



## INTRODUCTION

### **SCHOOL MISSION**

Colleton Preparatory Academy seeks to provide a challenging and traditional college preparatory curriculum that prepares students to meet the academic demands of post-secondary education as well as to become responsible, productive citizens.

### **STATEMENT OF PRINCIPLES**

Colleton Preparatory Academy believes that the goal of education is to promote right, reason, and moral responsibility and to teach critical thinking skills. Accordingly it emphasizes academic studies that put the student in touch with the fundamental principles of language, literature, social studies, science, and mathematics in such a manner that he/she may continue to learn throughout life.

We teach to enable students to reach the maximum level of achievement of which they are capable rather than a minimum level of accomplishment.

We believe that learning is best accomplished in a quiet, orderly, well-disciplined atmosphere and in a small classroom setting where each student may receive close individual attention from caring, highly qualified teachers.

We believe that students should learn appropriate behavior, dress, and grooming in school that they may apply to all other aspects of their lives.

We believe that a well-trained body complements an educated mind and that the lessons of sportsmanship and teamwork learned through athletic participation are a valuable part of the educational experience.

Extracurricular activities are considered to be a vital accompaniment to academics and athletics as part of the total educational experience. Participation in both athletics and other extracurricular activities is encouraged to the maximum extent of which a student is capable without detriment to academic achievement.

## **HISTORY OF THE SCHOOL**

In 1965 several parents determined that there was a need for an alternative educational system other than the existing public school system. Classroom overcrowding and larger student-teacher ratios in local schools led these parents to believe that the education of many children would suffer because of a lack of individual attention in the school environment. Thus, in the spring of 1965 a group began to research private schools in South Carolina and Virginia. Because of the shortage of time before the 1965-66-school term, this group decided to wait until the following year to establish a private academy in Colleton County.

In the interim a charter was granted and a board of trustees chosen. Additionally, a school building was obtained; and a headmaster and teachers were selected to staff the academy.

The first year of operation for John C. Calhoun Academy was the 1966-67 school year at Grace Advent Christian Church. Although not an ideal situation for either community, the patience and tolerance of the parishioners along with the efforts and dedication of the faculty and students allowed for a successful year. Plans were then established for the Academy to have its own building.

Countless hours went into making the plans a reality, and for the 1967-68 school year, students arrived at a modern building in Academy Acres. An additional building was added for each of the following school years, due to the tremendous growth of the school. The gymnasium was built in 1970-71 to facilitate athletic events, suppers, bazaars, P.T.O. meetings, dances, assemblies, and musical presentations. The construction of a new administration classroom building in 1972 completed the originally planned complex. The stadium and football field were completed in 1973, while an addition to the gym was constructed five years later.

After a year of investigation, the school's board of directors chartered Colleton Preparatory Academy as a tax-exempt organization in March 1989. The U.S. Internal Revenue Service approved the school's change in status, and on July 1, 1990, John C. Calhoun Academy was renamed Colleton Preparatory Academy.

## **ORGANIZATION OF THE SCHOOL**

Colleton Preparatory Academy is chartered as a tax-exempt, eleemosynary corporation controlled by the Board of Directors who establish policy. The Headmaster is the academy's chief administrator who is responsible to the Board of Directors for the school's daily operation, academic matters, and carrying out policies established by the Board.

### **PARENT-TEACHER CONFERENCES**

Consistent communication between parents and teachers is vital to Colleton Preparatory Academy's educational philosophy. Administrators and faculty will contact families when they have concerns about a child.

Should parents or guardians wish to have a conference with any of the faculty or staff, they should call to arrange a mutually convenient time. It would be helpful to the staff to know the subject of the planned conference, so faculty or staff members may research the situation.

### **PARENT COMMUNICATION WITH THE BOARD OF DIRECTORS**

In the interest of handling questions and concerns in the most efficient manner possible, parents are directed to follow the school's chain of authority. Questions or problems should first be addressed to the teacher or coach concerned. If the situation is unanswered or unresolved, families should then contact the Lower, Middle, or High School Lead Teacher, the Athletic Director (for sports-related matters), or the Headmaster.

For any issues not fully resolved, the Headmaster will bring them to the Board of Directors or to the appropriate board committee. The Headmaster will communicate the Board or committee's decision to the parents and all others involved.

Parents or guardians who wish to address the Board directly should inform the Headmaster, who will coordinate such an appearance with the Board's chairperson. Additionally, families are also invited to attend the opening of regular board meetings to voice their concerns. These meetings are held the second Tuesday of each month at 6 p.m. in the school library.

### **ACCREDITATION**

Colleton Preparatory Academy is a member in good standing with the South Carolina Independent Schools Association (SCISA) and holds Advanced Accreditation from that organization as well as AdvancED/SACS accreditation.

### **ADMISSIONS**

The school's academic program is intended for students of average to exceptional ability. We are able to teach students with mild learning differences: those who respond to close individual attention and are capable of functioning in a regular classroom setting.

Admission is by formal application, testing for school ability, and for transfer students, by school records of achievement. Prospective students for kindergarten must be five years of age by September 1 of the year in which they

enter. A locally prepared readiness test will be used to screen prospective kindergarten students.

### **TEACHER QUALIFICATIONS**

It is the policy of Colleton Preparatory Academy to employ only teachers who are fully qualified in accordance with the current *SCISA Standards for Advanced Accreditation*.

### **NON-DISCRIMINATORY POLICY**

The community of Colleton Preparatory Academy does not discriminate on the basis of sex, race, color, nationality, or ethnic origin in the admission of students, the hiring of faculty and staff, the administration of educational policies, admissions policies, scholarship programs, or athletic and other extracurricular activities.

## **ACADEMICS**

### **CURRICULUM**

#### ***Lower School***

Colleton Preparatory Academy's lower school includes K-4 through grade 5. Classes for students in pre-kindergarten through grade 3 are self-contained. Grades 4 and 5 are team-taught in an effort to prepare them for changing classes in middle and upper school.

In support of our school's philosophy, the curriculum in grades 1 through 5 is designed to encourage intellectual curiosity in addition to developing essential academic skills in the fundamental subjects (language arts, math, science, and social studies). The curriculum for our full-day pre-kindergarten and kindergarten concentrates on language arts and mathematics. All lower school students attend an enrichment class each day in art, computer science, foreign language, media, music, or physical education.

#### ***Middle School***

In grades 6-8, work is concentrated on strengthening basic skills and developing greater academic responsibility and disciplined work habits. Students in grade 7 who have demonstrated their ability through standardized testing, grades, and teacher recommendations may take pre-algebra to begin the Honors Math track.

Students in grade 8 begin earning Carnegie units towards their high school diploma in the areas of computer science and physical education. Those 8<sup>th</sup> grade students in the Honors Math program will also earn a unit for Algebra I.

**High School**

For grades 9-12, two basic programs are offered: a college prep curriculum designed for students whose educational goals include vocational, technical schooling or an associate degree program, and a honors college preparatory curriculum intended for students who plan to enter a four-year baccalaureate program. There is a considerable overlap between the two curricula, and students may change from one to the other at any time, provided the student is capable and all requirements for the program can be met.

**Advanced Placement (AP) Courses**

Colleton Preparatory Academy participates in the Advanced Placement Program sponsored by The College Board. AP courses are taught to the standards prescribed by The College Board by teachers qualified to teach college-level courses. Students in these courses take a validation exam administered through Educational Testing Service (ETS). Scores on this exam determine qualification for college credit. Participating colleges grant students scoring in the third quintile or higher full credit for the course. All South Carolina state colleges and universities are required by law to accept AP credit, as do virtually all major colleges and universities in the nation.

