. Students who become ill during the school day should report to the office immediately, and the office personnel will contact a parent to make arrangements for the student to be checked out.

A doctor's excuse for an absence must be turned in to office **within 3 days** after the student returns to school.

K-12: In case of an emergency and Parent/Guardian cannot be located, students will be taken to a doctor.

Parents who desire to take their child or children out of school because of reasons not outlined in the written absentee policy of Copiah Academy, such as trips, family functions, educational opportunities, etc. shall be entitled to do so, provided the parent or parents submit a written statement to the school office, outlining the reasons for the absence prior to the absence.

Students in grades K-12 will be allowed seven (7) total absences per semester excluding reasonable military duty. Eighth absence - five points deducted from that course for the semester. Each additional absence after the eighth will result in one additional point deduction from that course for the semester.

Additional absences above the limit of seven (7) may be granted only by the Headmaster or Principal. Both the student and the student's parents or guardian may be required to appear before the

headmaster and/or board when the application for additional absences is considered. Absences begin the first official day of school.

A student entering class after the bell has rung is considered tardy. Students entering class over five minutes late will be considered absent. Three tardies in a class equals one absence in that class.

Absence/Attendance/Extra-Curricular Activity

A student who is absent all or part of a school day is not permitted to represent the school in any extra-curricular activity on that day without clearance from the Headmaster.

An athlete who is absent all or part of a school day may not participate in practice or a contest on that school day without approval from the Headmaster.

On scheduled half-days, student must be in attendance for the entire schedule. Sunfest is a full day of school. Absence from Sunfest will count toward your absences.

The Headmaster reserves the right to review special cases of absenteeism caused by unusual or extreme circumstances.

AFTER SCHOOL CARE

An after school program is offered for Copiah Academy students in grades K-4-6th grade. The purpose of the program is to offer a safe structured environment for students. Students will be grouped by grades and be assigned to designated areas for study and snack purposes. Students will arrive and dismiss from designated areas only.

The program will be in operation from 3:00-6:00 p.m. each day. When C.A. attends ½ day the hours will be 12:00-6:00 p.m.. The after school program starts the first full day of school and is not open on school holidays.

AFTER CARE SCHEDULE

3:00 - 3:30 Restroom, water, snack

3:30 - 4:15 Homework

4:15 - 5:15 Free time play

5:15 - 6:00 Clean up/videos

All unsupervised students in grades K-12 remaining on campus after 3:15 will be placed in the After Care Program and charged \$10.00.

FEE SCHEDULE

Full-Time Students: \$20.00 per week/per child - Only students admitted to the after care program on a regular/weekly basis will pay these rates. Fees are to be paid in advance by the month or by the semester. All fees are due on the 5th of each month. A \$15.00 late fee will be added to all accounts not current by the 16th of the month. Students will not be allowed to return to after care if fees are not paid by this time. Please place your fees in the after care drop box or give to the teacher on duty. If you pay in cash, please place your money in an envelope, seal, and write your child's name and amount paid on the outside of the envelope. There will be a \$20.00 charge for all returned checks.

Please note that payment is due regardless of your child's attendance. Credits will be given for school holidays and unexpected school closings only.

Part-Time Students \$6.00 per day/per child or up to \$30.00 per week. Part-time students are those students who do not attend after care on a full-time basis. These students must have a registration form on file. Fees for these students must be paid on the last day of attendance for that week. In order for a child to be considered part-time, he/she must attend after care at least one day per week. Children who do not attend after care at least one day per week are considered drop-ins.

Drop-Ins \$10.00 per day/per child. A child is considered a drop-in if he/she does not attend after care at least one day per week. These

ACCELERATED READER PROGRAM

1. The Accelerated Reader Program is required for all students in grades 1-6. Individual class requirements will be explained by the teacher at the beginning of the year.
2. The following are the requirements for K-6 Book-It this year:

Grade	Pizza Hut Book It Requirements Per Month
KG	10 books a month
1st	10 books a month
2nd	4 A.R. points
3rd	5 A.R. points
4th	5 A.R. points
5th/6th	6 A.R. points

3. **ACCELERATED READER HONOR CODE**

To help maintain the atmosphere of mutual trust and confidences among students and teachers, and to ensure that each student is judged solely according to his or her own merits, Copiah Academy has established the following Honor Code.

No student will unfairly advance his or her own performance in the Accelerated Reader program, nor will he or she in any way intentionally limit or advance the performance of his or her fellow students using the Accelerated Reader program.

Copiah Academy firmly believes in this Honor Code. The student signing the pledge confirms his or her belief in the Honor Code and therefore he or she is expected to report suspicious violations of the Honor Code.

The scope of actions that would fall under such a code is very broad. The following actions are examples of what is considered cheating:

1. Giving or receiving questions or answers for an Accelerated Reading test, or in any way cheating on an Accelerated Reading test.
2. Using Cliffs Notes, classic comic books, movies, videos, or shortened or abridged versions of the books on the list to try to pass the test.
3. Using any means besides reading the full, unabridged version of the book to pass an Accelerated Reader test.

fees are due on the day of service in the program. Please make payment when your child is picked up.

Late Pickups A charge of \$1.00 per minute per child will be assessed if your child is not picked up by 6:00 p.m. This charge is to be paid to the teacher remaining with your child at the time of pick-up. This policy is strictly enforced.

ADMISSIONS POLICY

Copiah Educational Foundation, Inc. is an accredited, coeducation, college-preparatory day school for grades K through 12. Enrollment is open to college-bound students of any race, religion, gender, color, creed or ethnic origin who meet the entrance requirements and strive both in conduct and achievement to maintain satisfactory progress. Students transferring to the school in grades 9-12 are required to have units of credit corresponding to those offered at Copiah Academy.

Students must be the appropriate age by September 1 to enter 3K, 4K, 5K, and First Grade. A certified copy of student's birth certificate and immunization compliance form must be on file in the school office before the student may attend classes.

Applicants must first fill out and return the student application form with fee. Application can be found online. Applicants then will be contacted by the guidance counselor to set up an admissions test. Students will be placed according to their admissions test. Applicants must provide transcripts indicating grades earned and standardized test information. New students must provide an unofficial transcript before admission. Applicants are accepted on the basis of past school performance, aptitude and achievement tests, adequate attendance, and acceptable conduct consistent with the standards and purposes of this school. Students that have been expelled from other schools may not be admitted. Students causing disrupting behavior may be requested to find other educational opportunities. New students in 6th-12th are required to be drug screened at their parent's expense through a company designated by the school.

New students and their family would have a probationary period that may include parent-teacher conferences, academic evaluations, and disciplinary review. Admission to and continued enrollment in Copiah Educational Foundation, Inc. is at the sole discretion of the school. Information on current policies will be made available in the student handbook. School policies are subject to change. Policy changes will be announced by due notification. Applicants agree to abide by all school policies, rules, and regulations, including provisions for dress codes and discipline. Copiah Educational Foundation, Inc. has full discretion in the discipline of students while at the school, including corporal punishment.

ATHLETIC ELIGIBILITY

Requirements for Varsity Athletics

1. Must have accumulated **Four** (4) major units (credits) during the past school year.
2. Shall not have reached his/her 19th birthday before August 1, 2018. This means anyone born before August 1, 1999, would be ineligible.
3. Shall not have entered the 9th grade before 2015-2016 school year.

Requirements for Junior High Athletics

1. Must have passed four (4) major subjects.
2. Shall not have reached his/her 16th birthday before August 1, 2018.

All matters cannot be covered in the handbook and decisions regarding such will be at the discretion of the administration.

- 1, 2018. Anyone born before August 1, 2002 would be ineligible for junior high athletics
3. Shall not have entered the 7th grade before the 2016-2017 school year.

All athletes must have physical, concussion form, and release form on file in the school office before participation.

An athlete quitting a sport during the season: if an athlete (including cheerleader or 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.

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

CARE OF SCHOOL PROPERTY

Because maintenance expenses are drastically increased by the misuse of school property, students are expected to maintain all school-owned property.

Litter destroys the beauty of the campus, so students are expected to use the proper trash receptacles.

Parents will be held financially responsible for any damages resulting from their child's actions.

MOBILE DEVICES/TECHNOLOGY/ACCESSORIES

Head phones, ear buds, watches (that serve for anything other than time), wrist bands, ear pieces, etc... are not to be used at school. The rules apply to any emerging technology that is not yet on the market as well as current technology.

COLLEGE DAYS

Seniors and juniors are allowed two college days; sophomores are allowed one college day. Days must be taken before Easter holidays. Students must sign up in the high school office once they have set up their days. Students are responsible for all work missed. Excuses from the college should be brought to Mrs. Hartley within three days. **Late submissions of excuses will not be accepted and will count as an unexcused absence..**

COMPUTER

Internet Honor Code of Copiah Academy

Internet services are provided by Copiah Academy as an educational tool to afford CA students the opportunity of developing online computer skills needed in today's world of technology.

Copiah Academy's Internet services are to be used in a manner to comply with the moral and ethical standards set forth in the school's philosophy and goals.

It is understood, therefore, that the user of Copiah Academy's Internet services should not in any way attempt to access pornographic, obscene, illicit, objectionable, or any other inappropriate materials.

Any student that participates (planning, filming, recording, etc.) in the production or posting of any type of video of fighting, misbehavior, or any behavior deemed inappropriate will be suspended.

INTERNET SAFETY POLICY

Introduction

It is the policy of the Copiah Educational Foundation, Inc. to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act (Pub. L. No 106-554 and 47 USC 254 (h)).

Definitions

Key terms as defined by the Children's Internet Protection Act.*

Access to Inappropriate Material

To the extent practical, technology protection measures (or "internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful proposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users including minors of the Copiah Educational Foundation, Inc. online computer network, electronic mail, chat rooms, or other forms of direct electronic communications

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking" and other unlawful activities by minor's online; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring

It shall be the responsibility of all members of the Copiah Educational Foundation, Inc. staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Headmaster and/or the Board of Directors of the Copiah Educational Foundation, Inc. or its designated representatives.

Adoption

This Internet Safety Policy was adopted by the Executive Board of the Board of Directors of the Copiah Educational Foundation, Inc. at its regularly scheduled meeting on May 14, 2002.

*CIPA definitions of terms:

TECHNOLOGY PROTECTION MEASURE: The term "technology protection measure" means a specific technology that blocks or filters Internet Access to visual depictions that are:

1. OBSCENE, as that term is defined in section 1460 of title 18, United States Code;
2. CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

HARMFUL TO MINORS: The term "harmful to minors" means any pictures, images, graphic image file or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors having the meanings given in section 2246 of title 18, United States Code.

COPIES/PRINTING

Students who need copies made need to see the office. Copies can ONLY be made from a hard copy or a .pdf file saved on a jump drive. Copies are \$0.25 a page. Students are not to request copies from teachers and staff. Class notes and/or study sheets are not to be copied.

Copies made from cumulative record information will be \$1.00 per page; this includes immunization, birth certificates, transcripts, etc. Printing from campus computers will not be allowed.

Students are not allowed to use copy machines.

CURRICULUM

As a college-preparatory school, Copiah Academy provides a program of studies for grades K-12 emphasizing academic excellence. The school is arranged in four divisions: kindergarten, elementary, junior high, and high school. The primary goal is to develop honest, alert, intellectually curious, and academically disciplined students. Instruction is traditional in that it demands knowledge of facts, principles, and methods.

