



COLLETON PREP ACADEMY

STUDENT HANDBOOK

2018-2019

“HOME OF THE WAR HAWKS”

INTRODUCTION

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.

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 8th grade students in the Honors Math program will also earn a unit for Algebra I and English 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.

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.

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 Dual Credit Courses

A students' 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 7th through 12th grade students must take first semester exams. Students with an average of 90 or better from an average of the 3rd and 4th 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, 6th grade students will take a non-cumulative test during the exam period. 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 4th 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 4th 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 4th 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, SUMMER SCHOOL 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.

SUMMER SCHOOL

Students who do not pass a course or are not able to complete a course due to excessive absences must attend Summer School at a cost of \$400 per course. Students will receive a credit recovery grade to be entered upon the transcript as a "70". Students who are lacking courses due to transferring in from

another school may take Summer School classes for credit. Students who wish to take Dual Credit classes at another institution may do so but those classes will not be entered on the transcript or calculated in the student's GPA. Those classes may not be used to substitute the regular school year's course of study.

SCHOOL ROUTINE

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 RenWeb 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 7:00. Students should report to the double glass doors in 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/breakfast 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 8th 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
Homeroom:	8:05 AM — 8:15 AM
1st Period	8:15 AM — 9:05 AM
2nd Period	9:10 AM — 10:00AM
Break (4th – 12th)	10:00 AM — 10:15 AM
3rd Period	10:20 AM —11:10 AM
Middle School Lunch	11:10 – 11:45
4th Period (MS)	11:50 AM—12:40 PM
4th Period (HS)	11:15AM —12:05 PM
High School Lunch	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 a combination of (20) excused and unexcused absences (per course for middle and high school) 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.

TARDY POLICY

K5 - 12th grade

If a student is tardy 1-4 times per 9 weeks, there is no consequence. However, after the 4th tardy, each student will be charged \$20 per tardy per 9 weeks. This will be added to your child's bill at the end of each quarter. Please try to make every effort for your child to be on time!

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.

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 a copy and/or an email of the disciplinary referral 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 member of the CPA faculty or staff 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 grades PK1-5 will be handled by the individual teacher, unless the assistance of the Headmaster is requested. Collective rules concerning the playground and lunch room will be developed each year by the PK1-5 faculty in concert with the Head of Discipline and the Headmaster. *The use of corporal punishment is not allowed whatsoever.*

All students 6-12 are subject to the following code of conduct and all other rules and regulations of the school. This includes but is not limited to 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 events.

Zero-Tolerance Misconduct

The following offenses will result in a minimum three-day out-of-school suspension and could result in expulsion depending on the incident(s) and discretion of the Head of Discipline and the Headmaster.

1. Possession, sale, gift or use of alcohol on school property or at any school-related event
2. Possession, sale, gift or use of any illegal drug or illegally obtained prescription drug or drug paraphernalia on school property or at any school-related event
3. Using alcohol prior to coming on school grounds or prior to attending any school related event
4. Assaulting a teacher, staff member, or appointed volunteer
5. Possession of a firearm, explosive, or other deadly weapon on school property or at any school-related event
6. Threatening anyone on campus with a weapon

Major Misconduct

The following offenses will result in a minimum one-day in-school suspension, and could result in additional days or in an out-of-school suspension at the discretion of the Head of Discipline and the Headmaster. Repeated violations could result in expulsion.

1. Willful violent or harmful behavior; fighting; striking another student with the likelihood of bodily harm
2. Incompatibility: flagrant or consistent defiance of the basic routine of the school
3. Theft of any kind
4. Cheating, lying, or plagiarism - automatic "Zero" on all material involved
5. Foregoing a signature on any school-related paperwork; altering grades on any school document or report
6. Destruction of school property
7. Skipping school or leaving campus during school hours without proper approval
8. Participating in bullying or hazing, whether physical, verbal, or mental on campus or at any school-related event.
9. Accumulation of maximum number of allowable detentions (sixth and seventh offense under minor misconduct)
10. Possession of pornographic or obscene material or accessing such material through the school's internet facilities
11. Possession of any unapproved school key or ID badge
12. Tampering with any fire or safety device or equipment

13. Possession or use of tobacco products on campus or at any school related event even if student is of legal age

14. Possession or use of explosives or firework on campus or at any school-related event

Minor Misconduct

The following offenses detract from the atmosphere and the dignity of the academic setting during the school day. Repeated offenses show a refusal to adhere to school policies, and could result in out-of-school suspension. Minor misconduct will be dealt with using the following protocol:

- Homeroom teachers will provide guidance as necessary to ensure students comply with school policy. Homeroom teachers may allow any student in breach of school policy an opportunity to adhere to school guidelines prior to the end of homeroom. After homeroom any student not following school policy will be subject to disciplinary action.
- Teachers and/or staff members will notify the Head of Discipline with the type of offense, and the incident will be logged and handled immediately
- The Head of Discipline will use the following guidelines in regards to minor misconduct offenses per semester:
 - First offense: verbal warning and meeting with the Head of Discipline
 - Second offense: written warning and meeting with the Head of Discipline
 - Third-fifth offenses: one hour detention with Head of Discipline
 - Sixth-seventh offenses: One day in-school suspension
 - Eighth offense: Out of school suspension (minimum 1 day)
 - Additional offenses: Minimum one day out-of-school suspension up to three days out-of-school with the possibility of expulsion

1. Littering

2. Pushing or shoving another student

3. Creating disturbances in class or lunch room

4. Use of profanity, obscenity, or other language deemed inappropriate by a teacher, staff member, or designated volunteer

5. Being out of class without a pass

6. Public displays of affection (embracing, kissing)

7. Failure to return, within two school days, any report, note, or report card envelope sent home for a parent signature

8. Remaining on school grounds when unnecessary

9. Food and Drink

- Water and sports drinks may be consumed in their original bottle. No tumblers, personal water bottles, Yeti cups, etc. will be allowed anywhere on campus during school hours.
- No outside food will be allowed anywhere on campus during school hours except in the cafeteria during lunch and during break between 10:00-10:15 am.
- No food or drink may be delivered to campus for students, nor brought back on campus by students returning from senior lunch or USC-Salkehatchie.
- No food or drink may be taken from the cafeteria once the final lunch bell rings.
- Chewing gum is not permitted anywhere on campus during school hours.

10. Dress Code

Teachers and/or staff members will notify the Head of Discipline with the dress code violation, and the offense will be logged and handled immediately

School issued ID badges are part of the Colleton Prep dress code. In the interest of our students' safety, student ID badges must be worn around the neck and visible at all times during school hours with the exception of PE classes. Students who have lost or forgotten their badge should report to the front office to request a new badge or receive a temporary badge. Once a student has reached his/her fourth temporary badge in a semester, he/she will receive a detention. For each new ID badge a student requires, he/she will be charged a fee of \$10.00.

Female Attire Grades 3-12

	Acceptable	Not Acceptable
Tops	<ul style="list-style-type: none"> ·Tucked in unless specifically designed for outside wear except during PE classes ·Straps must be 3 fingers wide ·Neckline must be worn at or above arm-pit level in front and back ·Appropriate t-shirts ✓ 	<ul style="list-style-type: none"> ·Tank tops, bare midriff tops, spaghetti straps with no shirt underneath or blouse over top, tube tops, low-cut tops, spandex and tight-fitting ·Tops worn off of one or both shoulders ·Open back or razorback shirts
Shorts/Skirts/Pants	<ul style="list-style-type: none"> ·Worn at the waist ·Shorts and skirts at or below mid-thigh level all the way around ·Appropriate fitting 	<ul style="list-style-type: none"> ·Athletic shorts, beachwear, cutoffs ·Jeggings · Shorts, skirts, and pants with visible holes, frays, or excessive wear ·Camouflage shorts, skirts, or pants ·Tight fitting
Dresses	<ul style="list-style-type: none"> ·Straps must be 3 fingers wide ·Neckline must be worn at or above arm-pit level in front and back ·At or below the mid-thigh all the way around 	<ul style="list-style-type: none"> ·Strapless, spaghetti straps without a shirt underneath or blouse over top ·Tight fitting ·Open back or razorback dresses
Leggings/Tights	<ul style="list-style-type: none"> ·Worn with dresses or tops at or below mid-thigh level all the way around 	<ul style="list-style-type: none"> ·As part of an athletic team uniform ie. Leggings worn with team warm up jackets

Hair+ (Grades PK1-12)	·Clean, neat, well-groomed	·Extreme in style and/or color
Other	·Required ID badge worn around the neck	·Visible body piercings other than on the ears ·Visible tattoos ·Hats unless part of an organized team event* ·Sunglasses including worn on top of the head or around the neck*

Male Attire Grades 3-12

	Acceptable	Not Acceptable
Shirts	·Tucked in at all times with the exception of PE classes ·Shirts with a collar ·Appropriate t-shirts ✓	·Sleeveless or cutoff shirts ·Shirts with visible frays, holes, or excessive wear
Shorts/Pants	·Worn at the waist with a belt if belt loops are present ·Clean and appropriate fitting	·Athletic shorts or pants, beachwear, cutoffs ·Camouflage shorts and pants ·Shorts and pants with visible holes, frays, or excessive wear
Hair+ (Grades PK1-12)	·Clean, neat, well-groomed · Worn at or above eyebrows and the collar · Sideburns worn at or above the earlobe	·Extreme in style and/or color+ ·"Up-dos" of any sort ·Hair accessories ie. Headbands, hair clips, hair ties, etc.
Other	·Must be clean-shaven ·Required ID badge worn around the neck	·Facial hair ·Visible body piercings ·Visible tattoos ·Hats unless part of an organized team event* ·Sunglasses including worn on top of the head or around the neck*

Grades 3-5 will follow the same dress code as grades 6-12 with the exception that shirts are not required to be tucked in during school hours.

+Colored hair streaks for causes such as breast cancer must be worn in a style whether up or down, so that the unnatural color is not visible during school hours.

*If seen between the 8:05 am and 2:30 pm bells , hats and sunglasses will be confiscated immediately and labeled with student's name. Students may retrieve their property at the end of each quarter.

✓Appropriate t-shirts are defined as not portraying any product, item or activity that is not allowed at school. This includes but is not limited to: drugs, alcoholic beverages, tobacco products. T-shirts may not convey any inappropriate message, such as vulgarity or sexual innuendo.

For all banquets and award programs, females must dress formally according to the dress code. Males will also abide by the dress code and will be required to wear a shirt and tie with the appropriate shoes.

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.

Parking Lot and Driving Privileges

Students who have driving privileges are expected to behave in a courteous and attentive manner while on school property. Violations of these expectations and the below guidelines will be dealt with using the following protocol:

- First offense: Verbal warning
- Second & third offense: One hour detention with Head of Discipline
- Fourth offense: Loss of driving privileges for the remainder of the quarter

1. Students must immediately report to homeroom once they have arrived on campus. Students may not sit in their vehicles or convene in the parking lot prior to 7:40 am. Students returning from USC-Salkahatchie will have a designated homeroom location and teacher to which to report.

2. After the last bell at 2:30 pm, students not receiving academic help or participating in extra-curricular activities must exit the parking lot by 2:45 pm.

3. Students must have a car pass to be in the parking lot any time during school hours except those leaving for and returning from classes at USC-Salkehatchie.

4. All vehicles must be registered and have a registration sticker visible on the bottom right rear bumper or bottom right rear glass. If a student or visitor drives a non-registered vehicle on campus during school hours, they must notify the front office.

5. Students must park in the appropriately assigned spaces.

Electronic Communication Devices

Electronic communication device violations will follow the following protocol:

- First offense: Detention; device is confiscated, and a parent or legal guardian must come pick up the device from the front office
- Second offense: One day in-school-suspension; the device is confiscated, and a parent or legal guardian must come pick up the device from the front office; \$20.00 fee
- Additional offenses: One day in-school-suspension; the device is confiscated, and a parent or legal guardian must come pick up the device from the front office; the fee will increase by \$20.00 for each additional offense

1. During school hours, student use of any electronic communication devices ie. cell phones, apple watches, tablets, etc on campus is prohibited anywhere during classroom time and each lunch period. Students must hand in their phone to each teacher at the beginning of every period including PE classes. Students' phones must be off or silenced and out of sight during each lunch period (vibrating does not count as silent).

2. Students are only allowed to use their devices in between classes and during break between 10:00-10:15 am.

3. During the appropriate times, students may view and/or receive items on social media. However, students are not allowed to photograph or take video of any student, faculty or staff member during school hours. In addition they may not post to or transmit social media at any time during school hours. The Head of School may make exceptions for this for events such as pep rallies and award programs.

4. Students and their property are subject to a search in the event of a classroom or lunchroom disturbance.

5. Students retroactively caught using any electronic communication devices during school hours are subject to the same consequences.

ANTI-BULLYING AND ANTI-HARASSMENT POLICY

Colleton Prep Academy prohibits acts of harassment, intimidation, or bullying whether committed actively or passively. Passively is defined as being a bystander who supports or does not report such inappropriate behavior. 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. 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. 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.

Detentions and Suspensions

Detention will be held during or after school at times and places designated by the Head of Discipline and will be of one hour in duration. Parents will be notified via email or in writing. 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. Failure to appear for a detention will result in an automatic minimum of one-day in-school-suspension. Further failing to appear for detentions could result in out-of-school suspensions or expulsion.

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 it is assigned and extends through the next full day of school. 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.

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 any 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.

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 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.

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 K1-12 are enrolled 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 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 K1, K2, K3, or K4, 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 – 12th 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.

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 for students entering their Senior year. 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.

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.

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.