

Table of Contents

| | |
|---|-----------|
| Table of Contents..... | 1 |
| Calendar 2015-2016..... | 3 |
| Faculty, and Staff..... | 4 |
| Board of Directors | 5 |
| Introduction | 6 |
| Mission Statement | 6 |
| History..... | 6 |
| Accreditation and Membership..... | 6 |
| Academic Policies..... | 7 |
| 1. Enrollment Procedures..... | 7 |
| 2. Kindergarten & First Grade Enrollment Policy..... | 8 |
| 3. Grading System..... | 8 |
| 4. Report Cards / <i>INOW</i> | 8 |
| 5. Honor Roll..... | 9 |
| 6. Semester Exams..... | 9 |
| 7. Valedictorian & Salutatorian..... | 9 |
| 8. Promotion & Retention..... | 10 |
| 9. Diploma Requirements..... | 11 |
| 10. Scheduling Changes..... | 12 |
| 11. Repeating a Course/Transfer Credits/UWA Dual Enrollment | 13 |
| 12. Beta Club and National Honor Society | 14 |
| 13. Counseling Services..... | 15 |
| Attendance Policies..... | 16 |
| 1. Attendance..... | 16 |
| 2. Make-Up Work..... | 16 |
| 3. Tardiness | 17 |
| 4. Withdrawal..... | 17 |
| 5. Checking Out of School | 17 |
| Behavioral Requirements | 18 |
| Student Responsibility..... | 18 |
| Parent Responsibility..... | 19 |
| Discipline Guidelines..... | 20 |
| Elementary..... | 20 |
| Middle School/High School..... | 20 |
| Activities and Organizations..... | 23 |
| Drugs, Alcohol and Tobacco..... | 24 |
| General Information..... | 24 |
| 1. Visitors on Campus..... | 24 |
| 2. Daily Schedules, Early Dismissal & After School Care..... | 25 |
| 3. Communication | 25 |
| 4. Parent Teacher Communication..... | 25 |
| 5. Lunchroom Operation | 26 |
| 6. Fire, Tornado and Emergency | 27 |
| 7. Student First Aid..... | 28 |

| | |
|---|-----------|
| 8. Physical Education Participation | 28 |
| 9. Traffic on Campus..... | 28 |
| 10. Use of School After Hours..... | 29 |
| 11. Office Protocol..... | 29 |
| 12. Copy Machine Use..... | 29 |
| 13. Field Trips..... | 29 |
| 14. Gym Use Policy..... | 29 |
| 15. Lost and Found..... | 30 |
| 16. Property Inspection..... | 30 |
| 17. Harassment..... | 30 |
| 18. Extracurricular Participation Requirements..... | 30 |
| 19. Dance, Social Events, Etc. Regulations..... | 31 |
| 20. Gun and Knife Code..... | 33 |
| 21. Internet Policy..... | 33 |
| 22. Pregnancy Policy..... | 33 |
| Social Media / Harassment..... | 34 |
| Social Media | 34 |
| Harassment..... | 35 |
| Uniform Policy / Dress Code..... | 36 |
| General Guidelines..... | 37 |
| Casual Friday..... | 37 |
| Footwear Guidelines..... | 38 |
| Athletics..... | 38 |
| Rules and Regulations..... | 38 |
| Eligibility..... | 38 |
| Equipment..... | 38 |
| Facilities..... | 38 |
| Supervision..... | 38 |
| Fan Behavior..... | 39 |
| AISA Sportsmanship | 39 |
| Alabama Sports Officials Bill..... | 39 |
| Financial Policies..... | 41 |
| Tuition Schedule..... | 41 |
| Tuition and Fees..... | 42 |
| Membership..... | 43 |
| School Songs..... | 44 |