CORE	GPA	Prerequisite
*Advanced Math/Trigonometry		
Advanced Physical Science		
**Advanced Placement U.S. History		
Advanced Pre-Algebra		
Algebra I (8th - 85 or above in Pre-Alg.)		
Algebra I, II, III		
American Gov./Economics	Seniors Only	
American History		
*Anatomy/Physiology	85	Bio I, Chem I
Ancient History		
Biology I		
Biology II		Chemistry I
Chemistry I		Biology I (80 average)
*Chemistry II	85	Chemistry I
English 7, 8, I, II, III, IV		
Environmental Science		
Geometry		Algebra I
*Honors Algebra II	85 in prior math courses; only 10th graders who have already taken Geometry	

*Honors Biology
 *Honors College Algebra
 **Honors Calculus (ACT subscore Math 26, Adv. Math/Trig or teacher's recommendation)
 *Honors English 8, I, II, III, IV
 *Honors Geometry
 Life Science
 Mississippi Studies/World Geography
 Physical Science
 *Physics Seniors Only 85 Bio I, Chem I
 Pre-Algebra
 U.S. History
 World Geography
 World History

ELECTIVES

Accounting
 ACT Prep (Required - Juniors Only)
 Annual (must have had Comp I)
 Art I, Art II
 Athletics (Jr. and Varsity)
 Band 1/2 credit (1 credit for year must take both sem. 1/2 cr. for Band, 1/2 cr. for Music Theory)
 Bible
 Business Math
 Computer I, II
 Health Issues
 Musical Theater (Jr. and Varsity)
 Music Appreciation
 Music Theory (1/2 credit)
 Psychology
 Spanish I, II
 Speech

* weighted courses, grade + 2 points after 9 wks. test

** grade + 5%

DUAL ENROLLMENT

*College Algebra - Online
 *English Composition I *English Composition II
 *General Biology I *General Biology II

Only seniors who qualify may participate in dual enrollment with Co-Lin. These qualifications are set by Co-Lin; the current qualifications are 3.0 academic GPA, minimum ACT composite of 16, English sub score minimum 17, science sub score of 16, math sub score minimum of 19. These qualifications are subject to change. Tuition and books are the students' responsibility. This fee is paid to Co-Lin.

*General Biology I and II include a required lab. This is a 4 hr total course. Total - 3 hr for lecture, 1 hr for lab.

English Track

If a student elects to move from the regular English track to the Honors track, he must have maintained an average of 88 or above for three terms in English for the year prior to the change to Honors English. In addition, a student moving to the Honors program must have written permission from his current English instructor. Parents should be advised that students making this change will miss course content. For instance, a student moving from English II to Honors English III will miss American literature. A student moving from English III to Composition I will miss English literature.

Math Track

Students entering the eleventh grade who are on the "fast track" in math.

85 average = Advanced Math/Trigonometry

Below 85 average = Algebra III

Placement for students entering Algebra 1 in the eight grade and/or pre-algebra in the seventh grade is based on GPA and a standardized test score.

Science Track for High School and Junior High

7th Grade - Life Science

8th Grade - Physical Science

9th Grade - Biology I

10th Grade - Advanced Physical Science/Chemistry I

11th Grade - Chemistry I; A&P; Biology II

12th Grade - Chemistry I; Chemistry II; A&P; Biology II; Environmental; Physics; Honors Biology II

A student will be retained if two (2) or more core subjects are failed. No remedial course taken outside of Copiah Academy may be used in the calculation of the grade point average. Remedial courses may be used only to raise a failing grade to 70. It may be used as a credit for graduation only. GRADES FROM FAILED COURSES ARE INCLUDED IN THE CALCULATION OF THE GPA. Students may not take summer courses for **new** credits. ONLY courses failed may be taken in Summer School. A maximum of two units may be earned during one summer. Seventh and Eighth grade work shall be offered only for review and remedial purposes.

Seventh or eighth grade students failing math and/or English may be retained and/or required to attend summer school. An overall grade point average of 70 or above is required for graduation. High school and junior high students whose final average in a course is below 55 cannot attend summer school for remediation. The course must be repeated during the school year.

All students must take a minimum of five (5) academics each year.

Courses not offered at Copiah Academy may be counted toward the GPA with the approval of the Headmaster.

To enter the tenth grade, a student must have earned a minimum of six (6) units.

To enter the eleventh grade, a student must have earned a minimum of twelve (12) units.

To enter the twelfth grade, a student must have earned a minimum of eighteen (18) units.

Required courses for graduation must be maintained for each grade level. No course will be dropped/added after **August 10, 2018**. Requests for course changes are not guaranteed or possible because of various factors

1st - 6th grade students failing reading or math may be retained.

2nd-6th grade students failing two (2) or more of the following subjects may be retained: Language, Science, Social Studies.

The administration will have the option of selecting courses to be completed in summer school if the student fails more than two subjects.

DAILY SCHEDULE Elementary

7:55 a.m.	Warning Bell
8:00	School Begins
10:50-11:40	Staggered K-4 Lunch
K-1 2:15	School Day Ends
2-4 2:30	School Day Ends

ALL elementary students are to be picked up at their designated

time. This will not be a recess. Students not picked up at 2:15 - 2:30 will be in a study hall with their grade until 3:00. Students not picked up by 3:15 will be taken to After-Care.

5th/6th Daily Schedule

7:55 a.m.	Warning Bell
8:00 – 8:50	1st hour
8:50 – 9:05	Break
9:10 – 9:55	2nd hour
10:05 – 10:45	3rd hour
11:00 – 11:45	4th hour
11:50 – 12:15	Lunch
12:20 – 1:10	Activity
1:15 – 2:00	5th hour
2:05 – 2:50	6th hour

7th/8th Daily Schedule

7:55 a.m.	Warning Bell
8:00 – 8:50	1st hour
8:50 – 9:05	Break
9:10 – 10:00	2nd hour
10:05 – 10:55	3rd hour
11:00 – 11:50	4th hour
11:50 – 12:15	Lunch
12:20 – 1:10	5th hour
1:15 – 2:05	6th hour
2:10 – 3:00	7th hour

9th - 12th Daily Schedule

7:55 a.m.	Warning Bell
8:00 – 8:50	1st hour
8:50 – 9:45	2nd hour
9:45 – 10:00	Break
10:05 – 10:55	3rd hour
11:00 – 11:50	4th hour
11:55 – 12:45	5th hour
12:45 – 1:10	Lunch
1:15 – 2:05	6th hour
2:10 – 3:00	7th hour

K-6 1/2 Day Dismissal

11:15	K-2	11:30	3-4
5-8 Grade		9-12 Grade	

1/2 Day Bell Schedule

8:00 – 8:35	1st hour	8:00-8:35	1st hour
8:35 – 9:05	2nd hour	8:35-9:05	2nd hour
9:05 – 9:35	3rd hour	9:05-9:35	3rd hour
9:35 – 9:55	Break	9:35-10:05	4th hour
9:55 – 10:25	4th hour	10:05-10:25	Break
10:25 – 11:00	5th hour	10:25-11:00	5th hour
11:00 – 11:30	6th hour	11:00-11:30	6th hour
11:30 – 12:00	7th hour	11:30-12:00	7th hour

No lunch will be served on half-days.

Chapel Schedule:

7th - 8th		9th - 12th	
8:00 – 8:50	1st hour	8:00-8:50	1st hour
8:50 – 9:35	Break/Chapel	8:55-9:35	2nd hour
9:40 – 10:20	2nd hour	9:35-10:20	Break/Chapel
10:25 – 11:05	3rd hour	10:25-11:05	3rd hour
11:10 – 11:50	4th hour	11:10-11:50	4th hour

Football Pep Rally Schedule Friday

5&6/7&8

9th - 12th

		5th	11:55-12:35
Activity/5th	12:20-1:00	Lunch	12:35-1:00
5th/6th	1:05-1:45	6th	1:05-1:45
6th/7th	1:50-2:30	7th	1:50-2:30
Pep Rally	2:30-3:00		

DANCE POLICY

Dances at Copiah Academy are social events intended for the enjoyment of Copiah Academy students in grades 7-12. All non-C.A. guests must be signed up in the office by noon Friday. The new guest policy is as follows:

1. 7th - 9th graders may not bring a guest.
2. 10-12 grade C.A. students may each bring one non-C.A. guest.
3. Guests must come to the dance with their C.A. host. Guests may not come into the dance alone.
4. C.A. students must register their guest when they come into the gym and pay.
5. C.A. students should advise guests of all rules, especially those regarding dress, mode of dancing, alcohol and tobacco.
6. Both the C.A. student and the guest will be asked to leave the dance if rules are violated
7. Students who have been declined admission to Copiah Academy cannot attend any dances sponsored by Copiah Academy as a guest.
8. Cell phones are not allowed at Prom or other school-sponsored dances.

This policy will be strictly enforced so that we can ensure proper conduct at our dances. Any violations will result in dance privileges being suspended.

Any student not at school ALL day the day of a dance may not attend.

DELIVERIES

Because of the increased number of flower, gift, and candy deliveries, the lack of school personnel to handle them, and the lack of space at the school to store them, the following regulations have been adopted concerning all such deliveries to Copiah Academy.

1. On special occasions such as birthdays, homecoming, etc., deliveries will be allowed only after noon. At this time students will be notified they have a delivery, which they may pick up at the end of the school day.
2. The school will not accept any deliveries associated with Valentine's Day before, on, or after Valentine's Day.

DISCIPLINE SYSTEM

Copiah Academy is a community based on respect for all members of the community. Every student is expected to conduct himself in a thoughtful, responsible manner at all times. Violation of school regulations and disruptive behavior negatively affects the school community. Discipline procedures help ensure that students correct inappropriate behavior.

In every discipline case, the student will receive appropriate counseling and encouragement to improve behavior. Discipline will be handled by faculty members with extreme cases being referred to members of the school administration.

Written disciplinary reports may be used by the administration to report inappropriate behavior or violation of school

regulations to parents.

The following disciplinary procedures are utilized by the school as a deterrent against unacceptable behavior.

- a. **Detention** – A detention is earned with the accumulation of 10 demerits. Detention is held under the supervision of a school administrator for one hour. Detention takes priority over any other activity. Missing detention may result in an automatic out-of-school suspension. For each 10 demerits accumulated, a detention is served. Ex: 16 demerits = 1 detention with 6 demerits earned toward the next detention. 3 detentions = 1 “out-of-school” suspension. Each “out-of-school” suspension will result in 2 points off each nine weeks average (administration will deduct). **Detention will result in the loss of the 2 pt. incentive.**

2 Demerits

- Sleeping in class
- Class disturbance
- Other

3 Demerits

- Public Display of Affection (PDA)
- Doing homework during someone else's classtime
- Hair length/Facial Hair
- Parking/Driving violation
- Other

4 Demerits

- Misbehavior for substitute
- Eating, drinking, or chewing gum
- Minor Dress Code Infraction
- Tardiness to study hall and other non-academic courses
- Other

5 Demerits

- Defacing school property
- Cell Phone usage on campus
- Cruelty to peer(s)
- Disrespect and/or rudeness to faculty and staff
- Reckless driving on campus
- Internet misuse
- Profanity
- Other

Automatic Detention

- Cheating/Plagiarism - plus a 0 on the assignment (including copying another student's homework as your own/parent may be called)
- Cutting Class
- Sexual harassment (verbal/physical) (Discretion of administration)
- Fighting (discretion of administration)
- Stealing (discretion of administration)
- Weapon (discretion of administration)

Automatic out-of-school suspension

(forfeits incentive program)

- Fighting (discretion of administrator)
- Stealing (discretion of administration)
- Weapon (discretion of administration)
- Drugs (may result in expulsion)
- Tobacco/Alcohol/Drugs/Vape on campus (discretion of administration)
- Any student caught in possession, or in the act of using a Vape on campus will be suspended for three

days

- Leaving campus without permission
- No show for detention
- Attempting, or aiding a student, to falsify a drug test

Teachers may assign demerits based on offenses not specifically listed. Administration will make decisions concerning offenses not specifically defined or severe offenses of those that are defined.

- b. *Probation* – A student who has earned their 2nd detention can be placed on probation. When the 3rd detention is earned the student will receive an “out-of-school” suspension.
- c. *Out-of-school suspension* – This type of suspension is used to deter more serious disciplinary infractions. The administration determines the length of the suspension (usually 1-3 days).

The academic penalty is a two (2) point deduction from the student's overall 9 weeks average in each class for every day suspended for that 9 weeks period only and forfeiture of incentive program points for that 9 weeks period only.

The non-academic penalty is that the student is not eligible for honors or elected positions for 90 consecutive "school days" at Copiah Academy. This does not include days spent in summer school. The 90 days will carry over from one school year to the next.

After three (3) suspensions, a student may be expelled. The student and parents may be required to go before the board for reinstatement.

- d. *Expulsion* – Expulsion is only used as a disciplinary procedure when all other methods are ineffective and the student continues to be a detriment of the learning process at Copiah Academy. Expulsion will be determined by the Executive Board of the school and is for the remainder of the school year.
- e. *Corporal punishment* – It is the policy of Copiah Academy to administer corporal punishment at the discretion and at the direction of the Headmaster.
1. Parent(s)/guardian will be contacted by phone.
 2. Student/parents(s)/guardian will be given the choice of up to three (3) licks or up to five (5) days suspension.
 3. Corporal punishment will only be administered by the Headmaster or his/her representative. When possible men will administer punishment to boys and women will administer punishment to girls.
 4. A faculty member will witness the punishment.
 5. Corporal punishment will only be administered to students in grades 3 to 12.

Behaviors that will be addressed by the discipline system include: tardiness, improper dress, food in the building, fighting, misbehavior under a substitute teacher, defacing school property, inappropriate cafeteria behavior, disrespectful behavior toward a faculty member, cruelty toward another student, reckless driving on campus, cutting class, leaving campus without permission, chewing gum, possession of tobacco on campus, inappropriate behavior, littering, cheating, stealing, possession of a dangerous item, possession of a weapon, possession and/or use of alcohol or drugs, use of profane language.

Good discipline is a necessary prerequisite to a sound educational program. Reasonable and positive steps must

be taken in dealing with problems of student behavior. Violations of school regulations and disruptive behavior cause loss of valuable time of both faculty and other students. Therefore, the administration, faculty, and staff will insist on good behavior from all students and personally correct inappropriate behavior whenever they witness it.

DRESS CODE UNIFORMS for K-12 Students

Copiah Educational Foundation has partnered with the Tommy Hilfiger and Land's End companies. Each grade has a required uniform. The detailed information concerning uniforms will be posted on the school website

The following are not permissible:

- No wheelies
- No visible tattoos
- No Facial piercings. No piercings for males.
- No hats and caps of any style should be worn on campus
- No extreme hair coloring
- No cleated shoes

Applies to school, any photographs, or school trips.

Clothing must be neat and clean.

All male students must be clean-shaven with hair well **groomed** and of **proper length (with eyebrows visible)**.

Male students are not allowed to wear hair in length that touches a collared shirt and must be over ears. The only exception to hair length is for cultural or religious reasons. For this exception, proof will have to be provided to Administration.

DRESS CODE VIOLATION POLICY

Students who are out of uniform code will not be allowed to attend classes. Students will receive an unexcused absence in all classes missed with no option to make up any missed work in any class missed.

Options for students who come to school out of uniform:

1. Students who have no way to change clothes will remain in a supervised holding room on campus. Students will receive an unexcused absence for all classes missed with no option to make up any missed work in any class missed.
2. Parents or designated contacts may bring a change of clothes to school for the student. Students will remain in a supervised holding room until they change clothes. Students will be unexcused in the classes missed with no option to make up any work in the classes missed.
3. Students will be allowed to go home and change into dress code. Students will be unexcused in the classes missed with no option to make up any work in the classes missed. Parents may pick up and bring back the student. Student drivers may be signed out in person by a parent or by a person designated under emergency contacts as listed by the parent in Renweb.

Demerits:

Students who have minor dress code infractions will receive 4 demerits for each minor infraction. Minor infractions will include violations such as belt color, incorrect brand clothing, etc. The administration will determine minor infractions. Accumulation of 10 demerits will result in a detention and the loss of incentive points for the 9 weeks. Three detentions will result in a suspension. Students who are suspended

will lose 2 points from their 9 weeks average for each class and are ineligible for all honors and awards for one full year.

Administrators and teachers will monitor 7-12th grade students daily for violations of the dress code along with any other violations of the discipline code. Hair length and facial hair will be part of the dress code.

Students in violation of handbook procedures will receive and initial a discipline form that indicates the handbook violation and the resulting demerits issued to the student. The number of demerits varies depending on the violation. "Other" is an option for teachers on the discipline form for violations not listed on the discipline form. Penalties for behavioral issues not addressed in the handbook will be at the discretion of the administration and will be noted in "Other" on the discipline form.

Demerits are cumulative throughout the school year but do not carry over to the next school year. Students who serve detention will report to school at 7am for work duty and will lose incentive points for the nine weeks. The discipline code and demerit system can be found in the handbook.

DRIVER'S LICENSE

Copiah Academy students must request their school attendance form 24 hours before they need it. In the summer, the student must request the form 48 hours in advance. Any Copiah student who will be driving on campus must have a current/valid license on file in the main office.

DRUG SCREENING POLICY FOR STUDENTS

I. Who will be tested?

All students — new and existing — in grades 6-12 will be tested within the school year on a random or non random basis. Everyone will be tested at least once per year with the possibility of more than once through random or non random selection. The number of screenings within the school year will be determined by the Board.

II. Consequences

All specimens 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.

For any reason, if a test is invalid, the school will retest the student immediately upon notification of the error. The test will be done at the facility of the Doctor listed as the School Doctor.

Any student caught attempting to falsify a drug test or assisting another student to falsify a drug test will receive out of school suspension. If the first positive result is verified and confirmed, the following steps will be taken:

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

A. FIRST POSITIVE RESULT

1. The Administration and the student being tested will be the only individual with test result information and will inform the parents that their child tested positive and

that the MRO (Medical Review Officer) will be in contact with them to interpret the test results. All records will be confidential and under lock. Records will be destroyed after graduation or after age twenty-one if the student withdraws before graduating.

2. The student in question must then be evaluated within ten (10) days by a professional counselor or a certified alcohol and drug abuse counselor approved by the Headmaster. 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 Copiah Academy.

3. The student in question will be required to test again at the time the drug should be clear from the body. The time frame will be determined by the MRO. The cost of testing will be paid by the parent.

4. At the next scheduled drug screening, the student would automatically appear on the random testing roster and will be tested for the remainder of his or her time at Copiah on all subsequent drug tests.

5. After the first positive result, the student will be suspended for five days. Upon completion of the suspension, the student and parent(s)/guardian(s) must meet with the Headmaster before returning to school.

6. The student in question will undergo random drug testing for one calendar year at the expense of that student's parent(s)/guardian(s).

7. After the first positive result, the student forfeits the right to Who's Who honors, elected positions, and Beauty/Beau selection for one calendar year.

B. SECOND POSITIVE RESULT

1. The Headmaster will inform the parents that their child tested positive and that the MRO (Medical Review Officer) will be in contact with them to interpret the test results.

2. A second positive drug screening will result in the student's immediate and permanent dismissal from Copiah Academy. In such event, the parents of said student shall not be entitled to a reimbursement of fees or tuition previously paid.

III. Consent form

A consent form will be signed by the student and parent as part of registration.

A consent form will be signed.

IV. Drug Education

Drug Education will be incorporated into the curriculum in grades K-12.

DRUG SCREENING POLICY FOR EMPLOYEES/BOARD

A confirmed first positive test, of an employee, will result in immediate termination of contract from Copiah Academy. In such event, the employee's salary will be terminated.

A confirmed first positive test, of a Board member, will result in immediate termination of service.

EMERGENCY CLOSING OF SCHOOL

Severe weather conditions will occasionally call for school to be canceled or dismissed early. When bad weather is impending, parents should listen to the radio for announcements concerning school closure. The school telephone system cannot handle a great number of incoming or outgoing calls. The procedure for handling severe weather situations is to call local radio station (WDXO - Hazlehurst - 92.9 FM and 102.1. The Emergency Operations Center in Jackson, which contacts all radio and television stations in that broadcast area, is also notified. This procedure should ensure that all parents are notified of school closure. Copleah will utilize text messaging to notify of closings as well; patrons will need to opt into the program.

Decisions regarding school closings that are made prior to 8 a.m. or on the weekends will be relayed to faculty members by way of an established phone tree.

EMERGENCY DRILLS

Emergency drills are practiced regularly. Emergency procedures for leaving each classroom are posted in each room. Students are instructed in the proper safety during drills and emergency situations.

Emergency Drill Signals

- Fire - siren tone
- Tornado - pulsing tone
- Lockdown - a designated tone

EXAM EXEMPTIONS

Seniors may be exempt 2nd semester only, for any subject in which they have an average of 90 or above.

EXAM DATES

Semester Exam Schedule

December

Friday, December 14 - 7th hour (full day)
Monday, December 17 - 1st and 2nd hour (1/2 day)
Tuesday, December 18 - 3rd and 4th hour (1/2 day)
Wednesday, December 19 - 5th and 6th hour (1/2 day)
Thursday, December 20 - Make Up exams (1/2 day)

May

Friday, May 17 - 7th hour (full day)
Monday, May 20 - 1st and 2nd hour (1/2 day)
Tuesday, May 21 - 3rd and 4th hour (1/2 day)
Wednesday, May 22 - 5th and 6th hour (1/2 day)
Thursday, May 23 - Final Exam Make Up Day (1/2 day)

Elementary exam schedules will be published and sent home with students.

During exams 7th-12th grade students are not required to be on campus. If a student is on campus, they must be in the assigned study hall room. No early exams will be given. Students that are unable to take exams at the scheduled time will be given the exam on their return to school second semester and on the first day that the office is open after the end of school.

FEES

2018-2019 Fee Schedule For Families Est. by Jan 2015

3 Kindergarten – 12th Grade

Number of Children Per Family	Tuition Per Year	Monthly Tuition Payable for 12 Months
1	\$ 4,920.00	\$ 410.00
2	\$ 8,940.00	\$ 745.00
3	\$ 12,720.00	\$ 1,060.00
4	\$ 15,960.00	\$ 1,330.00

2018-2019 Fee Schedule (Family Memberships established Est. AFTER Jan 2015)

3 Kindergarten – 12th Grade

Number of Children Per Family	Tuition Per Year	Monthly Tuition Payable for 12 Months
1	\$ 4,920.00	\$ 410.00
2	\$ 9,840.00	\$ 820.00
3	\$ 14,760.00	\$ 1,230.00
4	\$ 19,680.00	\$ 1,640.00

Membership Fee

All Membership Fees are non-refundable and non-transferable.

Membership per family is \$1,600.00. Extended Plan - \$500.00 down and \$25.00 added to monthly tuition for 60 months. Totals a \$2,000.00 membership.

In the event child/children are withdrawn from school with only partial payment of membership fee and re-enrollment does not take place within 60 consecutive months, such partial payment will be forfeited. At re-enrollment after 60 months, total current membership fee will be reassessed.

Upon entrance on the 8th Grade or higher level of the youngest child enrolled, the membership is either: (1) Full membership of \$1,600.00; (2) Extended membership of \$500.00 down and payment of a balance of \$1,600.00 equally divided by the number of months remaining until May 1st of the graduating year of the youngest child. **Also**, any child graduating in the year 2018, that youngest child will have to be paid in full before May 1st of that child's graduating year. No diploma will be given to any student until payment of the membership has been paid in full.

The Executive Board of Copleah Educational Foundation having studied the most equitable manner to determine the use of the membership by families and their extended members finds that the following policy will be used to govern use of the membership:

1. A membership purchased by a patron will authorize any natural or adopted child of that patron to attend school under that patron's membership regardless of the marital status or subsequent marital status of the patron.
2. If a membership is purchased jointly or as by a family consisting of a husband and wife who subsequently divorce, all children born of the marriage and subsequent children of either spouse shall be allowed to attend under the membership. For the purpose of the tuition charge as it affects the number of children in a family unit, each family unit of the former spouses

will be considered separately for billing purposes. ILLUSTRATION: Bob and Sue have two children while married. Upon divorce Bob has custody of one child and Sue has custody of one child. Both remarry and have one additional child. For membership purposes all four children may attend. For tuition purposes Bob's first child will pay the one child tuition rate and Bob's second child will have the second child discounted tuition. The same will apply to Sue's two children. It is not intended that all four children of both extended families will be assessed tuition at the four children discounted tuition.

This policy will not require tuition to increase for children born prior to divorce in the event of split custody arrangements. This policy will only be used to assess the tuition discount where there are subsequent children after divorce. ILLUSTRATION: In the above illustration Bob has custody of one child and Sue has custody of one child. Neither parent has other children. The two children will be eligible for the two child discounted tuition.

3. Stepchildren or other children the parents have guardianship or custody over are not authorized to attend school under the step-parent's membership unless the step-child is adopted or a new membership is purchased.

Registration/Re-Registration Fees

Registration fees are non-refundable and non-transferable. Students are not considered enrolled until membership is established and registration fee of \$300.00 is paid.

This fee may be made in two payments of \$150.00 each. The first payment is due at the time of registration and the second payment is due by August 1, 2018. A \$10.00 per month late fee is charged for returning students not registered by March 1, 2019.

Students who enroll during the first semester will pay full registration, building assessment, and insurance assessment fees. Students who enroll during the second semester will pay half of the registration, building, and insurance fees.

Amount owed for registration and fees, along with all required paperwork for activities, has to be paid and turned in for students to be eligible for summer activities.

Fees for Activities: All activity fees are non-refundable and non-transferable.

Building Assessment

Building Assessment fees are non-refundable and non-transferable.

Each student will pay a \$100.00 per year building assessment fee for capital contributions. This \$100.00 fee is to be paid at registration or may be divided into two payments with \$50.00 due at registration and the remaining \$50.00 due by August 1, 2018 or \$10.00 per month for twelve (12) months beginning with the July payment (this would total \$120.00).

Insurance Assessment

Government mandated health care

Insurance Assessment fees are non-refundable and non-transferable.

Each student will pay a \$200.00 per year insurance assessment fee for government mandated healthcare. This \$200 fee is to be paid at registration or may be divided into two payments with \$100.00 due at registration and the remaining \$100.00 due by August 1, 2018 or \$20.00 per month for twelve (12) months beginning with the July payment (this would total \$240.00).

Payment Schedule

Tuition is due the 1st of each month **beginning July 1 (even if a family has elected to divide tuition on a 10-month basis or less)**. Payments received after 2 p.m. on the **16th** of each month are considered past-due. A late fee of **\$15** per month will be charged on all accounts that are not current by 2:00 p.m. on the 16th day of the month. Copiah Academy charges a **\$20** fee on all returned checks.

The following is a past due policy issued by the Executive Committee on April 13, 1993.

WHEN A PATRON IS THIRTY (30) DAYS PAST DUE, HE WILL RECEIVE A NOTICE TO PAY THE PAST DUE AMOUNT AND THE CURRENT MONTH'S PAYMENT OR THE CHILD(REN) WILL NOT BE PERMITTED TO RETURN TO SCHOOL ON THE FIRST (1ST) DAY OF THE FOLLOWING MONTH.

* NO SEMESTER GRADES WILL BE RELEASED UNTIL THE DECEMBER TUITION HAS BEEN PAID.

* NO FINAL GRADES OR TRANSCRIPTS WILL BE RELEASED UNTIL THE JUNE TUITION HAS BEEN PAID.

* ALL MEMBERSHIP AND REGISTRATION FEES ARE NON-REFUNDABLE.

* RECORDS, REPORT CARDS, AND/OR RENWEB ACCESS WILL BE HELD FOR NON-PAYMENT OF TUITION AND/OR FEES.

* ANYTHING PAID AFTER 2:00 P.M. WILL BE POSTED ON THE FOLLOWING WORKDAY.

August tuition must be paid by the 1st for a student to be placed on a class roll for elementary and a class schedule for 7th -12th grade students. **Patrons who use "Auto Pay" and are in "good standing" are allowed to pay August tuition through their regularly scheduled payment method.**

For the start of the second semester in January, the December tuition must be paid in full for a student to attend classes.

Tuition for May must be paid by the fifteenth of the month in order for students to: a) be allowed to take exams; b) have access to grades; c) be eligible to participate in summer activities.

FINANCIAL ASSISTANCE

Copiah Academy offers financial assistance for tuition to those who qualify. These funds are made available from the Copiah Academy Endowment. Those families interested must fill out an application and send in their income tax return to a Family Financial Needs Assessment Company who will make an assessment and recommendation for financial assistance. The application process will be done every year in the spring for the next school year which begins July 1. Deadlines for application submission will be announced on the school website. For further information please contact the school office.

FIRST-AID AND ILLNESS

First-aid supplies are kept in the office for minor injuries. In the event of an accident involving bodily injury during the school day, the student's parents or guardians will be notified immediately. Students who become ill will be sent to the office personnel who will request parents or guardians to pick them up promptly. In the event that parents cannot be reached at times when a student's need may be judged critical, his doctor will be called.

FUNDRAISERS

All fundraisers must be approved by the headmaster and placed on the master calendar in the office.

GRADING

Daily grades, weekly tests, and unit tests comprise 100% of the term grade. The semester exam counts as 20% of the semester average. The yearly grade is determined by averaging the semester grades.

The grading scale beginning with the 2011-2012 school year is as follows:

Letter Grade	Scale	Quality Points
A	90-100	4
B	80-89	3
C	70-79	2
F	Below 70	0

For any subject a final grade earned of F (below 70) results in failing that subject for the year.

Grades earned from previous school years will still be calculated on the old grading scale.

Letter Grade	Scale	Quality Points
A	93-100	4
B	85-92	3
C	77-84	2
D	70-76	1
F	Below 70	0

For any subject a final grade earned of F (below 70) results in failing that subject for the year.

Academic Probation

Students who have failed two or more classes at the end of the semester will be placed on academic probation. At the end of the next semester, students who fail more than one class may be dismissed from Copiah Academy for at least one year. Summer school is not a factor.

Procedure for Honor Roll and Headmaster's List

In Grades 3-12 students with an 85 or above in each academic subject for all terms will be on the *HONOR ROLL*.

In Grades 3-12 students with a 93 or above in each academic subject for all terms will be on the *HEADMASTER'S LIST*.

Procedure for Choosing Valedictorian, Salutatorian, and Historian, High Honor Graduates, and Honor Graduates

Valedictorian, Salutatorian, and Historian must be in attendance at Copiah Academy for grades 9, 10, 11, and 12. Courses used to determine class rank and GPA are used to determine Valedictorian, Salutatorian and Historian.

Student must have completed a minimum of six (6) weighted courses.

In order to be recognized as a *High Honor Graduate*, a senior must have a 95 overall grade point average for all credited academic courses. Averages will not be rounded.

In order to be recognized as an *Honor Graduate*, a senior must have a 90 overall grade point average for all credited academic courses. Averages will not be rounded.

The procedure for calculating the Grade Point Average (GPA) for the above honors will be as follows (including 8th grade):

The cumulative GPA will be based on credited academic courses only. No GPA will be rounded where averages are being calculated for honors, extracurricular activities, elections, admission to academic organizations, etc.

GRADUATION REQUIREMENTS

It is recommended that all seniors take a math and science during their senior year. All seniors must take the ACT before graduating

REQUIREMENTS through Class of 2019-2021

4 units of English

4 units of Math

4 units of Science

4 units of Social Studies

6 units of Electives to include:

1 unit of Arts

2 units of Advanced Electives

1 unit of Computer Applications

1 unit of Bible

Pre-High school units

TOTAL: 22 UNITS

REQUIREMENTS Class of 2022 and subsequent years

4 units of English

4 units of Math

4 units of Science

4 units of Social Studies

8 units of Electives to include:

1 unit of Arts

2 units of Advanced Electives

1 unit of Computer Applications

1 unit of Bible

Pre-High school units

TOTAL: 24 UNITS

Mississippi Public Universities Admissions

Standards Beginning 2015

The high school course requirements set forth below are applicable to students graduating from high school and entering a public institution of higher learning. The minimum REQUIRED

CPC (College Preparatory Curriculum) for full admission into a Mississippi public university is as follows:

English: 4 units – All must require substantial communication skills (i.e. reading, writing, listening, and speaking). Compensatory Reading and Writing may not be included

Mathematics: 3 units – Algebra I or its equivalent; two units of math higher than Algebra I

Science: 3 units – Biology I or its equivalent; two units of science higher than Biology I

Social Studies: 3 units – US History, World History, US Government (1/2 unit), Economics (1/2 unit) or Introduction to World Geography (1/2 unit)

Arts: 1 unit – Includes any one unit or two ½ units of visual and performing arts course(s) meeting the requirements for high school graduation

Advanced Electives: 2 Carnegie Units - Option 1 – Foreign Language I and Foreign Language II; Option 2 – Foreign Language 1 and Advanced World Geography; Option 3 – Any combination of English, Mathematics higher than Algebra I, Science higher than Biology I, Advanced Elective Category, any AP course, any IB course

Technology – ½ unit – a course that emphasizes the use of technology as a productivity tool. Instruction should include utilizing various forms of technology to create, collaborate, organize, and publish information. The application of technology as a productivity tool, rather than specific hardware and/or software packages should be the focus of the course.

Total Carnegie units: 16½

The minimum RECOMMENDED CPC for full admission into a Mississippi public university is as follows:

English: 4 units – All must require substantial communication skills (i.e. reading, writing, listening, and speaking). Compensatory Reading and Writing may not be included

Mathematics: 4 units – Algebra I or its equivalent; three units of math higher than Algebra I

Science: 4 units – Biology I or its equivalent; three units of science higher than Biology I

Social Studies: 4 units – US History, World History, US Government (1/2 unit), Economics (1/2 unit), Introduction to World Geography (1/2 unit), MS Studies (1/2 unit) or state/local government course in any other state

Arts: 1 unit – Includes any one unit or two ½ units of visual and performing arts course(s) meeting the requirements for high school graduation

Advanced Electives: 2 Carnegie Units - Option 1 – Foreign Language I and Foreign Language II; Option 2 – Foreign Language 1 and Advanced World Geography; Option 3 – Any combination of English, Mathematics higher than Algebra I, Science higher than Biology I, Advanced Elective Category, any AP course, any IB course

Technology – ½ unit – a course that emphasizes the use of technology as a productivity tool. Instruction should include utilizing various forms of technology to create, collaborate, organize, and publish information. The application of technology as a productivity tool, rather than specific hardware and/or software packages should be the focus of the course.

Total Carnegie units: 19½

Notes: Pre-High School units: Courses taken prior to high school will be accepted for admission provided the course earns Carnegie credit and the content is the same as the high school course.

Substitutions: Advanced Placement (AP) and International Baccalaureate (IB) courses can be substituted for each requirement in the College Preparatory Curriculum.

Course Acceptance: A course may not be used to satisfy more than one requirement.

The Required and Recommended College Preparatory Curricula (CPC) are approved by the IHL Board of Trustees, and the IHL Office of Academic and Student Affairs maintains a complete list of courses that can be used to satisfy the CPC requirements. See www.mississippi.edu/admissions/.

OUT-OF-STATE UNIVERSITY ADMISSION STANDARDS

Standards vary with each state. Students and parents interested in these requirements should see the guidance counselor before choosing a schedule for their Junior year.

COLLEGE GRANTS, LOANS, AND FINANCIAL ASSISTANCE

Parents of Seniors need to see the guidance counselor after December 31 for forms and information concerning finances for college. Federal forms are not available until after November. Other forms are available as published.

Higher Education Legislative Plan (HELP) is given through Mississippi Student Financial Aid. Students must demonstrate need as determined through FAFSA, average family adjusted gross income of \$39,500 or less, must be enrolled full-time at a Mississippi college or university, have a cumulative GPA of 2.5 and at least a 20 on the ACT. Student must also have passed a core curriculum which includes the required IHL curriculum, an one additional advanced elective.

GYM REGULATIONS

No food or drink will be allowed in the gymnasium except during the home basketball games. Students must remain off the gym court playing area at all times. Walking across the gym floor to classes will not be allowed.

INCENTIVE PROGRAM

With a maximum of 2 absences for any reason except school business and NO detentions in one nine weeks, a 7th - 12th grade student will earn 2 points on final nine week grade per academic subject. Absences are not cumulative.

Students must have been a registered student for an entire 9 weeks before they can have 2 pts. added.

On scheduled half-days, students must be in attendance for the entire schedule. Sunfest is a full day of school. Absence from Sunfest will count toward your absences. The Headmaster and/or Principal reserves the right to review special cases of absenteeism caused by unusual or extreme circumstances.

LIBRARY REGULATIONS

The purpose of the library is to make available materials to supplement the curriculum, for sources of information, and for students to make pleasant and valuable use of their free time. The library should have a quiet atmosphere conducive to study. It is necessary to have certain policies regulating the use of these materials and for conduct in the library in order that it may offer maximum service to

the greatest number of students and teachers.

1. Books will be checked in and out at the charge desk.
2. Books may be checked out for a period of two weeks for grades 7-12 and one week for K-6.
3. Elementary students may have only 2 books checked out at a time.
4. Books may be checked out before and after school.
5. Two demerits per day will be assessed for overdue books on the basis of a five-day week (school week).
6. A student is responsible for the book he/she has checked out until that book is checked in to the library.
7. If a student loses a book he will be charged replacement value (depending on the condition of the book).
8. Report cards will be held in the office at mid-term and the end of the school year until payment is made for lost books.
9. Magazines may not be taken out of the library.
10. General reference books may not be checked out overnight, but may be carried to classrooms if checked out from librarian's desk.
11. For special assignments teachers may place selected library materials "on reserve" for overnight check-out only.
12. All library books must be returned to the library at the end of the first semester and at the end of the second semester.

LUNCH PROGRAM

The cafeteria serves hot lunches, short order and snack items for lunch. Lunches may also be brought from home. A variety of snacks are available at break.

Our cafeteria runs a debit account for families. Students are issued a PIN for their account. Payment is to be added to the account in \$50 increments. Students will be able to see the current balance at the register each time they make a purchase. Parents can view balances online. The system takes approximately 24 hours to update online.

During lunch periods, students must remain in designated cafeteria areas. Food or drinks dropped or spilled will be at the expense of the student. A student will not be allowed to leave the campus for lunch.

Charges will not be allowed for students in 7-12 grades. Please DO NOT ask.

MAKE-UP WORK/TESTS

It is the responsibility of students in grades 7-12 who have missed tests or quizzes because of excused absences to make up those tests or quizzes on the first assigned testing time. All tests/quizzes missed for an absence for any reason will be made up during one of 5 specified test sessions. Students who miss tests/quizzes have two test dates to makeup tests/quizzes based on the date that each test/quiz was missed. Tests not made up during that time will result in a zero. A make up test time will last 45 minutes. Students may come in at any time during the test session to

take tests/quizzes but will only have the remaining session time to take the test/quiz. **No makeup tests/quizzes will be taken during the school day.**

Test Sessions:

Monday 7:00-7:45 - Berry

Monday 3:00-3:45 - Hartley/Henley/Roos

Wednesday: 7:00-7:45 - Tyson

Wednesday: 3:00-3:45 - Hartley/Henley/Berry

Friday: 7:00-7:45: Henley

Since major tests are assigned in advance, a student who is present on the day of the test will be required to take the test that day even if he had been absent the previous day. Students in a college-preparatory school are accountable for obtaining any work that was missed during an absence.

In grades 5-6, students are to check with their teachers the first day back after an absence to set up a date for make-up tests or quizzes.

On the first day a student returns to school after an absence, the student must secure a make-up assignment from each teacher. Failure to turn in written make-up work may result in a zero for the work. All make-up work is the responsibility of the **STUDENT**. Students in grades 7-12 need to communicate with classmates for missed classwork and homework assignments. Because students who miss tests have extra study time, make up tests may be different from the original tests.

Students are responsible for materials missed or covered during vacation and/or personal days taken during the school year.

MARRIED AND/OR PREGNANT STUDENTS

A married student, or a student who has been married, an unmarried parent, or an unmarried pregnant female and the male student who is the father of the child will not be considered for enrollment at Copiah Academy. If any student presently enrolled becomes married or pregnant, the married student or the married pregnant female and the male student who is the father of the child will be required to withdraw from school and will not be considered for readmission.

MASTER CALENDAR

The school's Master Calendar is coordinated by the school secretary. As soon as you begin to plan an event, register the date with the school secretary. No additions will be made to the Master Calendar unless approved by the Head of School.

MEDICATION POLICY

Any student who requires prescription or non-prescription medication during school hours must present a completed medication consent form (Front of handbook) to the school office. A separate form must be completed for each

medication to be administered. A new consent form must be completed if the medication dosage is changed.

In addition to copy in handbook medication consent forms will be available in the school office during working hours and on the school website.

****NO MEDICATION WILL BE ADMINISTERED WITHOUT A COMPLETED MEDICATION CONSENT FORM.**

Prescription medication must be in the **original prescription** bottle and be properly labeled by a registered pharmacist as prescribed by law.

Non-prescription (over-the-counter) medication must be in the **original labeled container** with the student's name and any instructions written on it.

Medications will be administered by the school nurse or designated unlicensed school personnel who have successfully completed the Mississippi Board of Nursing Assisted Self Administration Curriculum.

MIDDLE SCHOOL POLICY - 5TH AND 6TH GRADE

Absences -

- Students will be allowed seven (7) total absences per semester. Eighth absence - five points deducted from that course for the semester. Each additional absence after the eighth will result in one additional point deduction from that class for the semester.
- Additional absences above the limit of seven (7) may be granted only by the Headmaster. Both the student and the student's parents or guardian may be required to appear before the Headmaster and/or board when the application for additional absences is considered.
- Absences begin on the 1st official day of school.

Tardies -

- Students in grades K-6 are expected to be in their assigned classrooms by 8:00 a.m. Any student who arrives after 8:00 a.m. will be considered tardy and must be accompanied by an adult to the office to check in
- Students with 3 tardies or less per 9 weeks will be admitted to class and will be allowed to make up missed work. After 3 tardies the student will not be allowed in class until the next subject begins and will not be allowed to make up work.

Check-out Procedure/Policy -

- Students may only be checked out at the change of classes not once a class has begun.
- Parent/Guardian will be called by office personnel and arrangements made for child to be picked up. Parent/Guardian must come to the front office and sign the child out.
- A doctor's excuse for an absence must be turned in to the office within 3 days after the student returns to school.
- If a student is contagious (fever, lice, chicken pox, etc.), it will be the responsibility of the parent to arrange for immediate pick up.

Make-Up Work/Test -

- Students must assume responsibility for getting missed assignments from the office and making up missed work.

- Since major tests are assigned in advance, a student who is present on the day of the test will be required to take the test that day even if he/she has been absent the previous day.
- Students are to check with their teachers the first day back after an absence to set up a date for make-up tests or quizzes.
- Failure to turn in written make-up work may result in a zero for the work.

MIDDLE SCHOOL DEMERIT SYSTEM

Discipline procedures help ensure that student correct inappropriate behavior. Discipline will be handled by faculty members and with extreme cases being referred to members of the school administration.

Middle school will follow the same discipline and demerit system on page 16-17

NCAA INITIAL ELIGIBILITY CLEARINGHOUSE

As a prospective student-athlete at a Division I or II institution, you have certain responsibilities to attend before you may participate. Information concerning who needs to register with the Clearinghouse and what documents should be submitted can be found at www.ncaaclearinghouse.net Prospective student-athletes should begin this process during the second semester of their junior year or the first semester of their senior year.

OFFICE HOURS

For your convenience the school office will be open from 7:30 a.m. until 3:30 p.m. Summer hours are Tuesday-Thursday 8:00 a.m. until 12:00 p.m.

PARENT INVOLVEMENT

Parents are encouraged to become involved in the various parent organizations at Copiah Academy. These organizations are Patrons Club, Moms In Touch, Band Boosters, and Athletic Boosters. It is the goal of each of these organizations to raise funds to provide extra benefits for Copiah Academy.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are recommended when indicated by effort, attitude, or low achievement. Please allow at least twenty-four hours for teachers to return your call. Parents are requested to call the office to arrange conferences. All conferences concerning students' grades and conduct are best discussed at school during the regular hours when faculty members have access to grade books, test papers, and notes. Please schedule conferences at least twenty-four hours in advance.

PARKING AND STUDENT DRIVERS

Parking is permitted only in designated parking lots. Students are asked to park in assigned areas. Any student driver not parking in their assigned areas or in a teacher's parking space will receive 3 demerits.

Upon arrival at school, a student should park his/her vehicle and not reenter the vehicle during the school day without permission from the Headmaster. Students who operate their vehicle in an unsafe manner will receive 5 demerits and may be required to forfeit their campus

vehicle privileges.

Students who refuse to park in the assigned areas may be required to forfeit their campus vehicle privileges. Student drivers are NOT to operate 4-wheelers on campus.

PARTY INVITATION POLICY/SENIOR PARTIES

Parties hosted off campus for students in K through 12th grades **may not** issue invitations on campus unless the entire class, all girls, or all boys are invited. Invitations for off campus parties that include only a partial class roll must be mailed through the postal system or otherwise issued. The mass communication system will not be utilized for sending party information. E-mail addresses will not be shared as well. **Parents should be mindful that students are sensitive to exclusion and should make every effort to be discreet when the whole class is not invited. If an entire class is not invited to a party (boys or girls), please avoid picking up party participants at school.**

The following policy was adopted by the Copiah Academy Executive Board on 5/12/98.

Copiah Academy does not sponsor, promote, endorse, or schedule any senior parties. Any senior parties are strictly private functions. Copiah Academy is not and will not maintain a calendar of events for the purpose of scheduling any senior parties.

PLAGIARISM (CHEATING) AND DISHONESTY

It is important that students learn early that to “borrow” ideas or “lift” a passage from a source without acknowledgement constitutes plagiarism and is dishonest. Every student at Copiah Academy must be the author of his own written work. When he does use facts or ideas originating from others, he must make clear what is his and what is not. To misrepresent one’s work knowingly is to cheat. To misrepresent one’s work ignorantly is to show oneself unprepared to assume the responsibility for work on both the secondary and college level. Academic dishonesty includes “borrowing” homework, discussing a test with those who have not yet taken the test, and cheating on a test or classwork. Academic dishonesty will result in appropriate disciplinary action. Cheating may also result in suspension from school.

PHOTO/PUBLICITY

At times, Copiah Educational Foundation may use students' names and/or photos for publications, the school website, publicity, and advertising that pertain to the school.

PUBLIC DISPLAYS OF AFFECTION (P.D.A.)

Displays of affection should be reserved for areas other than the school or school grounds. P.D.A.s will result in disciplinary action and parents so notified.

REN WEB

Parents and students should refer to Ren Web for all grade updates. Progress reports and report cards will be e-mailed. Ren Web access will be blocked if financial obligations have not been met. Parents are asked to verify and update demographic information through Ren Web.

SCHOOL ACTIVITIES

Students in both Elementary and Secondary grades will have chapels during the week. During this time students

will have staff members and guest speakers speak to them on religion and life. High school Students will be encouraged to lead chapels later in the school year.

THE COLONEL, Copiah Academy’s yearbook, presents a view of Copiah Academy life. Published by a staff of students from grades seven through twelve, THE COLONEL features all phases of campus life.

The STUDENT COUNCIL participates in and shares responsibility of administration and organization of school activities. The membership of the STUDENT COUNCIL is made up of a student president, vice president, secretary, representatives from each class, and a faculty sponsor.

A feature of the student life of Copiah Academy is the program of club activities. The clubs are designed to foster interests and talents of students, to develop good character and personality traits, and to stimulate the growth of the individual in his association within a group.

The music program at Copiah Academy provides a variety of musical offerings.

The Copiah Academy BAND functions as an instrumental music class, a concert band, and a marching band. Various clinics and competitions offer further training and opportunities. Each fall, band members, along with the Band Boosters, host the Copiah Academy Marching Festival, which attracts bands from across the state.

ATHLETIC ACTIVITIES, both intramural and interschool, are carried on during the year as a part of Copiah Academy’s physical and health education program. This program includes football, basketball, track, baseball, golf, tennis, weight-lifting, softball, and soccer.

Throughout the school year, Copiah Academy students expand their educational horizons beyond the classroom setting. Because of the school’s close proximity to Jackson, students enjoy field trips to parks, museums, theaters, state facilities, and other points of interest.

Provisions for Membership/Participation

CHEERLEADERS

Qualifications:

- A. Must be entering grades 7-12.
- B. Must have accumulated **Four** (4) major units (credits) or passed four academic courses during the past school year.
- C. A student must be enrolled at Copiah Academy by September 1 of the current school year to be eligible to try out for the following school year.
- D. Parental consent. Parents’ permission for their child to try out implies their understanding and approval of approximate cost, selection procedures, student’s responsibilities, and student compliance with rules and regulations.
- E. Candidates **MUST** attend summer camp as arranged by Copiah Academy and **ALL** practices. The approximate cost will be \$450.00 each for both squads. Note: In order to attend camp, registration for upcoming school year must be paid.
- F. Specific selection process: All candidates will learn a cheer and a short dance and perform before a panel of 3 judges.

- G. Varsity cheerleaders will no longer have a uniform closet. Cheerleaders will still be able to participate in fund-raisers to pay for their new uniforms (approximately \$500.00). Other costs such as camp wear, tennis shoes, pom poms, midribs, warm-ups, etc. are the responsibility of the cheerleader (approximately \$500.00), but they will have the opportunity to pay these expenses through fundraisers as well. Cheerleaders will be allowed to keep the uniform.
- H. Jr. High cheerleaders will be responsible for the cost of their uniform plus all other essentials (approximately \$900.00). They will be required to participate in a fund-raiser and given the opportunity to make extra money to be applied to expenses.
- I. In the event that a cheerleader cannot fulfill her duty for the year, she must pay any expenses due.
- J. Judging and tryout procedures are as follows:
Judges 100% of total score
- K. All elected cheerleaders must have a physical examination before practices begin and a copy on file in the office.
- L. Elected cheerleaders must abide by the cheerleaders' demerit system and the school demerit system.
- M. If an elected cheerleader has been chosen for five (5) consecutive years and has not accumulated demerits, then her senior year, she will not have to try out.
- N. If elected as a cheerleader, you will not be eligible to try out for the dance team.

DANCE TEAM

Qualifications:

- A. Must be entering grades 7-12.
- B. Must have accumulated **Four** (4) major units (credits) or passed four academic courses during the past school year.
- C. Parental consent. Parents' permission for their child to try out implies their understanding and approval of approximate cost, selection procedures, student's responsibilities, and student compliance with rules and regulations.
- D. Specific selection process: All candidates must learn a dance routine and perform before a panel of judges.
- E. SCHOOL SPIRIT: Dance team members must demonstrate pride in Copiah Academy and all athletic teams.
- F. Each elected member must attend summer camp and all practices as arranged by the sponsor. The approximate cost of camp is \$400.00 and must be paid for prior to camp.
- G. Each elected member will be responsible for the cost of their uniforms. The approximate cost is \$600.00. This may be paid in a lump sum or paid in monthly installments. The balance must be paid in full by December, 2018.
- H. Dance team members will be required to participate in a fundraiser and given the opportunity to make extra money to be reimbursed for their uniform.
- I. All dance team members must have a physical examination before practices begin and a copy on file in the office.
- J. Dance team members will be expected to abide by the

demerit system.

SENIOR BETA CLUB

Inductions will take place in the fall semester **ONLY**.

Requirements for entry into the Senior Beta Club are as follows:

1. The student must currently be in grade 9, 10, 11, or 12, **and**
2. The student **must** have a cumulative average of 90 or above on academic course work completed from grades 9 through 11, **and**
3. The student must maintain a grade of 85 or above in **each academic course** at the end of each semester.
4. The student must be enrolled for 1 semester at C.A. to meet eligibility requirements
5. A Senior Beta Student who transfers to C.A. who was a Senior Beta member or Honor Society member in good standing may participate as a full member.

These guidelines must be met in order to remain a Senior Beta member:

1. The student must have a cumulative average of 90 or above at the end of each semester, with an overall cumulative average of 90 or above, and
2. The student should not have an academic grade below an 85 at the end of the semester.

The grades of Senior Beta members will be checked upon the completion of a semester. If either of these guidelines are not met, then the student will be placed on academic probation for one (1) semester. If the student has not met the guidelines after the one semester probation, then the student will be removed from the roll of the Senior Beta Club. If the student has met the guidelines after the one semester probation, then the student will again receive all rights and privileges associated with the Senior Beta Club.

Seniors' grades will be checked upon completion of the first semester of the school year and the end of the third quarter for eligibility to receive honors at graduation.

Election of Senior Beta Officers and Chairpersons

The Senior Beta Club of Copiah Academy will elect 4 officers and 4 committee chairmen. The officers and committee chairmen will campaign for the office or chairmanship and will be elected by secret ballot on the first Thursday of May. Only sophomores and juniors will be allowed to run for the next year's positions. Seniors of the present year will be allowed to attend the meeting when campaign speeches are given, but will not be allowed to vote on the new officers and chairmen.

The President-elect must be a junior who has an overall academic GPA of 90 or above and is not on academic probation.

The Vice President-elect must be a sophomore who has an overall academic GPA of 90 or above and is not on academic probation.

The Secretary, Treasurer, Executive Chairman, Program Chairman, Entertainment Chairman, and Publicity Chairman may be a sophomore or junior who has an overall GPA of 90 or above and is not on academic probation.

Students who skip a grade (7-12) are ineligible for Beta Club officer or chairman for one year.

Students who transfer to Copiah Academy from another school are ineligible for Beta Club officer or chairman for one year beginning on the date of enrollment.

Community service hours may be required of senior Beta members to maintain good standing in the organization.

JUNIOR BETA CLUB

Inductions will take place in the spring.

All students in grades 7-8 are eligible if the following two requirements are satisfied:

1. The student must maintain an average of 90 or above per semester in academics, **and**
2. The student must maintain a grade of 85 or above in **each academic course** at the end of each semester.
3. A Junior Beta member who transfers to C.A. who was a Junior Beta member or Honor Society member in good standing may participate as a full member

Grades will be checked at the completion of each semester to verify current status of members.

If the student's average drops below 90 or if the student has an academic grade below 85, then that student will be placed on probation for one semester. If after one semester the grades have not been brought up to these standards, then that student will be dismissed from the Junior Beta Club. Students on probation may not attend meetings or participate in activities.

BAND

Students must have passed four (4) major subjects or accumulated four (4) major credits during the past school year to participate in band. The *Marching Band* (students in grades 7-12) consists of a Drum Major, Twirlers (decided upon year to year), Flags, and marching members. They attend all football games throughout the fall and Christmas parades. The band starts practices in August and continues through the fall after school (usually at night). The band attends the MAIS State Contest every November and Copiah Academy hosts a festival in October.

The *Concert Band* is a time when the members sit down and create music with great expression and feeling. There is not as much physical strain as the fall, but the difficulty of the music increases. They are judged in April on how they play three pieces and must sight-read music. In late April the Concert Band presents a Spring Concert.

The rewards are great for being a band member. If you participate for more than three years and play an instrument you receive a letter jacket. At the end of the year, there is a Band Banquet. Awards are given to the students who are voted by their fellow members as outstanding band members. Music is a discipline. You must be assertive and responsible at all times. It has been proven that music increases knowledge.

STUDENT COUNCIL OFFICERS AND REPRESENTATIVES

The Student Council will consist of 5 officers and 16 representatives.

The **President** must be an upcoming senior who has a cumulative academic GPA of 90 or above, through the previous semester and including any 8th grade academic accredited courses. Averages will NOT be rounded. He/She may not serve as an elected senior class officer, but will serve automatically as a senior class officer at large.

The **Vice President** must be an upcoming junior who has

a cumulative academic GPA of 90 or above, through the previous semester and including any 8th grade academic accredited courses. Averages will NOT be rounded.

The **Secretary, Treasurer, and Reporter** must have a cumulative academic GPA of 90 or above, through the previous semester and including any 8th grade academic accredited courses. Averages will NOT be rounded.

All officers must have previously served on the high school council. Elections will be held in the spring. Each candidate will be required to make a speech before incoming grades 10, 11, and 12. The electorate for all student council officers will be incoming 10th, 11th and 12th grades.

There will be 3 representatives for the 9th grade, 4 for the 10th grade, 4 for the 11th grade, and 5 for the 12th grade. Each must have a cumulative academic GPA of 85 or above, through the previous semester and including any 8th grade academic accredited courses. Averages will NOT be rounded.

Representative elections will be held in the spring. Each candidate will be required to make a speech in front of their class. The electorate for all student council representatives will be their respective grades.

Students who skip a grade (7-12) are ineligible for Student Council representative or officer for one year.

Students who repeat a grade (7-12) are ineligible for Student Council representative or officer for one year.

Students who transfer to Copiah Academy from another school are ineligible for Student Council representative or officer for one year beginning from the date of enrollment.

State Student Council officers are ineligible to run for class officers. They will serve as a class officer at large for their respective grade.

1. If a student council member and/or officer receives one demerit, then that student is out for the next council event
2. If a student council member and/or officer receives one suspension, then the student is out for the school year and cannot serve as an officer for the following year.
3. If a student council member misses a major Student Council event, (Homecoming and Sun Fest), he or she cannot take part in the next event and must attend his or her classes.

ENVIROTHON

The Mississippi Association of Conservation Districts, Inc., established the Envirothon competition in 1979 in order to promote natural resource education in such a manner that succeeding generations will be more environmentally literate, with the skills and knowledge to make informed decisions regarding the environment. Two five-member teams are tested on their knowledge in the areas of soils, aquatics, wildlife, forestry, and current environmental issues. These teams are also tested on their ability to apply their knowledge in the five test areas to solve real-life problems.

New members will be chosen from the freshman and sophomore classes only. The number of new members accepted each year is based on the number of graduating seniors on the team. Teacher selection of training team members is based on their proven performance in the combined areas of academics, problem-solving skills, cooperation and teamwork, interest in the environment, and commitment to

competition readiness. Training team members must, over the course of several months of study, prepare themselves for testing. Training team members must have prepared for one year to be considered for one of the competing teams.

Mu Alpha Theta

Inductions will take place in the fall only.

Requirements for eligibility:

1. Students in grades 10-12 who have maintained at least an 85 yearly average in each of two consecutive college preparatory mathematics courses (including any math courses taken at the same time).
2. Currently enrolled in a mathematics class.
3. Attended Copiah Academy for at least one semester.
4. Student must maintain an 85 yearly average in each math course taken and continue to be in a math class to remain a member.
5. Members are required to be at meetings and take part in any activity of Mu Alpha Theta.
6. If a student is dismissed from Mu Alpha Theta, he is not eligible to rejoin.
7. Seniors' math grades are checked at the end of second semester to determine eligibility for honors at graduation.

ATHLETIC LETTERING AND AWARD POLICY

1. Any athlete will be lettered in a varsity sport if he or she fulfills any of the following qualifications, and completes the season. Circumstances not addressed under these standards will be decided by the administration.

FOOTBALL	Play in at least 16 quarters or Start in at least 4 games
BASKETBALL	Play in at least 1/2 of the games or Start in at least 1/3 of the games
SOFTBALL	Play in at least 1/2 of the games or Start in at least 1/3 of the games
TRACK	Participate in at least 2/3 of the meets
GOLF	Participate in at least 2/3 of the matches as one of the top six (6) golfers
BASEBALL	Play in at least 1/2 of the games or Start in at least 1/3 of the games
TENNIS	Participate in at least 2/3 of the matches
SOCCER	Play in at least 1/2 of the games or Start in at least 1/3 of the games

2. All varsity players meeting these qualifications will receive a **letter**. The school or Athletic Boosters will not purchase letter jackets. Jackets may be purchased individually by the athlete.
3. A letter will be given to the athlete the first year he or she letters in grades 10-12 for the following sports: Football, Track, Baseball, Basketball, Softball, Soccer, Tennis and Golf.
4. A blanket will be given to any senior boy who has lettered for THREE YEARS IN THE SAME FOUR SPORTS. A blanket will be given to any senior girl who has lettered for THREE YEARS IN THE SAME THREE SPORTS.
5. No elementary athlete will receive any varsity award.
6. Team selection will be determined by the coach.
7. All-Stars (Seniors ONLY) in individual sports are nominated by their coach at the conference meetings. They

are then ranked by all coaches in the conference and sent to a MAIA Selection Committee.

8. All-Conference varsity players are nominated by their coach and then voted on by all the coaches in the conference.
9. Individual team awards are voted on by the players at the conclusion of the season.

AWARDS QUALIFICATIONS/SELECTIONS

Elementary Awards

Mr. P's Award

Copiah Academy has utilized Accelerated Reader since January 1993. Mr. Pillai, better known to all of us as "Mr. P" has made a pledge to present a monetary award to any elementary student who sets a new school record for points earned in a single year. The first record was 802.1 points set by Vinod Kannu in 2002. Alex Matthews set a new school record of 1,107.9 points in 2012. There may only be one winner each year. If two or more students should break the record, the student with the most points will receive the award. The new record will then be the number to exceed for the next year. This monetary award will be set up in a bond or CD for payment upon graduation, to be used as a scholarship to the college of their choice.

Departmental Awards (7-12)

Teachers may choose the one student in his or her class who best exemplifies the most outstanding student in that subject. Factors to be considered include grades, interest in the subject, and a willingness to go beyond the requirements of the course.

Student Council Sponsored Elections

Students that have been suspended will not be eligible for honors or elected positions at Copiah Academy for 90 consecutive "school days" from the time of suspension. Refer to part C of the Discipline System on page 14 of the handbook.

Homecoming Court

The Homecoming Court will be composed of 5 senior maids, 2 junior maids, and 2 sophomore maids. The 5 senior maids will be the Homecoming Queen, Miss Copiah Academy, the football maid, and 2 maids at large.

Miss Copiah Academy is elected by grades 10, 11, and 12 and by the faculty. Student vote counts 75% and the faculty vote counts 25%. New faculty members do not vote. Miss CA is not eligible for Homecoming Queen or for Prom Queen.

The Homecoming Queen is elected by grades 10, 11, and 12. The Homecoming Queen is not eligible for Miss CA or for Prom Queen.

The football team elects the football maid. Miss CA and Homecoming Queen are eligible for football maid. Their respective classes elect the 2 senior, 2 junior, and 2 sophomore maids.

The homecoming maids choose the flower girl and crown bearer from the first grade.

*Students who skip a grade (7-12) are ineligible for Homecoming maid or Queen for one year.

*Students who repeat a grade (7-12) are ineligible for

Homecoming maid or Queen for one year from the date of enrollment.

*Students who transfer to CA from another school are ineligible for Homecoming maid or Queen for one year from the date of enrollment.

*Students who have been suspended are not eligible for any honors and awards for 90 consecutive school days.

Prom

Juniors must participate in the Prom fundraisers to attend prom their junior and/or senior year. The Prom Queen must be a senior. Neither Miss C.A. nor the Homecoming Queen is eligible for Prom Queen. The Prom King must be a senior. Mr. C.A. is not eligible for Prom King. The electorate for Prom King and Queen is the junior class.

Students who skip a grade (7-12) are ineligible for Prom King or Queen for one year.

Students who repeat a grade (7-12) are ineligible for Prom King or Queen for one year.

Students who transfer to C.A. from another school are ineligible for Prom King or Queen for one year beginning on the date of enrollment.

Seniors who have skipped their junior year at Copiah Academy and any student who transfers to Copiah Academy for or during their senior year **must** participate in the same fundraising requirements as set for the junior class in order to attend the Prom or pay prom fees.

Dates must not have turned twenty-one (21) by the date of prom. Identification will be checked.

Students in the ninth grade and younger may not attend the Jr.-Sr. Prom.

Juniors and seniors may invite dates of the opposite sex to the Prom. Juniors and seniors may not invite same sex guests to the Prom. Students who have been declined admission to Copiah Academy cannot attend any dances sponsored by Copiah Academy as a guest. More information concerning prom rules and regulations will be given juniors and seniors closer to the date of prom.

Cell phones are not allowed at Prom or other school sponsored dances.

*Students who skip a grade (7-12) are ineligible for Beauty and Beau, Who's Who, or Prom Queen for one year.

*Students who repeat a grade (7-12) are ineligible for Beauty and Beau, Who's Who, or Prom Queen for one year from the date of enrollment.

*Students who transfer to CA from another school are ineligible for Beauty and Beau, Who's Who, or Prom Queen for one year from the date of enrollment.

*Students who have been suspended are not eligible for any honors and awards for 90 consecutive school days.

Mr. and Miss Copiah Academy

Mr. and Miss Copiah Academy are the highest honors to be obtained at Copiah Academy in the combined areas of academics, athletics, and leadership. The criteria for candidate eligibility and selection are as follows:

1. Candidates must have a cumulative academic GPA of 90 or above, through the previous semester and including any 8th grade academic accredited courses. Averages will NOT be rounded.
2. Candidates must be involved in at least one varsity sport during grades 10-12 at Copiah Academy.
3. Candidates must be proven positive leaders at Copiah Academy having served in at least one leadership position on campus during grades 10, 11, and 12.
4. Candidates must have attended Copiah Academy for a full school year in each of grades 9, 10, 11, and 12 (4 full years). Students transferring during or after the 9th grade are ineligible. Students who skip a grade are ineligible.
5. The electorate for Mr. and Miss Copiah Academy will be students in grades 10-12 and the faculty. Final results will be determined by 75% of the student vote and by 25% of the faculty vote.
6. The Student Council will sponsor a scholarship to be awarded to both Mr. and Miss Copiah Academy. The amount of the scholarship will be based on student council funds available each year. Scholarships will not exceed \$500.

*Students who skip a grade (7-12) are ineligible for Beauty and Beau, Who's Who, or Prom Queen for one year.

*Students who repeat a grade (7-12) are ineligible for Beauty and Beau, Who's Who, or Prom Queen for one year from the date of enrollment.

*Students who transfer to CA from another school are ineligible for Beauty and Beau, Who's Who, or Prom Queen for one year from the date of enrollment.

*Students who have been suspended are not eligible for any honors and awards for 90 consecutive school days.

Class Officers

Class Officers consist of a president, vice president, secretary, treasurer, and reporter. Candidates must have a cumulative academic GPA of 85 or above, through the previous semester and including any 8th grade academic accredited courses. Averages will NOT be rounded. Candidates are required to make a speech before their respective grade. The electorate for class officers will be their respective grade.

Students who skip a grade (7-12) are ineligible for class officer for one year. Students who repeat a grade (7-12) are ineligible for class officer for one year.

Students who transfer to Copiah Academy from another school are ineligible for class officer for one year from the date of enrollment.

The student body president (student council president) and any state student council officers will serve as class officers at large.

Who's Who

Students in grades 7-11 may receive only one honor. Seniors may receive two honors. There is no grade point requirement. The electorate for Who's Who will be the respective grade.

*Students who skip a grade (7-12) are ineligible for Beauty and Beau, Who's Who, or Prom Queen for one year.

*Students who repeat a grade (7-12) are ineligible for Beauty and Beau, Who's Who, or Prom Queen for one year from the date of enrollment.

*Students who transfer to CA from another school are ineligible for Beauty and Beau, Who's Who, or Prom Queen for one year from the date of enrollment.

*Students who have been suspended are not eligible for any honors and awards for 90 consecutive school days.

Beauty and Beau

Students in grades 10-12 are eligible for Beauty or Beau. There is no grade point requirement. The electorate for Beauties and Beaux will be composed of both students in grades 10-12 and the faculty. Fifteen beauties and Fifteen beaux will be elected by students. Five beauties and five beaux will be elected by the faculty.

Students chosen as Copiah Academy's Most Beautiful or Most Handsome will not be eligible for future pageants at Copiah Academy.

*Students who skip a grade (7-12) are ineligible for Beauty and Beau, Who's Who, or Prom Queen for one year.

*Students who repeat a grade (7-12) are ineligible for Beauty and Beau, Who's Who, or Prom Queen for one year from the date of enrollment.

*Students who transfer to CA from another school are ineligible for Beauty and Beau, Who's Who, or Prom Queen for one year from the date of enrollment.

*Students who have been suspended are not eligible for any honors and awards for 90 consecutive school days.

SENIOR AWARDS

Students must have attended seven semesters (9-12 grades) at Copiah Academy to receive an award that carries a monetary scholarship. Monetary awards will be given when funds are available.

Awards that are given by sources from outside of the school are given at the discretion of the organization sponsoring the award and may be discontinued.

Seniors cannot wear any decorations (stoles, honors cords, etc.) unless they have been issued by Copiah Academy.

Hall of Fame Award

Seniors are nominated by the faculty for the Hall of Fame Award. These are seniors who are outstanding in any area such as sports, bands, clubs, organizations, leadership, and/or scholarship.

Teachers Choice Award

One of the most distinguished honors a graduating senior can receive is to be chosen by the high school faculty for the Teachers Choice Award. This student has the qualities considered necessary to be a dependable student and a student who possesses a cooperative attitude and a desire to learn. This is the one senior who best exemplifies the characteristics most desired of a Copiah Academy student, both in and out of the classroom.

Clayton E. Day Scholarship Award

The Clayton E. Day Scholarship Award was established in 1991 by Clayton's family and memorial gifts from friends. This scholarship is awarded to a graduating senior of Copiah Academy who meets the following criteria:

1. Academic consideration but not necessarily honor roll.
2. Actively involved in at least three extracurricular activities on campus.
3. Is a proven leader.
4. Has contributed to the spirit of Copiah Academy by being positive and ambitious.
5. Has enhanced student life through the building of good friendships.

Douglas M. Akin Science Scholarship

The Douglas M. Akin Science Scholarship was established in 2001-2002 by Doug's family. This scholarship is awarded to a graduating senior of Copiah Academy who meets the following criteria:

1. Student must have attended seven semesters (9-12 grades) at Copiah Academy.
2. Student must have a cumulative academic average of 90 or above for the seven semesters.
3. Student must have successfully completed or be currently enrolled in a minimum of five science courses. Two of these courses must be classified as advanced. (Anatomy and Physiology, College Biology, Physics, or Chemistry II)

STAR Student Award

The Mississippi Economic Council and its M.B. Swayze Educational Foundation sponsor the Student-Teacher Recognition (STAR) Program in an effort to encourage scholastic achievement among the state's high school students. The student must have an ACT score of at least 25 and an overall average of 93 or above. In case of a tie then steps are used to break the tie. The December ACT testing date is the final eligible score.

D A R Award

The National Society of the Daughters of the American Revolution presents a certificate and pin to the senior who has demonstrated the qualities of dependability, service, leadership, and patriotism.

SCHOOL CALENDAR 2018-2019

AUGUST

8 — First Day of School

SEPTEMBER

3 — No School

OCTOBER

8 — Fall Holiday (No School)

NOVEMBER

19-23 — Thanksgiving Holidays

DECEMBER

14 — 7th hour semester exam – Full Day of school
17 — 1st and 2nd hour semester exams – ½ day
18 — 3rd and 4th hour semester exams – ½ day
19 — 5th and 6th hour semester exams – ½ day
20 — Semester exam make up day – ½ day
21 - Jan. 7 — Christmas holidays

JANUARY

9 — Back To School
21 — Winter Holiday – No school

FEBRUARY

18 — President's Day – No school

MARCH

11-15 — Spring Break

APRIL

19 - Good Friday - No School

22 — Easter Holiday

MAY

5 — Vespers

10 — Graduation ½ day of school

17 — 7th hour final exam – Full Day of school

20 — 1st and 2nd hour final exam – ½ day of school

21 — 3rd and 4th hour final exam – ½ day of school

22 — 5th and 6th hour final exam – ½ day of school

23 — Final Exam Make Up Day – ½ day of school

(Last Day of School)

SOCIAL SERVICES

Professional educators are required by law to report all possible cases of abuse. As quoted in federal law § 43-21-353. **Reporting abuse or neglect.** Any public or private school employee or any other person having reasonable cause to suspect that a child is a neglected child or an abused child, shall cause an oral report to be made immediately by telephone or otherwise and followed as soon thereafter as possible by a report in writing to the Department of Human Services.

SEXUAL HARASSMENT

Copiah Educational Foundation, Inc. resolves that sexual harassment will not be tolerated at Copiah Academy and the following policy concerning sexual harassment is adopted.

I. Definitions

- Sexual Harassment** – Any unwelcome sexual advances, requests for sexual favors, and any other verbal or physical contact of a sexual nature.
- Quid Pro Quo** – Sexual harassment by a teacher, supervisor, or someone with power over another who uses sexual harassment to gain an advantage over someone else.
Examples: Teacher over Student
Headmaster or Board member over Teacher or Other Employee
- Peer to Peer** – Sexual harassment of an equal person towards an equal person.
Examples: Teacher to Teacher or Student to Student
- Hostile Environment** – Sexual harassment by persistent and calculated behavior which makes the school an unpleasant place to work or learn.

II. Prohibition

Sexual harassment by Employees, Teachers, Board Members, or Students is prohibited at school, school functions, or to and from school functions or at or during any school-related activity occurring off campus.

Sexual harassment by students directed towards Teachers, Employees, Board Members, or other Students is prohibited.

III. Complaints

Any person who feels he or she has been or is a victim of sexual harassment must report the sexual harassment immediately to the Headmaster; if the Headmaster is accused of sexual harassment, then the complaint must be filed with the guidance counselor.

IV. Investigation and Discipline

The Headmaster will investigate the complaint of sexual harassment and make an initial determination whether or not the complaint is valid.

- If the complaint is valid, the Headmaster will discipline a **STUDENT** according to the severity of the infraction, under the Discipline System set forth in the Student Handbook.
- If the complaint is valid, the Headmaster will discipline a **TEACHER, EMPLOYEE, OR STAFF PERSON** according to the severity of the infraction by reprimand for minor cases to suspension or termination for major infractions.
- If a complaint is valid, the Headmaster may prohibit a Parent, Patron, or Other Non-Employee Staff Person from entering school property and/or attending any school functions, and in the event of a severe infraction the Executive Board may revoke membership in Copiah Academy.
- If the Headmaster is the person accused of sexual harassment, the Guidance Counselor shall immediately report the complaint to the President of the Executive Committee who will notify the Executive Committee which will conduct the investigation and determine whether an infraction has occurred and disciplinary action, if any, to be taken. The Executive Committee may delegate the investigation process to an impartial third party, if appropriate.

SMOKING, SMOKELESS TOBACCO, E-CIGARETTES, ALCOHOL AND DRUGS ON SCHOOL PROPERTY

It is the policy of Copiah Academy that students shall not smoke, drink, nor have tobacco, e-cigarettes, alcohol, or illegal drugs **in their possession** while under the supervision of the school. This includes off-campus events sponsored by the school as well. Students in violation of this policy will be subject to disciplinary action of automatic out of school suspension.

STANDARDIZED TESTS

The OLSAT and the Stanford Achievement Test Series are administered to students in grades 1-6. Other standardized tests include the P/SAT for juniors and ACT for sophomores and juniors.

SUMMER CARE

Copiah Academy offers a Summer Care program as a service to our patrons. Children qualifying for summer care are those entering 3K through 6th grade. Times and costs will be published this spring.

TARDY, EARLY DISMISSAL, AND LATE PICK-UP

Grades K-4

Students in grades K-6 are expected to be in their assigned classrooms by 8:00 a.m. Any elementary student who arrives after 8:00 a.m. will be considered tardy and must be accompanied by an adult to the office to check in.

Any student left at school after 3:15, by the school's clock, will be placed in the After Care program. The charge will be \$10.00 per child. If a student must leave school during the school day, the parent must come to campus and make arrangements for the student to check out. Students must check out through the office and follow proper procedures using the sign-out books.

Grades 5-12

Tardies include tardies to school and tardies between classes. Tardies are not excused. Students will not be allowed to interrupt a class for tardiness or to be dismissed from a class early. If a student arrives to school after a class has begun, they will be requested to remain in the designated area until the next bell rings. If a student needs to be dismissed during a class, he or she must check out before the class begins, or after the class ends. If a student must leave school during the school day, the parent must come to campus and make arrangements for the

student to check out. Students who arrive after 8:00 a.m. must sign-in in the book in the main office. Students who check out early must sign out in the book in the main office.

A student entering class after the bell has rung is considered tardy. Students entering class over five minutes late will be considered absent. Three tardies in a class equals one absence in that class.

TEXTBOOKS

Textbooks for students are furnished by Copiah Academy and are issued at the beginning of the school year. Parents assume full responsibility for the textbooks. The following fines will be levied for damage to textbooks:

1. Binding/spine damage, ink - 1-5 years \$10, 6 years plus \$5
2. Water damage not usable - see LOST
3. Water damage still usable - 1/2 cost of book
4. Lost - Full cost of replacement
5. All other damages - teacher discrimination

On long weekends/holidays, books will be left in classrooms unless they are necessary to complete an assignment.

USE OF GROUNDS AND BUILDINGS

Copiah Educational Foundation's facilities are for the exclusive use of the patrons, faculty, staff, and students. The Headmaster must approve the use of the buildings and facilities after normal school hours. At all times, the academic and extra-curricular activities of the school have priority use of the school buildings and grounds. Furthermore, a faculty member or other employee of the school **must be present and is responsible** for facility usage. At no time will students be allowed the use of the buildings and grounds without appropriate faculty supervision. Use of the campus by outside groups must be approved by the Executive Committee or Headmaster. There will be no pets allowed on campus.

VEHICLES

The Executive Board of Copiah Educational Foundation, Inc. finds and determines that operating a motor vehicle on the school grounds is a privilege of membership and

not a right. In order to provide for the safety and security of the school grounds, its students, faculty, and guests, all motor vehicles driven by students entering school grounds are subject to search for weapons and/or contraband by school officials without notice. Any such search may be instituted by the Headmaster or in the absence of the Headmaster, the person designated by the Headmaster as his/her assistant in charge. This policy is adopted as a condition of the patron's membership in the school and by the adoption of this policy each member of Copiah Educational Foundation, Inc. does hereby consent to the search of vehicles driven by their children or students onto the Copiah Educational Foundation's grounds.

VISITORS

Visitors are not allowed on campus.

Parents and alumni are considered guests and are welcome to visit campus. They will be required to check in with the front office. PLEASE DO NOT go to classrooms without permission. Guests should not go to classrooms during tests, especially during nine weeks tests or exams.

WEAPONS ON CAMPUS

(7-37-17)

- 1) Possession of weapons by students; aiding or encouraging.

The following definitions apply to this section:

- a. *"Educational property"* shall mean any public or private school building or bus, public or private school campus, grounds, recreational area, athletic field, or other property owned, used, or operated by any local school board, school, college or university board of trustees, or directors for the administration of any public or private educational institution or during a school-related activity; provided, however, that the term "educational property" shall not include any sixteenth section school land or in lieu land on which is not located a school building, school campus, recreational area or athletic field.
 - b. *"Student"* shall mean a person enrolled in a public or private school, college or university, or a person who has been suspended or expelled within the last five (5) years from a public or private school, college or university, whether the person is an adult or a minor.
 - c. *"Switchblade knife"* shall mean a knife containing a blade or blades which open automatically by the release of a spring or a similar contrivance.
 - d. *"Weapon"* shall mean any device enumerated in subsection (2) or (4) of this section.
- 2) It shall be a felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or powerful explosive on educational property. However, this subsection does not apply to a BB gun, air rifle or air pistol. Any person violating this subsection shall be guilty of a felony and, upon conviction thereof, shall be fined not more than Five Thousand Dollars (\$5,000.00), or committed to the custody of the State Department of Corrections for not more than three (3) years, or both.

Any additions or corrections to the handout after 3/5/18 will be added to this section.

Updated - 7/16/18

Faculty/Staff List (page 10)

School Calendar (page 30)

Updated - 7/25/18

Faculty/Staff List (page 10)

Absences/Excuses (page 11)

Science Track (page 11)

Drop/Add Date (page 15)

Daily Schedules (pages 15-16)

Makeup Work/Tests Policy (page 23)

Updated - 8/8/18

College Days (page 13)

Updated - 8/28/18

Registration/Re-registration (page 20)

Payment Schedule (page 20)

Bold sentences added to the end of the sections