**ACADEMIC STANDARDS***Promotion*

To be promoted in grades K through 5, a student must pass language arts, reading, and mathematics.

To be promoted in grades 6 through 8, a student must pass English, reading, and mathematics.

**College Preparatory Diploma Requirements**

English.....	4 units
Math .....	4 units
U.S. History .....	1 unit
Social Studies.....	2 units
Foreign Language I & II (Same language).....	2 units
Science (3 of the units must have labs).....	3 units
Computer Science .....	1 unit
Fine Arts.....	1 unit
Physical Education .....	1 unit
Government-1/2 unit; Economics-1/2 unit.....	1 unit
Elective .....	4 units
<b>TOTAL .....</b>	<b>24 units</b>

**Honors College Preparatory Diploma**

English I, II, III, IV, Eng 101, Eng 102 Dual Credit .....	5 units
Math: Alg I, Alg II, Geometry, Precalculus, or College Algebra, or FST ....	5 units
U.S. History, US Hist 111 and 112 Dual Credit.....	1 unit
Social Studies: World History I, World History II, Geography,	
Sociology 101 Dual Credit .....	2 units
Foreign Language I, II, III or Dual Credit 101 (Same language).....	3 units
Science (3 of the units must have labs).....	3 units
Computer Science .....	1 unit
Fine Arts.....	1 unit
Physical Education .....	1 unit
Government-1/2 unit; Economics-1/2 unit.....	1 unit
Elective .....	4 units
<b>TOTAL .....</b>	<b>28 units</b>

### **Grading Scale**

A 90-100	C+ 75-79
B+ 85-89	C 70-74
B 80-84	D 60-69
	F 59 and below

#### *Grade Point Average (High School): College Prep, Honors, and Advanced Placement Courses.*

A student's grade point average is computed by dividing the total of all quality points earned on the SC Uniform Grading Scale by the number of Carnegie units attempted. These measurements are used for the computing of class ranking and the reporting of grades to colleges and universities. All graded academic courses are considered in this computation including all Carnegie credits earned in the eighth grade.

### **GRADING REPORTS AND PROCEDURES**

#### **Report Cards and Interim Reports**

Paper copies of report cards are issued at the end of each nine-weeks grading period to students in grades 1-12. Interim reports are emailed at the midpoint of each nine-weeks grading period. The scheduled dates of report card and interim report issue are listed on the school-year calendar. The report card envelope must be signed by a parent or guardian and returned within two school days.

Kindergarten teachers report the progress of their students to parents or guardians during individual conferences scheduled twice a year.

#### **Homework**

Teachers will assign a moderate and reasonable amount of homework. The completion of all homework assignments is mandatory. The grading weight or value of homework assignments will be determined by each teacher. Parents are encouraged to facilitate the completion of homework. We suggest they emphasize the importance of these assignments by providing a suitable place in which their children may work and by ensuring that time is allotted in each student's day for the completion of homework. Parents may verify students' homework by logging into their RenWeb account.

#### **Tests**

Students in grades 6-12 may be assigned no more than two (2) major tests per day. (Quizzes are not included or limited for these grades.) In addition to the limit of 2 major tests, students in grades 6-8 may be assigned no more than one

(1) quiz when two tests are assigned for a maximum of three (3) assessments in one day. When tests or reports are sent home for a parent's signature, they must be returned within two school days.

### **Examinations**

All 8<sup>th</sup> through 12<sup>th</sup> grade students must take first semester exams. Students with an average of 90 or better from an average of the 3<sup>rd</sup> and 4<sup>th</sup> quarters and with satisfactory participation and conduct in a subject may be excused from taking the second semester examination for the respective class. At the end of the first semester, 6<sup>th</sup> and 7<sup>th</sup> grade students will take a non-cumulative test during the exam period. Students in Advanced Placement courses who take the AP examination are excused from taking the second semester examination for that course. Exams will count for 20% of the semester average in each course.

### **ABILITY AND ACHIEVEMENT TESTING**

#### *School Ability Testing*

The Otis-Lennon School Ability Test will be administered to students in grades 1, 3, 5, and 8 during the spring of each school year.

#### *Achievement Testing*

The Metropolitan Readiness Test will be administered to kindergarten students during the spring of each year.

The Stanford Achievement Test will be administered to students in grades 1-8 during the spring of each year.

#### *PSAT (Preliminary Scholastic Aptitude Test)*

The PSAT will be administered to all students in grades 9-11 during the fall of each year. For juniors, this test also serves as the National Merit Scholarship Qualifying Test (NMQST).

#### *Scholastic Assessment Test (SAT) and American College Test (ACT)*

In the spring of their junior year or at least once during their senior year, all students enrolled in the school's college preparatory curriculum are required to take the Scholastic Assessment Test (SAT) or the American College Test (ACT) and have their scores reported to the school. It is highly recommended that all students begin to take these tests, starting in the spring of the sophomore year. A diploma will not be awarded to a student who does not meet this requirement.

### **ACADEMIC HONORS**

#### **Honor Roll**

The Honor Roll is compiled at the end of each grading period and recognizes students who achieve a grade of B or better in each academic subject and receive



conduct grades of S or higher. Courses in which no numerical grades are given must earn an S or higher with a conduct grade of S or higher.

**High Honor Roll**

The High Honor Roll is compiled at the end of each grading period and recognizes students who achieve a grade of B+ or better in each academic subject and receive conduct grades of S or higher. Courses in which no numerical grades are given must earn an S or higher with a conduct grade of S or higher.

**Headmaster's List**

The Headmaster's List is compiled at the end of each grading period and recognizes students who achieve a grade of A or better in each academic subject and receive conduct grades of S or higher. Courses in which no numerical grades are given must earn an S or higher with a conduct grade of S or higher.

**Marshals**

Marshals for graduation exercises are the three juniors, three sophomores, and three freshmen who have the highest cumulative GPA at the end of the fourth quarter grading period for seniors. This is one week prior to the end of the 4<sup>th</sup> quarter grading period end date. To be eligible to serve as Marshal, the student must be in the Honors Track.

**Honor Graduates**

Graduating seniors who are members in good standing with the National Honor Society will be designated as Honor Graduates.

**Valedictorian and Salutatorian**

The Valedictorian is the graduating senior with the highest cumulative GPA at the end of the 4<sup>th</sup> quarter grading period for seniors of the senior year. The Salutatorian is the graduating senior with the second highest cumulative GPA at the end of the 4<sup>th</sup> quarter grading period for seniors of the senior year.

To be selected as either Valedictorian or Salutatorian, a student must have been enrolled at Colleton Preparatory Academy for at least his or her final two years of high school. He or she must have fulfilled the requirements for an Honors College Preparatory Diploma.

**Other Academic Awards**

All academic achievements are recognized during a school assembly at the end of each school year. Students may be recognized for the following: the highest average, exceptional effort and improvement, and participation in regional and state level academic events.

## **REMEDIAL AND MAKE-UP WORK**

### ***Make-up Work***

Students who miss work due to an excused absence will be given a reasonable opportunity to make it up. Any test assigned before the date of the absence must be taken on the first day after the student returns to school. It is the student's responsibility to consult with each teacher on the day of his or her return to obtain any other assignments and inquire about their deadlines for completion. Both students and parents are expected to place a high priority on make-up work, which will take precedence over all non-academic activities. Work not made up within a reasonable period of time--as determined by the teacher and the Headmaster--will be recorded as a grade of zero.

### ***Extra Help***

Teachers--to the maximum extent permitted by their schedules and responsibilities to other students--will provide additional assistance to diligent and attentive students. Extra help will not be used to make up deficiencies caused by a student's inattentiveness, misbehavior, or failure to turn in assignments. Should the level of additional help exceed the teacher's capabilities, the faculty member will recommend that the parents arrange for tutoring.

## **ATHLETICS**

### **ATHLETIC POLICY**

The community of Colleton Preparatory Academy believes that a well-trained body complements an educated mind and that the lessons of sportsmanship and teamwork learned through athletic participation are valuable elements of the educational experience.

It is the school's policy to encourage and facilitate participation in athletics by every student who is in good academic and disciplinary standing. The academy's staff will attempt to provide a variety of individual and team sports covering as wide a range of activities as possible.

The highest priorities will be safety and good sportsmanship. Students must be enrolled in the school and bound by a current contract (endorsed by the appropriate parents or guardians) in order to participate in any athletic activity. Likewise, in order to try out for any athletic activities for the following school year or to engage in any preseason practice or training, students must be enrolled for the following year under a binding contract endorsed by appropriate parents

or guardians. Cheerleader squads are considered a vital component of the program, and all athletic policies, rules, and regulations apply equally to cheerleaders.

### **ATHLETIC ELIGIBILITY**

Participation in athletics is encouraged to the maximum extent of students' individual capabilities without detriment to their academic achievements. The Headmaster's permission is required for participation in any sport by any student, and he may and should withhold it when he deems participation is not in the students' best interests. Since athletes represent the school, a student must be in good disciplinary standing, as determined by the Headmaster, to participate in the athletic program.

Colleton Preparatory Academy is a member of the South Carolina Independent Schools Athletic Association (SCISAA) and subscribes to all the policies and rules of that organization.

Eligibility for participation in varsity and junior varsity athletics will be in accordance with the most recent SCISAA Blue Book. Current rules are presented below; however, they are subject to change by the Association. The current SCISAA Blue Book should be consulted to determine the latest regulations. It can be found on SCISA.org under the "Athletics" tab.

### **Eligibility Rules (Students)**

To be eligible to participate in SCISAA activities, a student must meet the following requirements:

1. A student is ineligible if his/her nineteenth (19th) birthday is before September 1 of the current school year.
2. A student in grades 9-12 must take and pass at least four (4), one unit CORE Courses or any five (5) one unit courses, each grading period (6/9/12 week) or semester to be eligible. Students below the 9th grade must pass four (4) subjects each grading period/semester. A senior who has met or is meeting all requirements for graduation must pass four (4), one-credit courses each marking period/semester. *Note: A student must have earned a minimum of 4 core units or any 5 units of credit to be declared eligible the start of a school year (the student must also be in compliance with all other eligibility standards). Dual Credit classes and block, one-semester classes count as two units toward the CORE requirements.*

3. A student must be in grade 5 or above to participate. It is recommended that students in grades 5, 6 and 7 not be permitted to participate on varsity teams other than volleyball, tennis, golf, and track.
4. The primary purpose of school is EDUCATION. The participation in athletics is a privilege for those students in good academic standing. All students will have eight (8) consecutive semesters of eligibility beginning with the first year that they enter the ninth grade (public or private). Exceptions to this rule must be approved by the Athletic Committee.
5. A student who repeats a grade below the ninth-grade level after having passed that grade would not be eligible during the year that the grade is being repeated. To be eligible, a student must take and be passing four one-credit courses or their equivalent for which no previous credit has been received.

### **Eligibility Rules (Team)**

1. A student may participate in only one football game each calendar week and in only one basketball game each day. A student must have played in more than half of junior varsity (JV) games to be able to play in the conference JV basketball tournament.
2. In order to participate in JV activities, a student must not have reached his/her sixteenth (16th) birthday before September 1 of the current school year; and the student must be in the 9th grade or below for football, and in the 10th grade or below for other sports.
3. No student athlete shall participate in two games of the same sport on the same day unless the contests are scheduled doubleheaders in volleyball, baseball, or softball. EXAMPLE: An athlete cannot compete in a JV game and a varsity game on the same day. A student who dresses in the team uniform and is in the team area is considered to have participated.

## **ATHLETIC DISCIPLINE**

### **Team Rules**

Team rules will be established by coaches, approved by the Athletic Director, and provided to all participants at the beginning of the first practice session.

### **Team Attire**

As representatives of the school, all student-athletes will be neatly dressed and groomed while traveling to and from away athletic contests. Unless wearing a team uniform or warm-up suit, boys will wear jackets and ties, and girls will wear the equivalent attire, as approved by the coach.

***Athletic Travel [Jacob's Law]***

All team players, managers, cheerleaders, etc. will travel to and from athletic contests via school transportation whenever it is provided. The size of the group (team, class, etc.) will determine the method of student transportation: approved parent drivers, CPA bus, or commercial passenger carrier.

A student may return from a contest with his or her own parents or guardians, provided the coach is notified in writing by the parents. If a student is to return with another student's parents or guardians, notes, emails, or phone calls from both sets of parents/ guardians are required.

***Suspensions***

A coach may suspend an athlete from participation for a period of twenty-four hours for a serious infraction of team rules or for inappropriate or unsportsmanlike conduct. As soon as practical after a player is suspended or ejected from a game by a sports official, the player and coach will meet with the Athletic Director and the Headmaster, who will make a decision on further disciplinary action and further participation on the team. A student dismissed from a team by the Headmaster may request, in writing, a hearing before the Board of Directors at their next regularly scheduled meeting. The student will remain suspended from the respective team until the Board renders a final decision about the matter.

**ATHLETIC AWARDS*****Letters***

All student athletes who participate on a varsity team for an entire season and make a positive contribution to the team either through participation in practice or in the athletic contests will be awarded a varsity letter.

All varsity team members in grades 10-12 who participate the entire season are eligible for a letter jacket or sweater. A varsity athlete in the ninth grade or below is eligible for a jacket or a sweater if he or she earns a letter.

***Other Athletic Awards***

Other athletic achievements such as the setting of team and school records, All-Conference, All-State, most improved, most valuable player, etc. will be recognized at an annual athletic awards ceremony sponsored by the War Hawk Booster Club.

## SCHOOL ROUTINE

### CALENDAR OF EVENTS

A calendar of events for the current school year is available online as well as published on RenWeb prior to the beginning of the new year. Changes to the school calendar invariably occur due to unforeseen circumstances and will be posted on our website and published on RebWeb as soon as they are known.

#### ***Closing Due to Inclement Weather***

The school will not open or will close early whenever the staff is notified by the county emergency preparedness office that travel conditions or conditions at the school are likely to be hazardous. In the event that school will not be opened or must close early, the administration will request the Charleston television stations to broadcast that information immediately. If the school must close early, the academy's staff will also telephone parents or the emergency contact person listed on each student's card.

### DAILY SCHEDULE

#### ***Arrival and Departure***

The school buildings open daily at 7:40 a.m. The faculty and staff cannot be responsible for students who arrive before that time. Families should plan their children's arrival accordingly. Early Care for students begins at 7:15. Students should report to the double glass doors at the back of the lunchroom. A teacher will be on duty until the students are taken to their classes at 7:40. Students are allowed to bring snacks as well as use the vending machines in the lunchroom.