2016-2017 SCHOOL CALENDAR

| | | |
|-----------|-------|--|
| AUGUST | 1 | REGISTRATION 9-2 |
| AUGUST | 2 | REGISTRATION 5-7 |
| AUGUST | 3 | TEACHER ORIENTATION |
| AUGUST | 4 | TEACHER ORIENTATION |
| AUGUST | 4 | PTA OPEN HOUSE 6:00 |
| AUGUST | 5 | STUDENT ORIENTATION |
| AUGUST | 8 | FIRST FULL DAY OF SCHOOL |
| SEPTEMBER | 5 | LABOR DAY OUT OF SCHOOL |
| SEPTEMBER | 14 | BETA CLUB AND HONOR SOCIETY INDUCTION |
| OCTOBER | 3 | AISA PROFESSIONAL DEV. DAY |
| OCTOBER | 7 | END OF 9 WEEKS REPORT CARD PICK UP- PARENT TEACHER CONFERENCE 1-5 |
| OCTOBER | 12 | DISMISS AT NOON |
| OCTOBER | 25 | FALL FEST |
| NOVEMBER | 21-25 | THANKSGIVING HOLIDAYS |
| DECEMBER | 13 | END OF 9 WEEKS |
| DECEMBER | 14 | EXAMS 1 AND 4 |
| DECEMBER | 15 | EXAMS 2 AND 5 |
| DECEMBER | 16 | EXAMS 3 AND 6 |
| DECEMBER | 19-31 | CHRISTMAS HOLIDAYS |
| JANUARY | 2 | SECOND SEMESTER BEGINS |
| JANUARY | 5 | REPORT CARDS ISSUED |
| JANUARY | 11-14 | PTA ANNUAL DEER HUNT |
| JANUARY | 16 | WINTER BREAK NO SCHOOL |
| FEBRUARY | 20 | PRESIDENTS DAY NO SCHOOL |
| MARCH | 3 | END OF 9 WEEKS |
| MARCH | 14-17 | SCHOOL WIDE TESTING |
| MARCH | 27-31 | SPRING BREAK |
| APRIL | 8 | PROM |
| APRIL | 14 | GOOD FRIDAY OUT OF SCHOOL |
| APRIL | 17 | OUT OF SCHOOL |
| APRIL | 27 | LITTLE BIT CIRCUS |
| MAY | 4 | SENIOR AWARDS DAY |
| MAY | 9 | GENERAL AWARDS DAY |
| MAY | 8-11 | SENIOR EXAMS |
| MAY | 12 | K4, K5 AND 5TH GRADUATION |
| MAY | 14 | BACCALAUREATE @ LIVINGSTON METHODIST CHURCH |
| MAY | 14 | GRADUATION |
| MAY | 15 | EXAMS 1 AND 4 |
| MAY | 16 | EXAMS 2 AND 5 |
| MAY | 17 | EXAMS 3 AND 6 |
| MAY | 18 | FACULTY STAFF WORKDAY |
| MAY | 19 | FINAL REPORT CARDS HANDED OUT |

FACULTY AND STAFF 2015-2016

STAFF

| | |
|---------------------------|--------------------------------|
| Headmaster | Glen Sanders |
| Secretary/ Adm. Assistant | Sandy Bryan |
| Athletic Director | Glen Sanders |
| Maintenance/Custodian | Robert Rogers & Willie Bishop |
| Guidance Counselor | Candace Sutton & Melita Booker |
| Lunchroom Supervisor | Amy McMillan |
| Bookkeeper | Melissa Hillman |
| Librarian | Jeannie Harrison |

ELEMENTARY FACULTY

| | | | |
|----------------|----------------|---------------|---------------|
| Kindergarten 4 | Phoebe Waddell | Elementary PE | Joe Nettles |
| Kindergarten 5 | Kelly Spinning | Third Grade | Melita Booker |
| First Grade | Susan Sharpe | Fourth Grade | Holly Bedwell |
| Second Grade | Debra McDaniel | Fifth Grade | Anna Foy |

MIDDLE SCHOOL FACULTY

| | |
|---------------------|-------------------|
| Reading/English | Fran Sessions |
| History/Life Skills | Henry Sanders |
| Math/Science | Kristi Williamson |
| Keyboarding | Wilson Kendrick |

HIGH SCHOOL FACULTY

| | | | |
|----------------------------|-------------------|------------------------|-----------------|
| English/Research & Writing | Melissa Bracknell | Lifetime Sports/Health | Mike Morgan |
| History/Gov & Econ | Candace Sutton | Career Preparedness | Mike Morgan |
| Spanish I & II | Wilson Kendrick | Speech | Wilson Kendrick |
| Science | | | |
| Math | John Stephens | | |

BOARD OF DIRECTORS

| | |
|------------------------------|--------------|
| South Sumter/York/Cuba | Term Expires |
| Vacant | June 2018 |
| John Averett - Treasurer | June 2016 |
| Chris Bedwell | June 2019 |
| | |
| North Sumter | |
| Todd Dirksen | June 2017 |
| Jeff Crawford | June 2019 |
| Allen Waddell | June 2019 |
| | |
| Livingston | |
| Mike Powell – Chairman | June 2017 |
| Reid Weaver | June 2017 |
| Tommy Bryan – Secretary | June 2018 |
| Scott Hendry – Vice Chairman | June 2019 |
| | |
| At-Large Positions | |
| Blake Vaughan | June 2018 |
| Vacant | June 2017 |

INTRODUCTION

The administration of Sumter Academy has set forth, in this Parent-Student Handbook, high expectations. It is in the spirit of cooperation and love for those who attend Sumter Academy that these guidelines were established. The guidelines are presented as positive aids to the academic, physical and spiritual development of each child. Each day on campus at Sumter Academy brings students in contact with a multitude of strong academic instruction, technology and resources, as well as numerous avenues to express their individuality. These experiences combine to help each student grow intellectually, physically, and spiritually. Sumter is committed to keeping the school and its activities family oriented and Christ-centered. The professional, caring Sumter Academy faculty and staff facilitates this growth through personal attention to each student. Students find that it is possible to fulfill their dreams in the classroom and beyond. When students graduate, they leave with much more than a diploma!

MISSION STATEMENT

Sumter Academy's mission is to provide a Christian-based, safe, and nurturing environment, where students are challenged and motivated to reach their maximum academic potential. Students will be provided with skills to become responsible and productive citizens.

HISTORY

Sumter Academy was founded in 1970 as a coeducational independent school for preschool through twelfth grade students. Our main objective is to help students achieve their highest potential in preparation for college or the work force. The curriculum is designed to help each student reach the highest academic level possible. Sumter Academy strives to produce individuals with a balanced perspective of intellectual, physical and moral concepts.

ACCREDITATION AND MEMBERSHIP

Sumter Academy is a member of and accredited by the Alabama Independent School Association (AISA) which is recognized by every college in the nation and has been granted the maximum three-year accreditation review process. Therefore accredited accepted and recognized by the National Council for Private School Accreditation (NCPSA), the Southern Association of Colleges and Schools (SACS)-AdvancEd and the Commission on International and Trans-Regional Accreditation Alliance (CITA). Sumter Academy employs teachers who have command of their subject matter and can impart this knowledge to their students in a challenging manner. All teachers hold college degrees and meet qualification standards as established by the school's accrediting agencies.

ACADEMIC POLICIES

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.
- Each Applicant must be interviewed by a member of the Sumter School Foundation and at such interview a parent must be present and likewise 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 Committee 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 Sumter Academy.
- Students transferring from school accredited by the Alabama Independent Schools Association and AdvancEd (SACS) will have their credits accepted, 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 for the previous year or must be making satisfactory progress at their grade level in the opinion of the administration and the faculty. 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, Inc.

ENROLLMENT PROCEDURE

- The parent must supply copies of prospective student's transcripts and discipline records.
- The parent must supply an official copy of birth certificate, social security card and current Alabama Immunization Record.
- An interview with faculty/staff member(s), prospective student and parent(s) must be held before official enrollment can be completed.
- The student's interview and academic records must be reviewed by the Academic Committee.

***Testing for grade placement and credit auditing will be required, if necessary. Professional testing services at the expense of the parents may be required.

KINDERGARTEN AND FIRST GRADE ENROLLMENT POLICY

- In addition to the standard admission requirements and procedures, the following requirements and procedures will apply to students entering K4, K5 and First Grade.
- In order to enter K4, a child must be four (4) years of age prior to September 1st.
- In order to enter K5, a child must be five (5) years of age prior to September 1st. A child that is admitted after the first semester must have been in a Kindergarten program prior to entry or must be able to perform comparably with the Sumter Academy K5 students at the time of entry.
- In order to enroll and attend the First Grade, students must be six (6) years old prior to September 1st.
- Sumter Academy students entering the First Grade from the SA Kindergarten must have scored at least 80% on the First Grade Readiness Test, in reading and math. This test is administered by the Sumter Academy K5 teacher at the end of the previous school year.
- Any students not attending a Kindergarten program will be required to take the First Grade Readiness Test with at least 80% accuracy to be admitted to First Grade.
- Children attending Kindergarten at any program other than Sumter Academy must provide a written evaluation from their Kindergarten Teacher with a positive recommendation acknowledging the child's level of readiness to enter First Grade.
- Any student entering K5 or first grade, whose performance is questionable, will be admitted for a conditional period. Re-evaluation and an adjustment of grade placement may be necessary during the first 9 week grading period.

GRADING SYSTEM

Number grades are used on Report Cards and INOW grading. The number grades represent the following letter grade recommended by AISA.

| | | |
|---------------|--------------|------------------|
| A = 90 to 100 | C = 70 to 79 | F = 59 and below |
| B = 80 to 89 | D = 60 to 69 | |

At the elementary level, some subjects will be graded using the following designation for classroom performance.

| | |
|------------------|-----------------------|
| E = Excellent | N = Needs Improvement |
| S = Satisfactory | U = Unsatisfactory |

REPORT CARDS / INOW

Grades are reported at the end of the nine weeks and at the end of a semester. These reports to parents will be issued to students on the Thursday immediately following the end of the grading period. The reports must be signed by a parent and returned to the homeroom teacher by the following Tuesday morning. Failure to return the card on time results in disciplinary action to the student.

HONOR ROLL

Honor Roll will be published in *The Sumter County Record Journal* at the end of each grading period. The A Honor Roll contains the names of students having all 90 or better in all classes. The A-B Honor Roll consists of students who have 80 or better in all classes. Students, grades 4 - 12, will be included on the Honor Roll List.

SEMESTER EXAM

Semester exams for students 6 – 12 will be given the last 3 days of each semester. Semester exams will count for 1/5 of the semester average.

EXEMPTIONS

Students in grades 9-12 may be exempt from each semester exam by meeting the following criteria:

1. Perfect attendance with a C average (70-79)
2. Two or fewer absences with a B average (80-89)
3. Four or fewer absences with an A average (90-100)

Students with an Out- of- School Suspension shall not be exempt. Exemptions shall be calculated per class.

The following absences do not count toward the exemption policy: medical, official, and unavoidable. All other absences will count towards the exemption policy. This includes parental, sign-ins, sign-outs, college/military visits, suspensions (out-of-school), as well as unexcused absences.

SELECTION OF VALEDICTORIAN AND SALUTATORIAN

A student must be a member of the senior class. He or she must have attended Sumter Academy for two full consecutive years (Jr. and Sr.) to be considered for these honors. Students who have met the requirements for the Advanced Academic or Advanced Honors tracts will be considered for the selection of Senior Valedictorian or Salutatorian.

- The students with the highest numerical averages in the Advanced Academic or Advanced Honors course of study will be selected.
- In the event of a tie, the students with the highest ranking diploma will receive the honor.
- For averaging purposes all figuring done will be carried to the thousandths place.
- Valedictorian and Salutatorian status will be determined at the end of the 3rd nine (9) weeks of the senior year.

PROMOTION AND RETENTION

ELEMENTARY

- Students in grades K4 – 2 will be retained upon the recommendation of the teacher with the approval of the Headmaster, Counselor and Parents.
- Students in grades 3 – 5 will be retained upon failure to obtain an average of 60 or above in Reading and Math.
- If a child is not able to perform on grade level, parents will be notified. A conference will be held to advise parents if extra tutoring or professional testing is needed. Parent/Teacher Conferences must be held if retention is being considered. A report of recommendations and suggestions for class placement discussed during the meeting will be signed by the parent and teacher and placed in the child's cumulative record.

MIDDLE SCHOOL PROMOTION REQUIREMENTS

- A student in grades 6 – 8 will be retained if they fail 2 or more full units.

HIGH SCHOOL PROMOTION REQUIREMENTS

- Credits are awarded on a semester basis and each semester of the course will be graded individually. Entering the ninth grade, students will choose the diploma track they will pursue: Alabama High School Diploma (Standard); Alabama High School Diploma with Advanced Academic Endorsement; or Advanced Honors Diploma. The student will graduate when the requirements for one of these diplomas is complete.
- To receive credit for each semester, students in grades 9 – 12 must achieve a minimum numerical grade of 60.

COMMUNITY SERVICE REQUIREMENTS FOR GRADUATION

- Seventy-five (75) hours of Community Service will be required to receive a diploma from Sumter Academy. This service may be earned by serving the school, churches, agencies or institutions, and/or the community. These hours must be earned during the 9th through 12th grade years. Documentation for the service hours should be recorded on the Community Service form found on the school website www.sumteracademy.org . It is the student's responsibility to copy the form and have it completed and signed by the person or group that the service was provided. The documentation form should be turned in to the school counselor after each event or service is rendered.

DIPLOMA REQUIREMENTS

*** New Alabama High School Diploma (24 Units)

English Language Arts - English 9, 10, 11, 12 4

Mathematics- Must include the following: 4

Algebra I, Geometry, Algebra II w/ Trig or Algebra II

Science – Must include the following: 4

Biology, a physical science

Social Studies – Must include the following: 4

World History, US History (2 units), Government/Economics

Physical Education 1

Lifetime Sports ½

Health Education ½

Career Preparedness 1

(Career and Academic Planning, Computer Applications, Financial Literacy)

CTE and/or Foreign Language and/or Arts Education 3

****Students choosing CTE and/or Foreign Language and/or Arts Education are encouraged to complete two courses in sequence

Electives 2

ADVANCED ACADEMIC DIPLOMA (24 Units)

English Language Arts - Advanced English 9, 10, 11, and 12 (one unit each grade) 4

Mathematics – Must include advanced levels of: Algebra with Trigonometry 4 or 5

Science – Must include at least 4 of the sciences offered 4 or 5

Social Studies – Must include the following: 4

World History, US History (2 units), Government/Economics,

Must include Honor’s History in 11th Grade

Physical Education 1

| | |
|---|---|
| Foreign Language | 2 |
| Research and Writing | 1 |
| Health | ½ |
| Lifetime Sports | ½ |
| Computer Science or Career Preparedness | 1 |
| Electives | 2 |

AISA ADVANCED HONORS DIPLOMA (25 Units)

| | |
|--|---|
| English Language Arts - Advanced English 9, 10, 11, and 12 (one unit each grade) | 4 |
| Mathematics – Must include advanced levels of: Algebra with Trigonometry | 5 |
| Science – Must include all advanced sciences offered | 5 |
| Social Studies – Must include the following: | 4 |
| World History, US History (2 units), Government/Economics, | |
| Must include Honor’s History in 11th Grade | |
| Physical Education | 1 |
| Foreign Language | 2 |
| Research and Writing | 1 |
| Health | ½ |
| Lifetime Sports | ½ |
| Computer Science or Career Preparedness | 1 |
| Electives | 1 |

Must have 5 advanced credits of math and science.

Schedule Changes

- Change for individual students, when necessary, will be made by the Guidance Counselor and Headmaster. Core subjects that are failed must be completed prior to the next school year. Students on the Advanced Tract who fail a course will no longer receive the Advanced Diploma.

- Students in the Ninth grade will be able to receive a schedule change without penalty during the first semester anytime during the period between the first day of school and two days following the day the first report card is issued. Students in grades ten through twelve may receive a schedule change without penalty only during the first two weeks 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 or her permanent record. That course will count as a course taken the entire semester.
- A Ninth grade student changing from an Academic to a Standard Diploma will have his or her grades averaged with the subsequent Standard Diploma grades as needed. All schedule changes must be approved by the student's parents, Guidance Counselor and Headmaster in writing.

NO CREDIT MAY BE EARNED THROUGH A TUTOR.

REPEATING A COURSE/ TRANSFER CREDITS & UWA DUAL ENROLLMENT INFORMATION

Please see the Guidance Counselor for information and assistance on repeating a course/credit. Sumter Academy will use the iSchool of the South for repeating courses/credits.

ISCHOOL OF THE SOUTH POLICIES

- All iSchool of the south(iss) activities must be approved by the School Administrator for instructor and /or student participation.
- Prerequisite requirements will be determined by the Administrator/Guidance counselor of the perspective student's school.
- All ISS courses will have at least 10 lessons and no more than 12 lessons.
- Tests may be proctored or online with appropriate supervision.
- Textbooks or other materials required for a course will be determined by the ISS instructor. The student is responsible for obtaining the books for the class.
- Course completion time will be a minimum of 6 weeks and a maximum of 15 weeks. (Beginning the date of the first login)
- A progress report will be sent to the school and parents midway the completion of the course.
- iSchool of the South cost for ½ unit will be \$205 plus textbooks or other required materials.

UNIVERSITY OF WEST ALABAMA & UA EARLY COLLEGE DUAL ENROLLMENT

The dual enrollment/credit is available through the University of West Alabama and UA Early College **ONLINE ONLY.**

To be eligible for participation in Sumter Academy's Dual Enrollment/Credit Program:

A student must be a sophomore, junior, or senior to participate in the dual enrollment/credit program with UA Early College and UWA Dual Enrollment. Credits earned during the sophomore year through UA Early College and UWA Dual Enrollment count toward college credit **ONLY**. Juniors and seniors may earn dual credit for certain classes through UA Early College or UWA Dual Enrollment. In addition to the following requirements of Sumter Academy, students must also meet all requirements of the sponsoring institution.

- A student must have an ACT composite score of 19. A higher component or composite score may be required for certain courses and additional individual course prerequisites. Students registered for UA Early College prior to August 1, 2015, do not have to meet the ACT requirements.
- A student must have a 3.0 GPA.
- A student must have written approval from the principal and counselor.
- A student must be a junior or senior at Sumter Academy to earn dual credit through either of these programs.

Additionally, the dual enrollment/credit courses offered through UA and UWA are college level courses. Students should expect to be able to work at this level to successfully complete the courses. SA teachers will not be expected to complete the student's work and/or offer tutoring services for these students. SA will not be held responsible for any grade the student receives.

A student may choose to become a dually enrolled student in order to earn college credit outside of the high school curriculum as long as it is approved by the Headmaster and Counselor at Sumter Academy. If a student seeks dual enrollment, the courses will apply only to college credit. A student may simultaneously work towards dual enrollment and dual credit as long as it is approved by the Headmaster, Counselor at Sumter Academy and Dual-Enrollment Advisor at the sponsoring institution.

NOTE: Students must meet all AISA requirements for graduation to obtain a high school diploma. Dual enrollment/credit courses may substitute for some high school course requirements but not meet all requirements. Dual enrollment/credit does not negate AISA athletic eligibility requirements.

BETA CLUB AND NATIONAL HONOR SOCIETY

Beta Club Requirements:

To be initiated in the Jr. Beta Club (8th-9th grade) or Sr. Beta Club (10th-12th):

1. Students must be working towards an Advanced Academic or Advanced Academic Honors Diploma
2. Students must have an 85 or better average for two consecutive semesters (not counting P.E., aide grades, etc.)
3. Students must maintain high standards in conduct and self-discipline

Once initiated, grades are checked each nine weeks. