

Sumter Academy

York-Livingston, Alabama

www.sumteracademy.org



STUDENT HANDBOOK
2008-2009

TABLE OF CONTENTS

WELCOME	1
SCHOOL CALENDAR.....	2
FACULTY AND STAFF DIRECTORY	3
BOARD OF DIRECTORS	3
ACADEMIC INFORMATION.....	4-12
ATTENDANCE POLICIES.....	13-14
DISCIPLINE POLICY	15-16
DANCE REGULATIONS	15-16
UNIFORM POLICY.....	17-18
DRUG POLICY.....	21-22
ATHLETICS AND PHYSICAL EDUCATION	22
CLUBS AND ACTIVITIES	23-24
FINANCIAL POLICIES.....	25-26
TUITION & FEES.....	26
ALMA MATER	27
AISA RULES ON FAN BEHAVIOR	28

Dear Students and Parents,

It is with great anticipation that we enter the 2008-2009 school year here at Sumter Academy. The staff and I are prepared to make this year a very enjoyable one. As in the past our main emphasis will be on the students. Expectations and standards will be high. We know that each student is up to this challenge. As your principle, I promise to provide you with sound and positive leadership. Each of us must do our part to ensure success. We ask that students strive to do their best spiritually, academically, and socially. That each demonstrates proper behavior and cooperation. We also ask that students exhibit school spirit in a safe and positive manner. Thank you for your cooperation.

Good luck this year,

A handwritten signature in black ink, appearing to read "Paul Kirchharr". The signature is fluid and cursive, with a long horizontal stroke at the end.

Paul Kirchharr

This Student Handbook contains most of the rules, policies and procedures of Sumter Academy. If for any reason there are any changes in the rules, policies or procedures during this year, you will be notified.

2008 - 2009 Calendar

Aug. 5 and 6	Teachers In-Service
Aug. 7	Open House
Aug. 8	First day of School (half day)
Aug. 11	First Full day of School
Sept. 1	Labor Day
Sept. 9	Progress Reports go out!
Sept. 16	SGA Workshop @ Huntingdon
Oct. 6	Professional Development Day (No School)
Oct. 10	End of 1st Nine Weeks
Oct. 13	Columbus Day Holiday
	Winter Sports practice may begin
Oct. 23	Fall Festival (half day)
Oct. 25	State Volleyball Tournament
Nov. 7	First Round of Football Playoffs
Nov. 8	All-Star Volleyball Game
Nov. 11	Veterans Day Holiday
Nov. 12	Progress Reports go out
Nov. 19	Community Day!
Nov. 21	AISA Tripleheader Championships
Nov. 24-28	Thanksgiving Holidays
Dec. 4	AISA All-Star Football Game
Dec. 12	End of 2nd Nine Weeks
Dec. 17-19	Mid-Term Exams
Dec. 22-Jan. 5	Christmas Holidays
Jan. 5	Teachers In-Service
Jan. 6	School Resumes
Jan. 12	Spring Sports May begin
Jan. 22	SA's Spelling Bee
Jan. 24	Jr. High State Tournament
Jan. 27	District Spelling Bee
Jan. 30	Winter Break! (No School)
Feb. 3	State Spelling Bee
	Progress Reports Go out
Feb. 6 & 7	Area Basketball Tournaments

Feb. 10.....	District Middle School/High School Math Contest
Feb. 12, 13, 14.....	State Basketball Tournament (1st)
Feb. 16.....	President’s Day Holiday
Feb. 17.....	State High School Math Contest
Feb. 18-20	AISA Final Four
Feb. 20.....	Sumter’s Science Fair
Feb. 24.....	State M.S. Math Contest
Feb. 25.....	District Science Fair
Mar. 3	District H.S. Scholars Bowl
Mar. 5	State Science Fair
Mar. 6	End of 3rd Nine Weeks
Mar. 10	State H.S. Scholars Bowl
Mar. 16-20.....	Spring Break
Mar. 28	SA’s Prom
Apr. 8.....	District Art Show
Apr. 10.....	Good Friday Holiday
Apr. 14.....	Progress Reports go out
Apr. 16.....	State Art Show
Apr. 23-24	State Track Meet
Apr. 24.....	1st Round Baseball Playoffs
Apr. 27-28	State Golf Tournament
Apr. 29-30	2nd Round Baseball Playoffs
May 4	State SGA Convention
May 14	Spring Sports Banquet 6:30 pm
May 15	K-4 and K-5 Graduation 8:30 am
	End of 4th Nine Weeks
May 17	Baccalaureate Service 2 pm
	Graduation 7 pm
May 18-20.....	Final Exams
May 22	5th Grade Graduation 8 am

FACULTY AND STAFF 2008-2009

STAFF

Headmaster – Paul Kirchharr
Athletic Director – Bob Taylor
Bookkeeper – Melissa Hillman
Secretary – Lisa Robinson
Maintenance - Edith Wiggins
Lunchroom Supervisor – Julia Rew
H.S. Counselor – Laura Larkin

ELEMENTARY FACULTY

K-4 - Phoebe Waddell
K-5 - Ashley Dial
1st Grade - Judy Matlock
2nd Grade - Banks Gordy
3rd Grade - Debra Smith
4th Grade - Corey Curlee and Robbie Yeager
5th Grade - Libba Barger
P.E. - Cathy Castleberry

MIDDLE SCHOOL FACULTY

6th, 7th, 8th Grades
Kayla Jones – English
Karen Vaughan – Math
Joy Wear – Science
Bob Taylor – History

HIGH SCHOOL FACULTY

Laura Larkin – Spanish
Reid Vaughan – History
Scott Brown – Math
Rita Bonner – Advanced Math
Joan Rundles – Advanced Science
Bob Taylor – Science
Rebecca Vick – English/Creative Writing
Rita Bonner – Physics/Pre Cal and Pre Trig
Mary Holycross – Librarian

BOARD OF DIRECTORS

Allen Waddell-----North Sumter
Tommy Smitherman -----North Sumter
Butch Larkin ----- Livingston
Scott Hendry-Vice Chairman ----- Livingston
Bruce Cook - Secretary ----- Livingston
Larry Strickland - Chairman ----- York
Jimmy Robinson----- York
Reid Vaughan -----South Sumter/Cuba
John Averette-Treasurer -----South Sumter/Cuba
Mike Pratt -----South Sumter/Cuba
Ted Vaughan ----- At Large
Blake Vaughan----- At Large

ACADEMIC POLICY

1. Admission Policy

In order to be enrolled at Sumter Academy as a student, a child must meet all local and state health requirements, as well as any other requirements set by Sumter School Foundation, Inc.

- Each Applicant must be interviewed by a member of the Sumter School Foundation, Inc., and at such interview a parent must be present and must likewise be interviewed.
- The faculty/staff member(s) interviewing the applicant may, at their discretion, apply testing as necessary to enable them to make a recommendation on the applicant.
- This recommendation will be forwarded to the Academic Admissions Council for their review.
- Any student with known disabilities such as: (Severe Learning Disabilities – Mental Retardation – Emotional Conflicts – Severe Behavioral Problems – Physical Disabilities) would be viewed on an individual basis, with previous records and testing carefully studied before allowing his or her admission into Sumter Academy. Sumter Academy will make reasonable accommodations for students with disabilities. It is imperative to the academic well being of all the academy's students that any new students be able to function in the total school program.
- Any student who has been expelled or removed from another school will not be admitted into the academy.
- Students transferring from schools accredited by the Alabama Independent Schools Association and Southeastern Colleges and Schools (or other regional accrediting body recognizes by SACS), will have their credits excepted where applicable. Students entering from non-accredited institutions will have credits that must be audited in order to verify satisfactory completion of the course.
- Present students applying for readmission must have satisfactorily completed all school work from the previous school year or must be making satisfactory progress at their grade levels in the opinion of the administration and faculty. The student must have demonstrated personal traits that are conducive to the total school program.
- Each applicant must be approved by the Board of Directors of the Sumter School Foundation.

ENROLLMENT PROCEDURE

- Completion of Application.
 - * Supply copies of prospective student's transcripts and discipline records.
 - * Copy of birth certificate, social security card, and immunization information.
- Interview with faculty/staff member(s), prospective student, and parent(s).
- Review of student interview and academic records by Academic Admissions Council.
 - * Testing for grade placement and credit auditing, if necessary. (Professional testing services at parent expense may be required).
- Review of Student interview and academic records by Sumter Academy Board of Directors.

Kindergarten and First Grade Admissions Policy

In addition to the standard admissions requirements and procedures, the following requirements and procedures will apply to students entering K-4, K5, and first grade.

- In order to attend K-4 a child must be four years* old prior to September 1st.
- In order to attend K-5 a child must be five years old prior to September 1st. A child that is admitted after Christmas must have been in a readiness program prior to entry or must be able to perform comparably with Sumter Academy pupils at the time of entry.
- In order to enroll and attend the first grade students must be 6 years old prior to September 1st.
- Sumter Academy students entering the first grade must have scored at least 75% on the first grade readiness test in reading and math.
- Any student not attending a preschool or kindergarten program must complete a readiness test with 75% accuracy in order to be admitted in K-5 or first grade. Progress reports from previous preschool or kindergarten teachers are required as part of the admissions process, and must contain positive recommendations.
- Admission to K-5 or first grade is CONDITIONAL and is based on satisfactory performance/completion of the grade requirements. Any child whose performance is questionable and is allowed to enter K-5 to first grade, would do so only with the understanding that he/she might have to repeat the grade if passing requirements are not met.

* K-4 will accept a limited number of three year old students into the K-4 program provided the child turns four years old by December 1st of the school year in which the child attends. It will be understood that acceptance of a student that is three years of age will require the student to repeat K-4 for a second year. No student accepted early will be eligible for K-5 until they meet the age requirements above for entering the program. Four year old students will be accepted into the K-4 program over any three year old regardless of registration date.

II. Grading System

Number grades are used on report cards. They represent the following letter grades as recommended by AISA.

A= 90 through 100; B= 80 through 89; C= 70 through 79; D= 60 through 69; and F= 0 through 59. The semester test has a value of one-fourth the official grade. Only seniors with an average of 90 or above will be exempt from semester exams - second semester exams only. Juniors will no longer be exempt.

Conduct grades on report cards are to be interpreted as follows:

A= Called down a few times; slightly talkative.

B= Very talkative; called down several times a day; detention one time for behavior; sent out in hall once or twice; questioned teacher (not disrespectfully) several times.

C= Rudely talks back to teacher (first offense with apologetic attitude afterwards); sent out of room several times; sent to office once or twice; cheating (first offense); parent called for behavior problems.

D= Sent to office several times; constant detention for behavior; sent out of room several times; disrespectful to teacher; regularly talks back to teacher in rude tone with no apologetic attitude afterwards.

F= Cheating (more than one time).

III. Correspondence Courses

Credit will not be given for correspondence courses except under unusual circumstances such as a long illness, or to allow a student to graduate with his class. Senior correspondence courses or courses needed for graduation must be completed by the last Friday in April. In other words, if courses needed for graduation are not completed and grades received by Sumter Academy by this date, seniors needing the courses for graduation will **NOT** graduate in May of that current year. There will be no exceptions to this rule.

IV. Tutors

No credit may be earned through the use of a tutor.

V. The University of West Alabama Courses

Courses at UWA may be taken for Sumter Academy and/or UWA credit. All course work taken at UWA for Sumter Academy credit must receive counselor and Headmaster approval in advance. Grade level status requirements may apply.

VI. Honor Roll and Report Cards

A. The Honor Roll will be published at the end of each nine weeks. The A Honor Roll contains the names of students carrying a normal load of four academic subjects or more and having all A's. The B Honor Roll consists of students carrying a normal load of four academic subjects or more and having grades of all A's and B's. Academic subjects as well as minor subjects are included. A student with an I or an U will not be placed on the Honor Roll. A student with a grade below a B in conduct will not be placed on the Honor Roll.

B. Semester Honor Roll

A Honor Roll - Semester averages in each subject must be 90 or above.

No grade in conduct or effort below B during the semester.

A-B Honor Roll - Semester averages in each subject must be 80 or above.

No grade in conduct or effort below B during the semester.

Report cards will go out at approximately nine-week intervals. These must be signed by the parent or guardian and returned to the students homeroom teacher. These cards will be due within 48 hours after they are issued. Anyone not returning the report card will be required to purchase a new one at a cost of \$3.00.

VII. Selection of Valedictorian and Salutatorian

Students who have met the requirements for the Advanced Academic or Advanced Honors Diplomas will be considered for selection of Valedictorian or Salutatorian:

- A. The two students who have the highest numerical averages in the Advanced Academic or Advanced Honors course of study will be selected.
- B. In the event of a tie the student with the highest ranking diploma will receive the honor.
- C. For averaging purposes all figuring done will be carried to the hundredths place.
- D. Valedictorian and Salutatorian status will be determined at the end of the 3rd nine weeks of the senior year.
- E. Courses not counted in figuring rank are Library Aide, Office Aide, P.E. Assistant, and Teacher Aide.

VIII. Promotion Requirements

- A. Elementary (1-5)
The Sumter Academy curriculum guide will be used to determine skills to be mastered at each grade level
To be promoted a child must:
 - 1. Have passing grades in reading, language, and math on grade level.
 - 2. Score at the following levels on the Standardized Achievement Test in Total Reading, Total Language, and Total Math: Grade 2- 2.0+ Grade 5- 5.0+
 - 3. Have an average of 60 or above on the following subject-area tests:
 - a. Reading - Macmillan Reading Skills Test
 - b. Language - Teacher-made tests for nine weeks, midterm, and end of year.
 - c. Math - Beta Tests for each concept.
 - 4. Students who show a great discrepancy in achievement tests and content test will be viewed individually.
 - 5. Students who fail to meet the above requirements will not be promoted to the next grade.

6. If a child is not able to perform on grade level, parents will be notified immediately. An asterick will appear on the report card by each subject where work is below grade level. Conferences will be held throughout the year to advise parents of their children's progress and to suggest tutoring or testing. Students not completing the year on grade level will not be promoted.
7. Students who have been professionally tested and have identified learning disabilities will be handled on an individual basis according to the professional prescription for each individual situation.
8. Parent-Teacher conferences will be held with both parents in the winter and spring to alert parents that retention is being considered. A report of each meeting will be signed by the parents and the teacher and placed in the child's cumulative record.
9. In order to receive Perfect Attendance, an elementary student must be in school all day from 7:50 to 2:50. Students leaving for any reason or coming in late will receive a tardy or early dismissal and will not be considered for perfect attendance.

B. Secondary

1. Grades 6-8: A student who does not pass three major subjects for the year will not be promoted unless there are unusual circumstances.
2. Grades 9-12: Credits are awarded on a semester basis, and each course of each semester is graded individually. Homeroom assignments are irrelevant for grades 9-12.

IX. Courses of Study

Sumter Academy offers three diploma tracks: standard diploma, academic diploma, and academic honors diploma. The course of study used for the academic and academic honors diploma is designed to prepare students for college and many technical careers. The standard diploma course of study is designed for students planning to attend trade or business schools, or plan to go to work immediately upon graduation. Students will be required to choose one of three diploma tracts upon entering the ninth grade. Because of the nature of the curriculum requirements, it is recommended that a student take the academic or academic honors course of study unless he or she is very sure of not attending college or striving for a career in a very technical field (such as laboratory technician, computer repair, nursing, electronics) It is much easier to transfer from the academic and academic honors course to the standard diploma course of study than vice-versa.

X. Special Note - Regarding Schedules

All students are required to take five traditional classes each semester. This total does not include physical education or variations of teacher aids. Students are allowed to take only one aide class per year as an elective (with headmaster approval) The headmaster may allow a student to take aid classes in extenuating circumstances.

XI. Diploma Requirements

A. Alabama High School Diploma (Standard Diploma)

CREDITS

English Language Arts	4
Four credits to include English 9, English 10, English 11, and English 12 (one unit per grade)	
Mathematics	4
Must include advanced level of:	
Algebra I (1)	
Geometry (1)	
Science	4
Four credits to include:	
Biology (1)	
A Physical Science (1)	
Social Studies	4
Grade 9 (1)	
Grade 10 (1)	
Grade 11 (1)	
Grade 12 (1)	
Physical Education	1
Note: Effective with ninth grade class of 1999, 1/2 unit of the Physical Education requirement will be the "Lifetime Sports" curriculum.	
Health Education	1/2
Fine Arts	1/2
Computer Applications*	1/2
Electives	5-1/2

TOTAL 24

*May be waived if computer literacy, keyboarding skills and introductory computer application skills are verified by qualified staff at the high school. The designated one-half credit will then be added to the electives, making a total of six electives.

B. Alabama High School Diploma with Advanced Academic Endorsement

CREDITS

English Language Arts	4
Four credits to include advanced levels of English 9,10,11, and 12 (one unit per grade)	
Mathematics	4
Must include advanced level of:	
Algebra II with Trigonometry (1)	
Science	4
Must include advanced levels of:	
Biology (1)	
A Physical Science (1)	
Additional Life and/or Physical Science (2)	
Social Studies	4
Grade 9 Social Studies (1)	
Grade 10 Social Studies (1)	
Grade 11 Social Studies (1)	
Grade 12 Social Studies (1)	
Physical Education	1
NOTE: Effective with ninth grade class of 1999-2000, 1/2 unit of the Physical Education requirement will be the "Lifetime Sports" curriculum.	
Health Education	1/2
Fine Arts	1/2
Computer Applications*	1/2
Foreign Language	2
Electives	3-1/2

TOTAL 24

*May be waived if computer literacy, keyboarding skills and introductory computer application skills are verified by qualified staff at the high school. The designated one-half credit will then be added to the electives, making a total of four electives.

C. AISA Advanced Honors Diploma Requirements

CREDITS

English Language Arts	4
Four credits to include advanced levels of English 9,10,11, and 12 (one unit per grade)	
Mathematics	4
Must include advanced level of: Algebra II with Trigonometry	
Science	4
Must include advanced levels of: Biology (1) A Physical Science (1) Additional Life or Physical Science (2)	
Social Studies.....	4
Grade 9 Social Studies (1) Grade 10 SocialStudies (1) Grade 11 Social Studies (1) Grade 12 Social Studies (1)	
Physical Education.....	1

NOTE: Effective with ninth grade class of 1999-2000, 1/2 unit of the Physical Education requirement will be the (Lifetime Sports) curriculum (See appendix for syllabus for this 1/2 unit course)

Foreign Language.....	2
Health	1/2
Fine Arts	1/2
Computer Science*	1/2
Research and Writing	1/2
Service (School or Community).....	1/2
Electives	3-1/2

TOTAL 25

* May be waived if computer literacy, keyboarding skills and introductory computer application skills are verified by qualified staff at the high school. The designated one-half credit will then be added to the electives, making a total of four electives.

XII. Special Notice Regarding Required Courses in Either Course of Study

A Student at Sumter Academy will not be prevented from graduating or be declared ineligible for a standard diploma, advanced academic diploma or advanced honors diploma because he or she lacks a specific course (not specifically named in the Alabama Independent School Association Handbook) **IF** the absence of the credit is not the student's fault. (Any state history form outside Alabama can be transferred)

XIII. Diplomas Awarded at Sumter Academy

- a. Advanced Honors Diploma – will be awarded to those students who complete all requirements of the Advanced Honors Course of Study
- b. Advanced Academic Diploma – will be awarded to those who complete all requirements of the Advanced Academic Course of Study.
- c. Standard Diploma – will be awarded to those students who complete all the standard course study.
- d. Upon receipt of the above certificates, a student's academic eligibility at Sumter Academy is terminated.

XIV. Counseling Service

Students with personal, educational or vocational problems are invited and encouraged to request the counselor's assistance in the solution of their problems. Parents and students are encouraged to make an appointment.

XV. Application will be secured in the counselor's office for both ACT and SAT tests. All Juniors must take the ACT test.

- The PSAT test will be given to juniors in October.
- The Standard Achievement Test will be given to grades 2,4,6, and 8 in spring semester of each year.
- The PLAN will be given to the sophomore class and the ASVAB will be given to the junior class.
- Other test that are necessary for proper guidance and counseling may be administered at the discretion of the Headmaster and Counselor.

XVI. Transcript

One copy will be sent upon request. Additional copies carry a \$3.00 charge. Transcript request forms can be obtained from the guidance counselor or in the main office.

XVII. Parent-Teacher Conferences

Parent-teacher conferences are encouraged. Parents should call and schedule conferences by appointment through the office with approval of the headmaster. These should be scheduled during teacher's planning periods or after school hours. Conferences should be scheduled at least one day ahead of time.

XVIII. Schedule Changes

Students in the ninth grade will be able to receive a schedule change without penalty during the first semester any time during the period between the first day of school and two days following the day the first report card is issued. Students in grade ten, eleven and twelve may receive a schedule change without penalty only during the first week of school. Any schedule changes made for the second semester must be made during the first two weeks of the second semester if a penalty is to be avoided.

Any student dropping a course after the above-stated times will receive an F for the course for the semester, recorded on his permanent record. That course will count as a course taken the entire semester.

A ninth-grade student changing from Algebra I to Basic Algebra I will carry his Algebra grades to Basic Algebra I to be averaged with his subsequent work in Basic Algebra I. The same rule is to be followed with other schedule changes made during the time permitted above. All schedule changes must be approved by the student's parents in writing.

XIX. Established Guidelines for Independent Study and Correspondence Work

Students may take correspondence courses the University of Alabama, the University of Missouri, and any other accredited correspondence school recommended by the Headmaster and approved by the academic committee of the Board of Directors, Independent study courses may be taken from members of the Sumter Academy faculty only, and such courses must meet the following criteria: a) the teacher offering the course must be certified to teach that course, b) the complete package of requirements must be approved before any student begins work on the course, c) the course must be so designed as to insure that the student will meet the same requirements as students taking the courses in a normal manner, d) the Headmaster must preview the course requirements, compare them to the Sumter Academy Curriculum Guide and the normal expectations of our regular classes, and certify in writing to the academic committee that this course meets the above requirements and that he has approved the course, e) the Headmaster is to monitor the course to see that it is conducted as written and approved.

Courses taught at the University of West Alabama may be accepted for credit only if they are approved in advance and are needed by the student because of scheduling limitations or because the student is on the three-year graduation program. Students will be allowed to take correspondence or independent-study courses at The University of West Alabama during the school year only if: a) the course is not available for them at the Academy (or cannot be scheduled), b) written permission is obtained from the Headmaster in advance, c) the student does not exceed the limitation of six courses per semester as set by the AISA.

Correspondence courses (1) begun after the beginning of the second semester and before the end of the second semester must be completed before the opening of school the next year, or (2) begun after the beginning of the first semester and before the end of the first semester must be completed by the end of that school year.

This policy is written in an effort to provide uniformity, quality, and consistency in our use of outside courses at Sumter Academy. It is the intention of this policy to insure that even students taking summer work for courses failed must meet the same standards as those in the regular classroom.

XX. Tutor

Sumter Academy shall not be responsible for securing tutors for students. The student shall not miss another class to receive tutoring. If time does allow for the use of a tutor this shall be allowed.

ATTENDANCE POLICIES

ALL STUDENTS WILL ATTEND CLASSES FOR 155 DAYS IN THE SCHOOL TERM TO RECEIVE CREDIT FOR THE YEAR'S WORK

I. Attendance Regulations

- A. Absences- There are occasions when parents need to keep their children out of school for unusual reasons. These would include family trips which cannot be scheduled around the school calendar; outside-of-school activities and other non-emergency type reasons.
THEY MUST BE APPROVED BY THE HEADMASTER 24 HOURS IN ADVANCE. The Headmaster will determine if absences are excused or unexcused.
- B. After being absent from school, a pupil must bring a note signed by his parent stating the **date** of the absence and the **reason** for the absence. All notes must be signed by a parent. This note is brought on the first day a student returns to school. If not brought by the second day, the student will receive an unexcused absence.
- C. The excuse is given to the office upon returning to school. It is then coded and put on the daily absence report. These excuses will be on file in the office. A pupil must go to the office when returning from an absence in order to get an admission slip to the first-period class.
- D. Spot checks will be made on absences by telephone or visitation.
- E. According to Accreditation Standards for Alabama, it is unlikely that a student can do work satisfactorily enough to merit a passing grade unless he is in attendance at least 155 days out of a total of 175 days for the year.
- F. **Please listen to area radio and television stations at 7:00 A.M. any morning on which you have doubts that school will be open or closed.** The announcements will be made on the radio on the day that is in question.
- G. Before a child can return to school after an illness, he must be free of fever for a 24-hour period.
- H. Any child with over 15 absences during the year will be required to meet with the Academic Committee. The parents of the child shall also be present.

II. Make-up Work

- A. A student who has an excused absence has the privilege of making up such an absence to the satisfaction of the individual teacher.
- B. An excused absence does not equal a grade.
- C. If a student does not make up an excused absence to the teacher's satisfaction, he will receive a scholastic penalty of zero for that work. One day's grace will be allowed for each day of excused absence. Arrangements must be made to complete assignments with teachers on the day student returns to school

- D. Tests or long-term assignments that have been previously announced or made and that fall due during the excused absence shall be taken or submitted on the day of return to school. An excused absence in this case is for medical illness or emergency reasons.
- E. Students who leave school before the regular dismissal time shall, prior to leaving school, take any previously announced tests. Arrangements shall be made with the appropriate teacher. For example, athletes leaving school for a game at the end of period six shall take a previously announced period-seven-due test before leaving that day. Class work/assignments previously announced shall be handled in the same manner. For example, a period-seven-due assignment shall be submitted to the teacher before the student checks out from school early.

III. Tardiness

- A. A pupil is tardy to school if he/she reports to homeroom after the 7:50 A.M. bell rings.
- B. Pupils must be in their classrooms at the end of passing time or be counted tardy.
- C. Pupils who are tardy will be admitted to class or homeroom only with a tardy slip secured at the office attendance window.
- D. Excessive tardiness and attendance problems will lead to an administrative review of a student's continuing enrollment at Sumter Academy.
- E. Sumter Academy follows its policy on tardiness as stated below:

All tardies are considered unexcused. Lateness because of bus problems or for medical appointments is not counted as a tardy. All absences and tardies for medical reasons require written excuses from the doctor or dentist.

There is no punitive action for the first two tardies in a nine-week period, but the office will keep a record and notify the parents or guardians after the second instance of lateness in any six weeks. If there is a third tardy in a nine weeks, the student will receive one day's detention. For the fourth tardy in a nine weeks the student will receive in-school suspension for 2 days. If there is a fifth tardy in nine weeks a student who drives to school will have to be driven to school by parent or guardian for 5 days. A student that does not drive to school will have 2 days of in-school suspension with the Headmaster.

IV. Withdrawals

Students who withdraw for any reason should notify the office and the homeroom teacher immediately. In case of transfer to another school, students should pick up their report cards, or they will be mailed. Withdrawal forms are to be filled out by the parents or guardians.

V. Checkout from School Before Normal School Day Is Over

No student will be allowed to check out during the school day unless his or her parent or guardian, or other responsible individual as named by parent or guardian, comes to school and checks him or her out. The only exceptions are for dental or doctor appointments, in which case a pupil who drives will be allowed to do so. If the responsible individual picks up the pupil, he must fill out a special checkout form in the office. The parent or guardian must let the office know who the responsible individual is who will pick up the pupil. The Headmaster must be informed in cases of all specially named individuals other than parent or guardian who pick up pupils. Pupils who have employment and who have followed the established policies for going to work are also allowed to leave at approved work times.

VI. Students leaving campus without permission will receive a three-day suspension.

BEHAVIORAL REQUIREMENTS

I. Discipline

- A. When a teacher refers a student to the Headmaster for disciplinary reasons, the teacher will send a form to the office describing the offense. The Headmaster will keep a written record of what action was taken and send a copy to the teacher.
- B. If a student is sent to the Headmaster for disciplinary reasons for a third time within a semester, the student must appear before the Disciplinary Committee of the Board of Directors before he or she can participate in any extracurricular activities during the remainder of the semester.
- C. No disrespect of faculty, staff or other students, which will include the use of profanity and threats of any nature, will be allowed, and any such acts occurring will be punishable by the student being expelled immediately.
- D. If corporal punishment is given to a student, with a faculty member present, the parents will be notified of this the same day.
- E. If a student is suspended, a parent must accompany him/her during their return to school - **NO EXCEPTIONS**.
- F. The Board is not opposed to corporal punishment of a student if the situation warrants.
- G. Disciplinary actions include the following, depending on the number and severity of the offenses with the discretion of the headmaster.
 - 1. Lecture or paddling.
 - 2. Detention. Detention may be assigned at any time, but will be assigned if there is a second disciplinary problem within a semester. Detention is held at 7:00 A.M. Parents will be notified why detention has been assigned and when the student must report. If the student does not serve his or her assigned day(s), he or she must serve double the number of days initially assigned. If he or she fails to report a second time, the student will be suspended for one day. If a student is assigned to detention a second time in one semester, he or she must appear before the Disciplinary Committee of the Board of Directors before he or she can participate in any extracurricular activities during the remainder of the semester.
 - 3. Suspension. Students are forbidden to attend school or any school function or to participate in any curricular activities during the period of suspension. A grade of zero is assigned for all work missed during suspension. Parents must accompany any suspended student to school when he or she returns.
 - 4. Expulsion. Students are forbidden to attend school or any school functions or participate in any extracurricular activities. This action is taken if there are more than three suspensions in any semester or in particularly severe cases of insubordinate behavior, vandalism, or similar instances of inappropriate behavior. After expulsion, students may be readmitted to Sumter Academy only if they and their parents or guardians appeal to the Board of Directors and the Board votes to readmit the student.

II. General Discipline Rules

- A. Always be in class unless you have written permission signed by a faculty member.
- B. All food and drinks are to be consumed in the lunchroom.
- C. Always be on time for school and class.

- D. Always bring your materials to class.
 - E. All students share the responsibility for taking care of the Academy facilities and equipment.
 - F. Students will be allowed to check out only in cases of medical or dental appointments, when a student becomes ill at school, or in case of a family emergency. The Headmaster must approve all checkouts.
 - G. Absences will be closely monitored. More than ten absences in a semester can result in loss of credit for all classes regardless of your grades.
 - H. Always behave appropriately. If you aren't sure what to do, follow the faculty's example. If you are not sure, ask a teacher, not another student.
 - I. Practice the Golden Rule in your relations with other students and faculty.
 - J. Your main responsibility during the school year is school - it is your job. Always do and be your best.
- Never
- 1. Be disrespectful - physically or verbally - to any faculty or staff member.
 - 2. Have or use or be under the influence of drugs on campus.
 - 3. Have or use or be under the influence of alcohol on campus.
 - 4. Wear leather-sole shoes on the gym floor.

III. Academic Dishonesty

Instances of academic dishonesty, including but not limited to cheating on tests and plagiarism, will be punished by the assignment of a grade of zero for the work. Further, the student's parents or guardians will be notified, and he or she will be sent home immediately. He or she must be accompanied by parent or guardian upon return to school.

IV. Smoking

Smoking, chewing, and dipping are not allowed on campus. If a student is caught with any forms of tobacco, the parent will be called, and the student will be suspended for three days.

V. Dance Regulations

Dress

- A. The dress code for dances will be announced in advance.
- B. Semiformal means dressy dress or dressy pants outfit for girls and a coat and tie for boys.
- C. Formal means a formal dress or pants outfit for girls and a suit for tuxedo for boys.
- D. Sock hops require shoes off at the door, unless held in the little gym.
- E. Students will not be allowed to change clothes during Homecoming Dance or Prom.

Attendance

- A. Those eligible to attend a dance will be announced for each dance. (Example: grades 7-9 or grades 7-12)
- B. Alumni are invited to attend Homecoming.
- C. Dates from other schools and alumni dates are permissible for most dances unless otherwise stipulated.
- D. If your date does not attend Sumter Academy, you – not your date – will be held responsible for any misconduct.
- E. All students attending a dance are required to sign in upon arrival and sign out when leaving the premises.
- F. All students attending Homecoming Dance or Prom are required to stay until the dance is over unless personally signed out by a parent or official guardian. Any parent or guardian who signs out a student prior to the end of the dance must personally escort said student, and his or her date if applicable, off the premises.
- G. No student will be allowed to return to a dance after signing out or after being signed out by parent or guardian.

Admission

Price will be announced for each dance.

Decorations

Decorations and clean-up are the responsibility of the sponsoring group.

Chaperones

Dance chaperones will be provided by the sponsoring group. Chaperones have authority to detain any individual or couple or to require any individual or couple to leave for unseemly conduct. Misconduct will evoke official school action.

VI. Drugs and Alcohol

Any student possessing, using or selling alcohol and/or drugs on campus at any time during or after school, or during any school activity off campus, will be expelled. The parents and student can appeal to the Executive Board to be allowed to re-enter school. School officials can search students or student property at any given time without a search warrant. Any instance of violation will be governed under the Academy's drug policy.

VII. Gun and Knife Code

- A. Gun Code - Any student who is found to have a gun of any kind on the student's person or in his vehicle will automatically be expelled from Sumter Academy and will have to go before the Board in order to seek reinstatement. No type of firearms is acceptable.
- B. Knife Code - Any student found to have a knife on campus will serve a 1-day in-school suspension and have the knife confiscated. If the same student is caught with a knife on a second occasion, the student will be expelled and will have to seek Board approval for reentry. Any student caught brandishing a knife in a threatening manner will automatically be expelled and must seek Board approval for re-entry.

VIII. Uniform Policy

Students who come to school not dressed according to uniform policy will be sent home.

K-4 – 3rd Grade

Royal Blue or Red polo shirt with Sumter Academy's Logo

Royal Blue or Red long sleeve polo shirt or turtleneck with Sumter Academy's logo

Khaki pants or shorts

Girls may also wear khaki color skorts or capris, a polo dress with Sumter Academy's logo, plaid skirt, blouse or turtleneck

*K-4, K-5, first, and second grade students are not expected to wear belts or tuck in shirts

4th – 12th Grade

Royal Blue, Red, or White polo shirt with Sumter Academy's Logo

Royal Blue, Red, or White long sleeve polo shirt or turtleneck with Sumter Academy's Logo

Khaki pants or shorts

Girls may also wear khaki color skorts or capris, a polo dress with Sumter Academy's logo, plaid skirt, blouse or turtleneck

Black or Brown belts are required

Socks (blue or white)

No cargo pants or shorts

IX. Fighting

Students caught fighting will be sent home or be given in-school suspension.

X. Theft

Students stealing will be suspended for three (3) days and must meet with the Board of Directors.

SHOES:

Must have a back, toe must be covered or lace up shoes

**No Flip Flops

WINTER:

May wear a Sumter Academy sweatshirt, fleece, or jacket with Sumter Academy's Logo or any previously purchased Sumter Academy apparel. If you wear any other jacket for grades 4th – 12th it must be put in your locker during school hours.

ATHLETES:

For Football, Volleyball, and Basketball Players

Football and Boys Basketball players: Khaki pants with a white button down shirt with Sumter Academy's Logo and a tie.

Volleyball and Girls Basketball players: Khaki pants or skirts with a white button down blouse with Sumter Academy's logo

Required for all High School boys:

Shoes and socks. No facial hair allowed. Hair, front combed naturally, will not exceed the eyebrows, the earlobes must be visible, and the hair may hang naturally in the back two inches below a standard shirt collar, starting at the top of the collar. Pinning up of hair is not allowed. All shirts will be tucked in. No hats or caps of any type are allowed.

IX. Social Events, Dances, etc.

Any social event, banquet, activity, dance, dramatic performance, pageant, etc. should be put on the school calendar four weeks prior to the actual date. There should be one chaperone per 25 students for these activities.

X. Visitors

Visits by parents are welcomed. Students may not bring visitors to spend the day or attend any classes without permission of the Headmaster. Visitors are not to take messages. All visitors on campus must have in their possession visitors' passes signed by the Headmaster.

XI. Buses

Students riding buses are expected to conduct themselves properly at all times. Students must follow the bus club's rules. Students are not to return to the buses during the day without permission. Buses have priority in the driveways in the mornings and after dismissal.

XII. Cars

Students driving to school will park only in the student parking area. Everyone is expected to drive with extreme caution while on campus. Speeding or reckless driving cancels a student's privilege to drive on campus. As soon as students arrive on campus, they will vacate their cars and report to their homerooms or other designated areas. Cars will be angle parked. All cars must be registered. No students are allowed to return to their cars without written permission from the office and signing a form.

A. All cars must remain parked inside the school parking lot.

B. Any student who excessively abuses driving privileges will lose that privilege for one week. Continuous abuse after this will result in an extended loss of the privilege of driving to school.

1st Offense - Warning.

2nd Offense - Lose driving privilege for one week.

3rd Offense - Driving privilege will be revoked for the rest of the 9 weeks. Any offenses thereafter will be reviewed as they occur.

XIII. Motor Bikes

Riders must go directly to the parking lot and observe all traffic regulations.

XIV. Teachers' Parking Lot

Students must stay out.

XV. Use of School During After-School Hours

Students and teachers do not have permission to use the Academy buildings and facilities at night or weekends unless they have made arrangements with the office. This should be done before the weekend begins.

XVI. Lost and Found

Found articles should be turned in to the office. Items left over three weeks will be turned over to local charities.

XVII. First Aid

Limited first aid will be available on campus.

XVIII. Telephone

The office telephone is limited to the use of emergency calls only. No middle or high school students allowed to use telephone in elementary teachers lounge.

XIX. Office Protocol

All students must clear with the front office before entering the Headmaster's office for any reason. Students waiting are not there to socialize with office assistants or any personnel. **Students are not allowed in faculty lounge at any time unless accompanied by a teacher or staff member.**

XX. Destruction of Property

Destruction of property, depending on the severity of the vandalism, may be punished by suspension for one or more days or by expulsion. Further, the damaged property must be replaced or repaired, as deemed appropriate by the school administration, before the student can be readmitted to school. Finally, when warranted, destruction of property may be treated as a criminal offense and reported to legal authorities.

XXI. Fire Drill Signal

Several short rings of the bell indicate the fire alarm. Special instructions will be given by your teacher.

XXII. Tornado Drill Signal

Two long rings of the bell will be the alert given. Special instructions will be given by your teachers.

XXIII. General Policy

School lunches - All students must purchase lunches on campus or bring lunches from home. No student will be allowed to leave campus to eat or purchase a lunch. There will be no exceptions. Any lunch brought to school for a student must be delivered to the lunchroom - not brought to the office.

XXIV. Work During School Hours

Students will be allowed to leave school to go to work only if the student does not need the classes offered during 7th period for graduation and with approval of the headmaster. These students will be released with work permits from their employers.

XXV. Cell phones are prohibited on campus during school hours 7:50 - 3:00. The purpose for students having cell phones in school are for text messaging during class or cheating on tests. That is why cell phones must be prohibited. Phones must be left in cars if student drives to school, otherwise there should be no phones on campus.

First Offense: \$25 fine

Second Offense: One (1) day suspension with zeros in student's classes

Third Offense: Three (3) day suspension with zeros in student's classes

XXVI. Pregnancy Policy

In concern for the academic environment at Sumter Academy, and for the health and safety of any pregnant Sumter Academy student, the following will apply:

Pregnant students at Sumter Academy, married or unmarried, will not be allowed to participate in any physical extracurricular activities during their term of pregnancy. For this policy, extracurricular physical activity is defined as any activity in which an individual's heart rate is elevated above its normal resting rate due to bodily movement. Examples of activities include, but are not limited to, cheerleading, softball, basketball, weight lifting, golf, volleyball, football, baseball, track, and dancing.

Pregnant students will be expected to meet normal school curriculum requirements and will not be given special treatment to the extent that it affects normal classroom activity. If the pregnancy becomes a disruption to the normalcy of daily school activities, then, at the discretion of the Headmaster, after review, the pregnant individual may be dismissed from school until such time as her condition improves to the point that she is no longer considered a disruption. For this policy, disruption is defined as any situation/action that distracts the pregnant student, other students, or faculty from their normal academic focus, duties, or daily activities. The point in time at which she may return will also be determined by the board's approval. If dismissal occurs, and if feasible, a home study program will be approved. Feasibility will be determined by factors such as teacher time allocation and material costs associated with a home study program. Along with monthly tuition, fees to reimburse school/teacher for additional costs may be assessed. Home-study programs will not be provided for individuals who voluntarily withdraw from school unless the board approves. And in an effort to retain school normalcy, once the child is born, and while the mother is still enrolled in school, the child will not be allowed on school grounds while school is in session.

SUMTER ACADEMY DRUG POLICY

Sumter Academy is committed not only to provide the best educational opportunities possible but also to provide as safe and drug free an environment as is reasonably possible for both students and faculty. In order to reduce and eliminate the possibilities of drug use, the following drug program shall go into force at Sumter Academy prior to fall registration 1996.

Definitions

1. Drugs shall mean any substance capable of providing physical, emotional, or mental changes in individuals consuming it. This includes alcohol.
2. Illegal Drugs are any drugs or controlled substance that the sale of which is illegal.
3. In Violation means that an individual has been found guilty of one of the following drug offenses:
 - a. Distribution of
 - b. Possession of
 - c. Transfer of
 - d. Use of
 - e. Under influence of
 - f. Test positive for
 - g. Refusal to under go testing

Purpose

- 1- To identify any student, teacher or employee that may be under the influence of drugs. The longer drug abuse problems go unchecked, academic and health problems become more serious.
- 2- To remove the stigma of drug abuse from those students who are not drug users.
- 3- To provide as drug free an environment as is reasonably possible in which for students to learn and grow.
- 4- To educate students, teachers and employees of Sumter Academy to the dangers of drug/alcohol abuse.
- 5- To reassure parents, students and the community that the health, education and future of each student is the primary goal of Sumter Academy.

Policy

- 1- Prior to enrollment, parents and students must read and agree to the terms of Sumter Academy=s drug program.
- 2- The drug testing program shall involve students in grades 7-12, teachers, and employees of Sumter Academy.
- 3- There will be computer selected random drug screens throughout the school year to include students, teachers and employees. There will be no previous notices of date or time of such testing. It will be possible for some individuals to be tested again in subsequent testing due to the fact that all names are put back into the testing pool.
- 4- Teachers and employees shall read and agree to the terms of Sumter Academy=s drug program prior to accepting employment. Refusal to abide with the terms of the drug program shall result in immediate dismissal.
- 5- Prior to employment at Sumter Academy prospective employees and teachers shall test negative to a urine drug screen before they will be considered for employment. Tests must be conducted by a testing facility or a M.D. and sent to a testing laboratory which has been approved by Sumter Academy. Samples must be handled under chain of custody.
- 6- If at any time there is reasonable suspicion (just cause) of drug use or abuse, whether on or off of school grounds, school officials may require said person to under go a urine drug screen. This drug screen is to be conducted either on campus or at an approved testing facility at the person=s expense. Reports of the findings of said test shall be reported directly to the proper officials at Sumter Academy. Reasonable suspicion includes, but is not limited to, the following observations:
 - a. Reduced quality of work
 - b. Patterns of un-excused absence from the class or work
 - c. Inability to get along with others
 - d. Frequent tardiness
 - e. Decreased manual dexterity
 - f. Impaired short term memory
 - g. Periods of unusual hyperactivity, irritability, or drowsiness

Also, in cases of reasonable suspicion, the school reserves the right to use detection techniques and to inspect for the presence of drugs in all school property assigned to students and employees including, but not limited to, lockers, desks and vehicles on school property. Such inspections will be conducted by authorized personnel and with the approval of the headmaster and or the school board of Sumter Academy.

7- Procedures for providing urine specimen shall allow as much individual privacy as is possible unless the official collection personnel has reason to believe that a particular individual may alter or substitute the specimen. The collection site shall possess necessary qualified personnel, material, equipment, facilities and supervision to provide for the collection security, temporary storage and transportation of urine specimens to a drug testing laboratory under chain of custody. This will be carried out by professional laboratory personnel with a Sumter Academy official standing by. Further details of collection and means of testing are furnished by the laboratory in charge.

8- The results of random or reasonable suspicion testing shall be treated as confidential and distribution limited to the headmaster and board members. Law enforcement officials will be notified only if required by law. In cases of positive results, the parent, employee or board member will be notified of results.

9- Only highly reputable licensed (NIDA) or comparably certified and independent laboratories and medical contractors using the most up to date and accurate collect and testing procedures shall be used by Sumter Academy to perform drug testing. Also, confirmatory test will be used to verify any positive indication resulting from initial

screens and no tests will be reported positive without confirmation from the medical review officer.

10- In cases of violations of this program while at school functions, on and off campus, with immediate permanent dismissal from Sumter Academy will occur.

11- A fee of \$25.00 per student in grades 7-12 will be paid at the time of registration to help support testing and the drug prevention policy at Sumter Academy.

12- Sumter Academy reserves the right to change or modify the provisions of this policy and testing program as deems necessary to create and maintain a drug free environment.

DISCIPLINARY ACTIONS FOR DRUG PROGRAM

FIRST INCIDENT OF VIOLATION

1- The individual and legal guardian, if under 21 years of age, will be contacted by the headmaster in a confidential matter.

2- Individual is immediately expelled from Sumter Academy

3- Individual may be re-instated upon board approval and upon agreeing to the following terms:

a. Individual will be evaluated at their own expense by an appropriate agency, designated by the Sumter Academy Board of Directors.

b. Individual will then, at their own expense, undergo counseling as recommended by the counselor. The drug counselor will determine the length and manner of the program best suited to the individual.

c. Individual will not participate in organized sports during a 175 school day probation.

d. Individual will not have a vehicle on campus during a 175 school day probation.

e. Individual will only be allowed to attend school from 8:00 am - 3:00 pm Monday through Friday during a 175 school day probation.

f. Individual will not be allowed to attend any afterschool function during a 175 school day probation

g. Individual will be subject to additional drug screens at their expense.

4- If reasonable cause is given that a student is in possession of, distributing, transferring, using or under the influence of drugs or alcohol at Sumter Academy, They will be required to give an immediate sample for drug testing and will be immediately expelled. If the test is negative, a polygraph test will be given. If the student passes, then he will be re-admitted to Sumter Academy. If the polygraph test is failed, expulsion stands. If the polygraph test is inconclusive, the matter will be brought before the board for review.

5- Failure to abide to any of the above terms will result in immediate and permanent dismissal from Sumter Academy.

ATHLETICS AND PHYSICAL EDUCATION

I. Rules and Regulations

No elementary student may participate in any sport above the 6th grade level.

A number of sports activities are offered at Sumter Academy. These include football, basketball, baseball, volleyball and softball.

A student must be in school at least 1/2 of a school day or he/she will not be eligible for practice or game play that day. Exceptions must be approved by the Headmaster and the Athletic Director.

A student must pass at least 6 Carnegie units, 4 of which are core classes, or he/she will be ineligible for sports the following semester. Credits in Summer school are counted toward Fall semester eligibility.

Practice times to be determined by coaching staff.

Football insurance - Varsity only.

Athletic publicity will be handled by the Athletic Department.

II. Physical Education Uniforms

Elementary students shall wear sneakers and white socks for P.E. classes. Grades will be given at this level also. All secondary physical uniforms will be determined by the P.E. teacher.

III. Fan Behavior

Any fan guilty of unruly or unsportsmanlike behavior at any Sumter Academy home athletic event will be subject to ejection from the contest and to arrest. Sumter Academy will not hesitate to press charges in order to maintain a sportsmanlike atmosphere at its games. We are proud of our school's good name and will not tolerate anyone jeopardize it. Please see page 27 for AISI Rules on fan behavior.

CLUBS AND ACTIVITIES

I. The Activity Bus

The school has an activity bus which can be used by any school club, organization, or class for trips. The school will furnish the gasoline and either furnish the driver or must approve the driver. Athletic trips will be given priority.

II. School Trips

Any class, club or organization which plans to take a school-oriented trip must clear this with the office at least one week in advance. The sponsors or teachers organizing the trips must be responsible for getting the appropriate number of chaperones.

III. Student Government Association

This organization promotes school improvement of every kind. It helps to coordinate certain activities and needs among students, teachers, and school officials. It is governed by its own constitution and handles school-wide elections and homecoming.

- IV. Senior Beta Club**
The purpose of the Beta Club is to reward merit, encourage effort, and promote the ideals of honesty, service, and leadership. Student members are selected on the basis of good character, creditable achievement, and commendable attitude. See local standards - By-Laws and Constitution.
- V. Junior Beta Club**
This organization has the same purpose as the Senior Beta Club except that it is open to Junior High students.
- VI. Cheerleaders**
The cheerleaders are to promote friendship, good will, and enthusiasm, and they show our athletes that they are appreciated. Their chief duty is to lead the student body in organized cheering. Their selection is based on several criteria, a detailed description of which is included in their constitution.
- VII. The Eagle's Eye**
The school newspaper is to give those students interested in journalism an opportunity for training and experience in the field. It presents news and articles that deal with the Academy and its people, and it also promotes school loyalty, participation, and pride.
- VIII. The Talon**
The yearbook of Sumter Academy preserves the memories of school life in pictures and text. The staff consists of the editor, co-editor, business manager, assistant business manager, and typist. Each family is required to purchase a yearbook for \$35.00 at Registration. Each additional yearbook purchased by the same family costs \$25.00.
- XIX. S.A. Club**
The letter earners of the school are eligible for this club. The purpose is to promote a deeper understanding of athletics in general and to foster inter-relationships among athletes of all sports.
- XX. Senior Skip Day**
A Skip Day for seniors has been approved by the board, with no academic penalty attached. Seniors must decide which day they want and must let the Headmaster know one week in advance for his approval. All seniors must take the same day. A 6-weeks exam scheduled day or semester day or semester exam scheduled day or any other important academic event day will not be considered.

FINANCIAL POLICIES AND PROCEDURES

The following financial policies and procedures relating to tuition, fees and stock purchase apply to all Sumter Academy Students and their families.

TUITION SCHEDULE

Tuition is charged on an annual basis and collected on a 12-month basis. Tuition payments must be made in August at the time of registration.

1. Changes in tuition and fee charges are set by the Board of Directors and are subject to change without prior notice.
2. Tuition is due on the 1st of the month.
3. Tuition mailed to the Academy will be receipted by the date of the postmark on the envelope.
4. Payments due but not paid by the 10th of the month become delinquent on the 11th of the month.
5. A service charge of 5% of the total amount delinquent will be charged on the 11th of the month.
6. A check for school expenses returned for insufficient funds will result in a \$25.00 fee charged to the family account.
7. Statements will be sent out monthly to those accounts with a due balance.
8. A 2% discount will be given if the annual tuition for a family is paid in full at registration in August.
9. When an account is 60 days past due, the appropriate student will be sent home from school, with the student's absence from school marked UNEXCUSED. If the proper payment is not made within 30 calendar days, the student will be officially dropped from enrollment. Before such a student may return to the Academy, all past-due amounts must be paid, and new enrollment fees will be charged.
10. "Current" is defined as an account not delinquent.
11. Report Cards, transcripts, or diplomas will not be issued students with accounts not current. At the end of the school year all accounts must be current in full before release of records.
12. Before a student may take a semester final examination, all financial obligations for that student must be paid to a current status, i.e., the first of the respective month.
13. A family with a graduating senior must pay the July tuition before graduation date, even if other children of the family will be continuing as students.
14. No refund of fees will be made if a student is dropped from enrollment for a delinquent account.
15. Before a kindergarten student may participate in graduation from kindergarten, all financial obligations of that student must be paid in full.
16. Any graduating senior must have a paid in full membership before they can graduate.
17. Tuition is due for full year. (12 months - August through July)

FEE SCHEDULE

These fees are due and payable in full at the time of registration in August.

Registration fee in August	\$100.00 (NR)
Early registration paid in March.....	50.00 (NR)
Family with one child.....	312.00
Family with two children	453.00
Family with three children	520.00
Family with four or more children	552.00
1. Book Rental - Grades 1 - 12.....	\$60.00
(Students will be assessed fee for excessive damage to books.)	
2. Workbooks - Charges will vary by grade and subject. All workbooks are purchased by the student.	
3. Locker fee, 6th through 12th grades.....	\$10.00 (NR)
4. Instructional Supply Fee, grades K4 through 12th.....	30.00 (NR)
5. Science fee - students taking science in grades 9 - 12.....	25.00 (NR)
6. Testing fee (all new students entering first grade).....	5.00 (NR)
7. Activity fee	35.00
8. Annual (1 required per family).....	35.00
9. Drug testing (grades 6 - 12).....	25.00
10. Outside maintenance	25.00
11. Technology/Computer Lab fee (grades 1-12).....	\$35.00
12. Athletic Participation fees: To be paid before first game of each sport played	
Football: \$75.00 Softball \$50.00	
Baseball \$50.00 Track \$25.00	
Basketball: \$50.00 Golf \$25.00	
Volleyball: \$50.00	
* NR= Nonrefundable	

MEMBERSHIP

1. Required Sumter Academy Foundation membership purchase per family may be paid in one lump sum of \$600.00 or in 60 consecutive monthly payments of \$12.50 (12 monthly payments for 5 years).
2. Voting rights are obtained upon full payment for the share of membership.
3. Membership purchased by a single payment of \$600.00 may be refunded at a rate of \$200.00 per unused school year. After 3 years a membership has no refund value. Membership paid for on a monthly basis has no refund provisions. For refund purposes any portion of a year equals a full year.
4. Those patrons who had children attending the Academy and had been purchasing their membership on a monthly basis and left in good standing must be approved by the Board for re-entry. Upon approval, they will be given credit for the amount they have paid on their membership up to that date. A re-entry fee of \$25.00 is also required.
5. Membership must be paid in full before student can graduate.

This entire statement of policy and procedure was reviewed and adopted by the Board of Directors in July 2008

AISA SPORTSMANSHIP

The AISA will not tolerate and/or condone demonstrations of poor professionalism or sportsmanship, especially displays which lead to altercations and/or forfeiture. The AISA Athletic Committee and the AISA State Board will take a very firm and rigid stand in matters of this concern and will levy harsh sanctions on those involved.

Any fan guilty of unsportsmanlike involvement with the players, coaches, officials and/or other fans before, during, or after any AISA interscholastic event may be fined \$500 and the school(s) represented by the involved may be placed on a minimum of one (1) year probation.

The AISA disallows the use of the following artificial noise makers during an interscholastic athletic event: containers with rocks and/or other materials, cow bells, etc.; and others on a need basis.

No derogatory statements, signs, posters, or other displays referring to the opponent are allowed at an AISA event.

Alcoholic beverages, drugs, etc., or people under the influence are **not** allowed at an AISA event.

ALABAMA SPORTS OFFICIALS BILL

Alabama has become the 16th state to toughen the punishment on angry sports fans who attack game officials, coaches, and administrators.

The Alabama House voted, 75-1, in December 2001 to give final approval to Senate Bill 16, sponsored by Senator Roger Smitherman (D-Birmingham). The bill, which had passed the senate earlier by a 31-0 margin, was signed by Gov. Don Siegelman, on December 28, 2001, and becomes law on March 31, 2003.

It creates new crimes of harassing, menacing, and assaulting sports officials, coaches and administrators. The punishments are harsher than normal for convictions for harassment, menacing and assault. For example, a second degree assault can carry a sentence of up to 10 years in prison, but under the new law, a second degree assault of a sports official, coach or administrator could result in a sentence of up to 20 years.

The legislation applies to all levels of athletics from church softball to professional

ALMA MATER
Sung to the tune of "Exodus"

**When the end has come and time has slipped away,
We leave with golden memories.**

**And when the morning sun lights up they cherished name,
I think of all the days I spent with thee.**

**I hear thy voice; it echoes strong and clear;
It speaks of loyal pledges dear.**

**Though I am far away, I still recall the days
Of hopes and cheers, the special years with you.**

**I see thy smile, it gently beckons me,
And days of happiness I see ---**

**The Eagles' hallowed name brought honor, glory, fame,
Which lives in all for our Academy.**

NOTE: A committee was chosen to compose an Alma Mater for the Academy. Members were Wayne Farris, Jimmy Killebrew, Bryan Crawford, J.J. Boyd, Doug Dortch, Frances Larkin, Pam Hurtt, and Joyce Tate. Their faculty advisors were Mrs. Howard Fuller and Mrs. C. David Larkin. The group collected many old songs and tunes, then finally selected the theme from "Exodus" as the music. The words were compose by the students of the committee.

EAGLE FIGHT SONG

**Oh, there's a school we know; it's Sumter Academy;
It's just the best around.**

**And there's a team we love called Sumter's Eagles;
No better can be found.**

**So when you hear us cheer "Hey! Go, you Eagles!"
You know you'd better run.**

**We're gonna get ya; this much we bet ya;
Eagles are Number One!**

Original Words and music by
The class of '85 and Mrs. Faye H. Bedwell, Class Advisor