Students must leave the school grounds promptly upon dismissal from school unless they are receiving extra help from a teacher, participating in a supervised athletic practice or extracurricular activity, or enrolled in the aftercare program.

#### ***Hawks Club/After-School Care***

Supervised after-school study and play is provided for younger children through 5th grade at a reasonable per-hour rate. Contact the school office for additional information. Younger children not picked up by 2:45 p.m. will be placed in after-school care and the parents/guardians billed for whatever time is necessary.

#### ***Devotions, Pledge of Allegiance, and Announcements***

Each morning, devotion and the Pledge of Allegiance will be presented over the intercom. Announcements pertinent to the day will follow.

**BELL SCHEDULE**

First Bell	8:00/Tardy Bell 8:05
<b>Homeroom:</b>	8:05 AM — 8:15 AM
1st Period	8:15 AM — 9:05 AM
2nd Period	9:10 AM — 10:00AM
<b>Break (4<sup>th</sup> – 12<sup>th</sup>)</b>	10:00 AM — 10:15 AM
3rd Period	10:20 AM —11:10 AM
<b>Middle School Lunch</b>	11:10 – 11:45
4th Period (MS)	11:50 AM—12:40 PM
4 <sup>th</sup> Period (HS)	11:15AM —12:05 PM
<b>High School Lunch</b>	12:05 AM— 12:40 PM
5th Period	12:45 PM—1:35 PM
6th Period:	1:40 PM—2:30 PM

**ATTENDANCE**

*In order for a student to be promoted to the next grade or to receive a unit of credit in a subject, he/she must not be absent more than ten (10) days unexcused or 20 excused or ten (10) unexcused/20 excused class meetings (of a course) in a school year. Absences because of illness certified by a physician, or those due to emergencies or exceptional circumstances (as determined by the Headmaster) will not count against the 10 allowable days.*

Emergencies or exceptional circumstances (as stated above) include:

Chronic or recurring illness for which the student is being treated by a physician on a regular basis but which does not require a visit to the physician for each occurrence. A letter from the physician detailing the circumstances is required before any such absences may be excused.

Illness in the family requiring assistance from the student

Death of a family member

Attendance at the funeral of a relative or friend

Recognized religious holidays of the student's faith

School-approved activities (athletic events, academic contests, or organization meetings)

Visiting college campuses

The ten allowable absences are intended to cover minor illnesses not requiring the attention of a physician, routine medical or dental visits, and family trips. Students returning to school from an absence are required to report to the office with their excuse from a parent or physician.

Other special circumstances which parents deem important enough for students to miss school may be considered for exemption from the ten-day rule provided

the Headmaster is consulted in advance. No such exemption will be granted after the fact.

In the case of a planned absence that requires the Headmaster's approval, parents should first consult the student's teachers(s) to determine if the student can make up the work that will be missed and recover from the academic disadvantage the absence would create. The proposed absence will then be discussed with the Headmaster. If the Headmaster and parents are unable to reach agreement, the parents may make written application to the Board of Directors for exemption of the proposed absence from the ten-day rule. The Board will then make a determination.

If a student is late to school, he/she must report to the office to obtain a tardy slip to gain admittance to class. If the tardiness is due to circumstances beyond the student's control, a parent's excuse must be presented within two school days. Four instances of unexcused tardiness to school and/or class will result in one detention period. Four instances of absence for which no excuse has been received will also result in one detention period.

***Procedures Following an Absence or Tardiness***

Within two days of any absence or tardiness, the student must bring to the school office a written excuse from a parent or guardian containing the following information:

- Student's name and grade
- Date(s) of absence or tardiness
- Reason for the absence or tardiness
- Signature of parent or guardian
- Physician's excuse, if applicable, should be attached

Teachers will assign make-up work for excused absences. It is the student's responsibility to contact the teacher at an appropriate time to obtain assignments and make-up work. Except in unusual circumstances, make-up work must be submitted by the end of the current grading period. For additional information, see the Academics Section regarding Remedial and Make-up Work. Any excuse that is suspect will be investigated by the Headmaster. A forged excuse will be treated as an honor violation and will be handled in accordance with the disciplinary code.

***Early Dismissal***

Parents' request for early dismissals will be honored; however, the administration strongly recommends that these be reserved for exceptional



circumstances. Routine medical and dental appointments should be scheduled after school.

Students may not leave campus during school hours without permission from the Headmaster, Assistant to the Headmaster, or Secretary, who will consult with the parents or guardian prior to releasing any student from campus.

### ***Athletic and Extracurricular Activities***

Students who are absent for more than one-half (1/2) of a school day are not eligible to participate in any athletic or extracurricular events on that day unless permission has been granted in advance by the Headmaster.

### **EXPECTED BEHAVIOR**

Students are expected to behave in a manner appropriate to the school setting at all times. The guidelines that follow are merely extensions of that basic principle.

#### ***Drugs and Alcohol***

The possession, sale, or consumption of any illegal drug or unauthorized controlled substance at school or at any school-related function is prohibited and is punishable in accordance with the school's disciplinary code.

The possession, sale, or consumption of any alcoholic beverage at school or at any school-related function is prohibited and is punishable in accordance with the school's disciplinary code.

### **DISCIPLINARY CODE**

It is fundamental to Colleton Preparatory Academy's philosophy of education that the school atmosphere be quiet, orderly, and conducive to learning. Students and teachers must conduct themselves in a manner that does not detract from that atmosphere and that upholds the dignity of the academic setting. It is intended that students learn appropriate behavior in school that they may apply to all other aspects of their lives.

Parent involvement in discipline is essential. Parents will be informed, via copy of the Disciplinary Referral slip, whenever a student is formally warned or disciplined. A parent conference will be required whenever a student repeatedly violates rules, is disruptive, or whenever a teacher or the Headmaster feels that parent involvement is needed.

All faculty and staff members have full authority to enforce this discipline code at all times and places when and where it applies and are expected to do so.

Conduct for the Lower School (K2-5) will be handled by the individual teacher, unless the assistance of the Headmaster is requested. Collective rules concerning

the playground and the lunch room will be developed each year by the Lower School faculty in concert with the Headmaster. *The use of corporal punishment is not allowed whatsoever.*

All students in grades 6-12 are subject to the following code of conduct and all other rules and regulations of the school, both during school hours and at all other times when on school grounds or at any school-related functions off campus, such as field trips and athletic contests.

For purposes of this code, certain instances of misconduct are broken down into four categories (Zero-Tolerance, Serious, Major, Minor) according to seriousness and type of punishment. In addition, repetition of minor offenses increases the seriousness of the offense.

### **Zero-Tolerance Misconduct**

There is a zero-tolerance policy for the following offenses. Violations will result in immediate expulsion from school.

1. Possession, sale, gift or use of any illegal drug or illegally obtained prescription drugs or drug paraphernalia on school property or at any school-related event.
2. Assaulting a teacher, staff member, or appointed volunteer.
3. Threatening anyone on campus with a weapon.

### **Misconduct**

Punishment for Serious Misconduct may range from a three-day suspension to expulsion. Violations include but are not limited to:

1. Using any illegal drug or alcohol prior to coming on school grounds or prior to attending any school-related event
2. Possession of a firearm, explosive, or other deadly weapon on school property
3. Displaying a knife in a manner that could be interpreted as a threat
4. Willful violent or harmful behavior
5. Aggravated destruction of property
6. Incompatibility: flagrant or consistent defiance of the basic routine of the school.

### **Major Misconduct**

Incidents of Major Misconduct will normally result in suspension. Repeated violations of these rules will be treated as Serious Misconduct and will place a

student in a position to be expelled. Major violations include but are not limited to:

- 1 Possession, use, or purchase of alcohol; Theft – a student caught stealing; Possession or use of fireworks
  - a. First Offense: Suspension (3 days)
  - b. Second Offense: Expulsion
- 2 Cheating, lying, or plagiarizing
  - a. First Offense: Zero on all material involved and one (1) day suspension
  - b. Second Offense: Zero on all material involved and three (3) days suspension
  - c. Third Offense: Expulsion
2. Forging a signature on any school-related paperwork; Altering grades on any school document or report
  - a. First Offense: Zero on all material involved and one (1) day suspension
  - b. Second Offense: Zero on all material involved and three (3) days suspension
  - c. Third Offense: Expulsion
3. Fighting or striking another student with the likelihood of bodily harm
  - a. First Offense: Suspension (1 day)
  - b. Second Offense: Suspension (3 days)
  - c. Third Offense: Expulsion
4. Disobedience, disrespect, or use of abusive, profane, or obscene language to any faculty/staff member or appointed volunteer; Destruction of school or another student's property
  - a. First Offense: Detention
  - b. Second Offense: Suspension (1 day)
  - c. Third Offense: (3 days)
  - d. Fourth Offense: Expulsion
5. Skipping class or school; leaving campus during school hours without permission from the Headmaster, Administrative Assistant, or Secretary
  - a. First Offense: Suspension (1 day)
  - b. Second Offense: Suspension (2 days)
  - c. Third Offense: Suspension (3 days)

6. Participating in hazing, whether physical, verbal, or mental, on campus or at any school-related event
  - a. First Offense: Suspension (1 day)
  - b. Second Offense: Suspension (2 days)
  - c. Third Offense: Suspension (3 days)
7. Accumulation of maximum number of allowable detentions
  - a. Ninth (9) detention: Suspension (1 day)
  - b. Twelfth (12) detention: Suspension (2 days)
  - c. Fifteenth (15) detention: Suspension (3 days)

The following are also Major Misconduct violations and will be dealt with on an individual basis:

- Possession of pornographic or obscene material or accessing such material through the school's Internet facilities
- Possession of any school key
- Tampering with any fire or safety device or equipment
- Reckless or careless driving or violating traffic rules on campus
- Gambling
- Possession of a knife of any kind at school
- Possession or use of tobacco products

**Minor Misconduct**

Minor Misconduct will result in a detention being issued for which one hour of work squad will be assigned. Repeated minor violations will be raised to the level of a major violation. Minor violations include but are not limited to:

- Violation of a specific classroom or lunchroom rule or policy
- Repeated or willful violations of the dress code
- Consuming food, drink, or candy in the main buildings without authorization
- Chewing gum in the school buildings
- Littering
- Pushing or shoving another student
- Creating a disturbance in class, hallways, or parking area
- Use of profanity, obscenity or other inappropriate language
- Four unexcused tardies (either to school or to a class)

- Being out of class without a Hall Pass
- Public Displays of affection (embracing, kissing)
- Remaining in a car on campus before, during, or after school
- Failure to return, signed, within two school days, any report or note sent home for a parent's signature
- Remaining on school grounds after appropriate time

Any faculty member may assign students a detention for any of the minor instances of inappropriate behavior listed above or for similar offenses. For misconduct considered Major, Serious, or Zero-Tolerance, students will be referred to the Headmaster.

A student will be referred to the Headmaster for counseling and warning upon assignment of the third detention, and parents will be notified. After a student has served eight detentions, the next instance of inappropriate behavior will be referred to the Headmaster and the student may be suspended from school for one day. Should there be another instance of inappropriate behavior, it will also be referred to the Headmaster, and the student may be suspended from school for up to three days.

Should there be yet another instance of inappropriate behavior, it will also be referred to the Headmaster, and the student may be expelled.

## ANTI-BULLYING AND ANTI-HARASSMENT POLICY

Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites.

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

Colleton Prep Academy prohibits acts of harassment, intimidation, or bullying. According to the South Carolina Safe Schools Act of 2005, harassment or bullying is any gesture or written, verbal, graphic, or physical act that is perceived to have the effect of harming a student physically or emotionally while at school. 'School' means in a classroom, on school premises, on a school bus or other school-related vehicle, at a school-sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the child. This includes electronically transmitted acts –i.e. internet, cell phone, personal digital assistant, or wireless hand held device, text messages, or social media sites

Since bystander support of harassment or bullying can support these behaviors, the school prohibits both active and passive support for acts of harassment or bullying.

### ***Detention (Work Detail) and Suspension***

Detention will be held after school at times and places designated by the Headmaster and will be of one hour in duration. The Headmaster will specify administrative procedures for detention in the *Student/Parent Handbook*.

Detentions may be postponed upon written request of a parent or guardian, in advance.

Otherwise, no excuse will be accepted for failure to serve detention at the time assigned. Unless excused in advance, any student who does not report to an assigned detention will have an additional detention added to his/her total and will be required to serve this two-hour detention on the following Saturday morning. A second instance of failure to serve detention without an excuse in advance will result in a one-day suspension.

The administration will notify parents, in writing, when the student has accumulated within two detentions of being suspended. The administration will also notify the parents either by phone or by letter when the student must serve a suspension. The Headmaster will also report the suspension of any student to the Board of Directors at their next regular meeting.

A “day of suspension” begins at the close of school on the day on which assigned and extends through the next full day and until the first bell on the next day. During this time period a student who is suspended may not be on school property or attend any school-related event. Days suspended from school count as absences against the ten-day rule (see Attendance Policy). Students must make up work missed due to suspensions. The responsibility for making up work rests with the students and their parents or guardian. Students must make up all major tests within three school days (2 tests per day beginning the day they return) or receive a grade of zero.

If a student is arrested and convicted for conduct occurring beyond school hours and outside the scope of school activity, the Headmaster shall consult with the Board of Directors to determine the appropriate course of action for this conduct, which shall include but not be limited to expulsion from the school.

The Headmaster may recommend expulsion of a student for any of the Zero-Tolerance, Serious or repeated Major violations of the conduct code or when in his/her judgment the student’s presence is contrary to the best interest of the school and other students. A student recommended for expulsion will be immediately suspended until the Board of Directors reviews the case. When the Board meets to consider the case, the student and his/her parents or guardian will be required to appear before the Board.

Failure to appear will be considered acceptance of the expulsion action. The Headmaster and Board of Directors reserve the right to take any disciplinary action necessary to preserve the behavioral integrity and safety of the student body and staff, even though said behavior may not be explicitly covered in the action.

### **Classes**

Five minutes are allowed between classes for students to prepare for their next class. When the bell rings, students will be marked tardy if they are not in their seats, prepared for class.

Students having a valid reason to be out of an assigned class or study hall must carry a printed Hall Pass marked with the teacher’s name and room number. Each teacher is issued two Hall Passes for his or her classroom.

### **Dress Code**

Students are required to dress and groom themselves neatly, cleanly, conservatively and appropriately for the school setting. It is intended that students learn the importance of dress and grooming in interpersonal relations. Decorous dress correlates to well-mannered behavior.

Appropriate grooming for school includes personal cleanliness, well-kept hair, and moderation in the use of makeup, perfume or cologne. Boys must be cleanly shaven.

Clothing for school should be of conventional style and neat in appearance. The style and fit of clothing for both girls and boys should be modest in consideration of the developing sexuality of teenagers.

Any clothing with pictures, logos or lettering must be appropriate to the school setting (i.e. not portray any product, item or activity that is not allowed at school, such as drugs, alcoholic beverages, tobacco products, etc. and not convey any inappropriate message, such as vulgarity or sexual innuendo).

Shirrtails for both boys and girls must be tucked in except for certain girls' blouses designed to be worn outside. The faculty and/or staff will make the final determination as to whether or not a blouse is designed in this manner.

Shorts of conservative length may be worn. (Conservative length = midway between the knee and thigh but no more than 5 inches above the top of the knee) the same conservative length applies to skirts and dresses.

Athletic clothing should be reserved for athletic events. This includes cutoff shorts, gym shorts of any type, sweat pants, jogging suits and any baggy shorts with an elastic waistband.

Shoes must be worn at all times while on school property.

*Hats, caps, and sunglasses are not allowed on campus.*

The school's dress code applies on campus and at school-related functions when students are representing the academy, including field trips and away athletic contests.

During exams, field day, spirit week, and other such events, the Headmaster may relax the dress code to accommodate the comfort of students. However, explicit logos or slogans on caps, t-shirts, etc. are still inappropriate.

Homeroom teachers will provide guidance as necessary to ensure students comply with the dress code, while the faculty and staff will make necessary



judgments as to the appropriateness of attire and grooming. The Headmaster will be the final authority on such matters.

Minor violations of the dress code will be corrected by explanations to the students of expectations for dress and grooming; such actions may also be communicated to the parents. Major or flagrant violations will be corrected by instructing the students to return home and change; parents will be contacted when this occurs. Repeated or excessive violations will be handled in accordance with the discipline code. The faculty and staff have the authority to confiscate articles of clothing that violate the dress code.

Such items will be returned upon request at the end of the semester or school year.

## GUIDELINES FOR DRESS CODE

### Middle and Upper School

.. The following guidelines are by no means comprehensive or all inclusive. All school clothes must be clean, pressed (when necessary), appropriately sized, and in good repair (no holes, ragged hems, or patches).

The school reserves the right to be the final authority as to what is acceptable and what is not acceptable, even if the attire is not addressed in the following guidelines:

#### GIRLS' ATTIRE [Grades 6-12]

##### ACCEPTABLE

TOPS.....Tucked in unless specifically designed for outside wear. If worn outside, midriff must not be exposed

SHORTS & SKIRTS...Worn at waist: no more than 5 inches above the top of the knee. (Should be past the fingertip of the index finger)

DRESSES..... No more than 5 inches from top of knee (Should be past the fingertip of the index finger)

SHOES.....Required At All Times

HAIR.....Clean, neat, well-groomed

##### NOT ACCEPTABLE

TOPS.....Tank tops, bare midriff tops, spaghetti straps with no shirt underneath, tube tops, strapless tops, one shoulder tops, low-cut tops, spandex or tight-fitting. T-shirts with inappropriate slogans or logos .

SHORTS.....Athletic shorts, beachwear, spandex, cut-offs

DRESSES.....Strapless, spaghetti straps without a shirt underneath or over-blowse, low-cut

SHOES.....No beach flip flops

HAIR.....Extreme in style and/or color

OTHER.....Body piercing (except earrings), tattoos, hats, sunglasses

## BOYS' ATTIRE [Grades 6-12]

## ACCEPTABLE

SHIRTS.....Shirts must be tucked in at all times.

SHORTS.....Worn at waist: no more than 5 inches above the top of the knee.

PANTS.....Worn at waist

SHOES.....Required At All Times

HAIR.....Clean, neat, well-groomed

## NOT ACCEPTABLE

SHIRTS.....Shirts with inappropriate logos or slogans

SHORTS.....Athletic shorts, beachwear, cut-offs

PANTS.....Fatigues, athletic wear, camouflage

SHOES.....No beach flip flops

HAIR.....Hair touching the collar or in eyes: extreme haircuts or colors

OTHER.....Facial hair, body piercing, earrings, tattoos, hats, sunglasses

## SCISA DRESS [Grades 6-12]

Occasionally students will be asked to attend functions sponsored by SCISA.

This would include events such as away basketball games, student government meetings, Math Meet, Chess Meet, Spelling Bee, etc. The acceptable dress for these activities is of a more formal nature. Boys should wear a collared shirt and tie. Dark pants or khakis should be worn, but not jeans or shorts. Girls should wear a dress or dress pants and top. *No camouflage clothing (jackets or otherwise) is allowed at SCISA events.*

**Food, Beverages, and Candy**

Food, beverages, and candy may be consumed only in the lunchroom or in the outdoor area adjacent to the lunchroom. Groups or organizations meeting during the lunch period may request permission from the Headmaster to have a luncheon meeting in a classroom, provided they make provisions for cleanup afterward. Food and beverages brought into the building (unless for an approved meeting) will be treated as a violation of the discipline code.

For safety reasons (the possibility of stings from bees, ants, and other insects attracted to food items), students are not allowed to take food past the fence boundaries of the playground area.

Clear, plastic bottles of water are allowed in the classrooms with the teachers' permission. Tumblers or colored water bottles are not allowed in the buildings.

### **Library**

The library is for the use of CPA students, faculty, and staff only. Books may be checked out for a period of two weeks, and then renewed for an additional two weeks unless there is a waiting list for the book. Reference books and periodicals may not be removed from the library.

Teachers may place any book on reserve for their classes, which allows it to be checked out overnight only. Students may place their names on a waiting list for any book and will be called when it becomes available.

Students must pay for lost books or library items damaged beyond normal wear and tear.

Students having overdue book or unpaid fines may not receive report cards or transcripts.

All books leaving the library must be checked out and returned at the librarian's desk.

### **Litter**

Appearances speak volumes about the school's campus and its students.

Students should dispose of trash properly in the containers provided. Students who notice trash lying on the ground should dispose of it properly in the waste containers.

### **Lockers**

Students in grades 6-12 are provided lockers for the daily storage of books and personal articles. All loose items must be placed inside the locker. Book bags and the like may be placed on top of the locker during the school day. To permit cleaning, nothing may be left on top of the lockers after the close of school each day. We rely on an honor system, so lockers are not to be locked and must be kept neat, orderly, and sanitary, and are subject to inspections at any time. Valuable items and money should not be left in lockers.

**Lunchroom**

The school operates a lunchroom serving a variety of hot and cold items daily. The current menu and price list are published in RenWeb. Students may bring lunches from home and eat them in the lunchroom. Students are not allowed to have food delivered to them at school. Time constraints do not allow the staff to heat food brought from home. Students are expected to keep the lunchroom area clean and to report and hazardous spills to the Canteen staff. Lower school students are not permitted to have soft drinks containing caffeine during school hours. Because we do not want any child to go hungry, it is and has always been Colleton Prep's policy to lend money for lunch to a child who forgets to bring either lunch or lunch money. These "emergency" loans are designed to be repaid promptly. A steady increase in canteen IOUs has made it necessary for us to enforce the following rules:

1. After accumulating \$10.00 in canteen debt, a child will not be eligible to borrow again until the debt has been paid.
2. Payment of canteen IOUs is expected within two school days.
3. Report cards will be withheld for students who have outstanding canteen debts at the end of each nine weeks.

**Messages**

Our limited office staff is unable to deliver messages to students, except in the case of an emergency. Routine arrangements for after-school rides, etc. should be made prior to the child's arrival at school.

**Physical Education Classes**

Physical Education is required for grades 1-8, and one unit in PE must be earned for high school, usually accumulated by the end of 8th grade.

Grades 1-5 are not required to dress out for PE; however, it is suggested that they wear suitable clothing on their scheduled PE days (including rubber soled shoes).

Students in grades 6-9 must dress out for PE on assigned days. Students who do not dress out will lose 3 points from their nine-weeks grade for each instance.

Required clothing for PE is shorts, t-shirt, socks, and tennis shoes with non-marking soles. In cooler weather, sweat suits are suggested.

On game days, when a team is leaving school early, team members are excused from dressing out for PE.

Students who present to the instructor a doctor or parent's note not to participate in PE will be excused from dressing out. They will be given an alternate assignment such as score keeping, a written report, or textbook work.

Ten minutes are allowed at the beginning and end of the period for dressing. If not dressed out in time, a student will be considered tardy. Similarly, students are expected to arrive on time at their class following PE.

Health topics are a part of the PE program and may include films and presentations on appropriate topics such as the effects of smoking, alcohol, drugs, and diseases.

Written reports on these topics will be included as graded work. Damage, loss, or the destruction of PE equipment either through abuse or negligence will be handled in accordance with the disciplinary code; parents will be billed for replacement or repair.

**Property: School and Personal**

Textbooks, laboratory, and other equipment and property of the school are provided for students' use and entrusted to their care. We expect students to treat school property with respect. Any abuse or misuse of school property will be handled in accordance with the discipline code, and parents will be billed for replacement or repair.

Similarly, students are expected to respect the personal property of others. "Borrowing" an article from another student without permission, or hiding personal property as a "prank" will be handled as theft under the school discipline code.

**Right to Search**

The school reserves the right to search the person, property, locker, or automobile of any student on campus or attending any school function. Objects or substances that are illegal or potentially dangerous will be confiscated.

**Telephone**

Telephones in the school office are business lines and may not be used for personal calls. A teacher or staff member will call parents in case of illness or emergency.

**SAFETY AND HEALTH**

**Automobiles and Bicycles**

The campus speed limit is 8 M.P.H. School roads and parking areas are busy and congested in the morning before school starts and in the afternoon when

school is dismissed. **Extreme vigilance and caution are required of everyone who drives on campus.**

Families should refer to the Traffic Flow Chart on the inside front cover of the handbook to understand traffic direction, parking areas, and drop-off zones.

Students are to park, lock, and leave their vehicles immediately upon arrival at school and not return to them until they are dismissed from school. The parking lot and all vehicles are off-limits during school hours. If there are compelling reasons for students to go to their vehicles during school hours, they must obtain permission and an appropriate pass from the office staff and report back to the office upon returning.

Loitering in and around parked vehicles on school grounds is not allowed at any time.

Student parking is located in front of the gymnasium, on both sides of the lot; students may not park anywhere else during school hours.

Students who operate a vehicle in an unsafe manner or violate the abovementioned parking rules will have the privilege to drive and park on campus suspended or revoked.

Students who ride bicycles to school are to park them in the racks provided. The bicycle racks are off-limits during the school day.

### **Communicable Disease**

A student, faculty member, or staff member who is diagnosed as having a communicable disease or illness that may be harmful or contagious to others will be suspended from attending Colleton Preparatory Academy until the condition is no longer hazardous. Each case will be handled separately and decisions made by the Headmaster, a medical consultant, and the Board of Directors. The school reserves the right to require a medical evaluation of any student.

Note: faculty and staff members must receive medical clearance from a licensed physician prior to their working at school

### **Emergency Care**

The school does not have a nurse on duty or an infirmary facility and is therefore unable to provide professional medical treatment to ill or injured students. Thus, it is important that families provide the school with accurate emergency information about their children.

The following procedures should be followed for the care of sick or injured students:

- A teacher will remain with the injured child (if he or she cannot be moved) and send for the Headmaster or an office staff member.
- If a child can be moved, he or she will be brought to the office immediately.
- The Headmaster or staff member will determine the procedures to follow at that point.
- If appropriate, non-professional care will be provided.
- If necessary, the administration will contact a parent or guardian of the student.
- Responsibility for getting the child home must be assumed by a parent or guardian.

If contact with a parent or the emergency contact person cannot be immediately established when a serious accident occurs or when a child becomes alarmingly ill, medical service will be summoned or an ambulance contacted to take the child to the hospital emergency room or to the nearest available doctor.

### **Insurance**

Arrangements have been made for parents to obtain student accident coverage at a low premium. All students in grades K4-12 are required to enroll in the school-day plan, which covers students during school hours, commuting to and from school, and while participating in or attending any school activity, including athletics.

As required by the South Carolina Independent School Association, the school insures all students for catastrophic accidents or sports injuries. This coverage pays medical expenses of \$25,000 to \$5,000,000 not covered by other medical insurance.

This coverage applies at all school events, athletic practices, travel, contest, and field trips.

### **Marriage and Pregnancy**

Students who are married or pregnant will not be admitted to Colleton Preparatory Academy. Those attending school that marry or become pregnant are required to withdraw (in the case of a pregnancy, prior to the fifth month or sooner as determined by the Headmaster). The school reserves the right to require a medical evaluation of any student.

### **Medical Conditions and Forms**

Parents or guardians are obligated to inform the school, in writing, of any health problems or medical conditions that may require special care or precautions. We will not administer medicine to any students in K2, K3, or K, however, parents



will still need to inform the school of any health concerns as well. Medical forms are available from the office to provide this information.

Students in grades K5 – 12<sup>th</sup> taking any type of medication, including cough drops or nonprescription pain relievers, must bring to school a medical form signed by a parent, guardian, or physician identifying the medication and its purpose. All students must submit medical forms and medication to the office staff immediately upon arrival at school. The forms will be kept on file and the medication kept in the office and dispensed according to directions on the permission slip.

The administration will not dispense any medication of any sort (including nonprescription pain relievers) except as outlined above.

The school reserves the right to have analyzed any substance brought to school by a student.

### **Fire Drills**

Fire evacuation plans, posted in each classroom, are to be followed exactly during fire drills, which are held monthly. During these drills, students will proceed quietly and orderly toward their designated exits and remain there until a second bell rings, at which time they will return quietly and orderly to class.

### **Fire and Safety Equipment**

The school expends considerable money and effort to ensure that fire and safety equipment is up to date and properly maintained. Students should take seriously the lifesaving value of this equipment and not tamper with the items. Students should report to the office staff any fire or safety equipment that appears to be out of order.

### **Tornado Drills**

Tornado emergency plans are also posted in the classrooms and will be drilled quarterly.

## **STUDENT ACTIVITIES AND ORGANIZATIONS**

### **EXTRACURRICULAR ACTIVITIES**

#### ***Extracurricular Activity Policy***

Extracurricular activities are considered to be a vital accompaniment to academics and athletics as part of the total educational experience. Participation in extracurricular activities is encouraged to the maximum extent of each student's capabilities without detriment to his or her academic achievement. The Headmaster, class advisors, guidance counselor, and activity sponsors will

carefully monitor student participation in extracurricular activities. The Headmaster's permission is required for participation in any activity by any student, and he may withhold such permission when he deems participation to be detrimental to a student's best interests.

Participants in extracurricular activities serve as representatives of the school. Therefore, only students in good disciplinary standing may participate in such activities.

Students must be enrolled in the school and bound by a current contract (endorsed by the appropriate parents or guardians) in order to participate in any extracurricular activity. Likewise, in order to be eligible for election to any position for the following school year, students must be enrolled for the following year under a binding contract endorsed by appropriate parents or guardians.

Because of the extensive time involved with many extracurricular activities, students must have at least a C+ average for the preceding year to be eligible to serve in an elevated middle or high school class office or on the student council. The Headmaster may grant waivers for this requirement when he deems it to be in the student's (and school's) best interest.

### **Class Projects**

Class projects, particularly those of service to the school or local community, are encouraged. The Headmaster's approval is required for all class projects, and those involving sale or solicitation of funds also require approval from the Board of Directors.

When planning projects, sufficient time must be allowed to obtain approval.

### **Field Trips**

Field trips that enhance the educational experience are encouraged and are frequently part of our classes. The ideal field trip provides a cultural or educational benefit as well as enjoyment.

At least one adult chaperone per ten students is required. We depend on parent volunteers to help the faculty and staff chaperone field trips. **Please note that younger siblings are not allowed to go with parent chaperone/driver.**

Transportation for field trips is provided either by privately owned vehicles or, for larger groups, by the activity bus. When private vehicles are used, students are asked to pay a small fee to reimburse the driver for the cost of fuel. When the activity bus is used, a fee is assessed to cover the cost of hiring a driver.

**STUDENT COUNCIL**

The Student Council is the organization for student government at Colleton Preparatory Academy and represents the school in the SCISA State Student Government Association. Officers of the Student Council also serve as officers of the student body.

The primary function of the Student Council is to serve as a communication link between the student body and the administration, faculty, and staff. The council assumes a responsible role in organizing school activities and assists in fund-raising events. At their weekly meetings, the council discusses problems, questions, and student concerns, and then makes recommendations to the Headmaster. The Student Council President meets with the Headmaster before and after each weekly meeting, and the Headmaster will meet with the entire council when appropriate.

Each spring, the student body elects the Student Council President (a rising senior), Vice President, Secretary, and Treasurer. A Sergeant-at-Arms is appointed by the elected President.

Membership of the council includes the president of each class (grades 9-12), one additional elected representative from each of those classes, and the five officers of the council.

**NATIONAL HONOR SOCIETY AND NATIONAL JUNIOR HONOR SOCIETY**

The National Honor Society, founded in 1921, is the leader among organization and societies that promote appropriate recognition for students who reflect outstanding accomplishments in the areas of academics, character, leadership, and service. The society is sponsored by the National Association of Secondary School Principals.

Membership in the school's chapter of the National Honor Society is an honor bestowed upon a student. Students are selected for membership to the NHS by a faculty council, consisting of five members of the faculty appointed by the Headmaster.

The guidance counselor submits to the council the names of all students who are enrolled in grade 10 or higher; have been enrolled at CPA for one full semester; have a minimum GPA of 4.00 on the UGS. Students must also be in good disciplinary standing, be of good character, demonstrate leadership ability, and have been of service to the school.

Students in grades 7-9 must meet these same criteria (cumulative average of 92 based on Core Classes is used for this requirement) for membership in NJHS.

## **PALMETTO GIRLS STATE AND BOYS STATE**

Palmetto Girls State and Boys State are sponsored by the American Legion Auxiliary of South Carolina. The unit seeks recommendations from our school personnel each spring. The students are given a chance to fill out an application and complete an essay on the concepts of “patriotism and learning about our government”. The faculty uses these essays, as well as taking into consideration the students’ qualifications such as: character, leadership ability, interest in government, and cooperativeness. The American Legion Auxiliary may add additional recommendations to the list. The Unit then begins its selection process, which may include interviews, essays, or other means to evaluate the candidates. *The ultimate selection rests with the Auxiliary, not with Colleton Prep.*

## **OTHER STUDENT ORGANIZATIONS**

### *Academic Quiz Bowl Team*

This group, open to all high school students, competes in local, regional, and state competitions with question-and-answer contests sponsored by SCISA.

## **PUBLICATIONS**

### *The Talon*

*The Talon* is the school’s yearbook, which is published each spring. The staff is open to all high school students by permission of the advisor. Copies of the yearbook must be ordered in advance each fall.

## **SUPPORT ORGANIZATIONS**

### **WAR HAWK ATHLETIC BOOSTER CLUB**

The purpose of the War Hawk Athletic Booster Club is to provide a safe environment for students to participate in athletic events and to provide financial support for the athletic program.

Membership is open to all individuals and businesses interested in supporting the CPA athletic program and its growth. The Booster Club completely funds athletics at the school through memberships, fund-raisers, and gate receipts and concession sales at sporting events. Consequently, the school administration is able to spend tuition money solely for academic endeavors. Volunteers from the

club provide all services at athletic contests; the club also provides the school activity bus for both athletic team travel and field trips.

The War Hawk Booster Club offers two levels of participation: a Family membership and a Super Booster membership. The former enables those members to be a part of the school's athletic program, while the Super Booster level includes special parking during football seasons and admission to all home sporting events (excluding post-season playoff games).

## **SCHOOL BUSINESS**

### ***Delinquent Accounts***

Report cards and transcripts will not be released for any student whose account is in arrears. A current account prevents embarrassing situations.

### ***Transcripts***

Transcripts for students currently enrolled will not be sent to another private, elementary, secondary, or preparatory school until the student's contact is paid in full or otherwise satisfied in accordance with the terms of the contract.

## **SCHOLARSHIPS AND FINANCIAL AID**

Scholarships and financial aid are available to promising students whose families have a financial need. Application forms are available in the school office and on our website. Scholarships will be awarded by the scholarship Committee of the Board of Directors.

Applications for scholarships will be made to the Scholarship Committee which will then make a final determination as to the amount and recipient.

Requirements for eligibility are as follows:

1. The applicant will attend/is attending Colleton Preparatory Academy.
2. A genuine need exists.
3. The recipient must maintain a minimum of a B average each semester in order to continue receiving the scholarship monies.
4. Applicants must be of good character, be capable and responsible, and demonstrate a strong desire to attend Colleton Preparatory Academy.

The acceptance of a scholarship does not restrict a student from accepting another grade or scholarship, providing the additional funding does not negate the provision of **real need**.

## **FUND-RAISING**

The school depends heavily on fund-raising as a significant portion of its annual budget. The involvement of parents in fund-raising activities is urgently needed. The money raised through these activities provides the margin of excellence for CPA's programs.

To ensure the coordination of fund-raising activities, the Board of Directors requires all such projects to be approved by the members of the Board.

Sometimes younger children get the impression that they or their parents "must" buy or sell something or attend fund-raising events. This is never the case. All aspects of CPA's fund-raising activities are voluntary, and the inability to participate has no effect on grades, awards, etc. The school needs the participation of anyone who can offer support, but only to the extent of each person's capabilities and conscience.

## **ADVERTISING AND SOLICITATION**

The advertising or sale of any service, event, or product not part of the school, if conducted on school property or at any school function, must be approved in advance by the school administration. Excellent opportunities exist for businesses to advertise in *The Talon*, athletic publications, and on signs along the athletic fields.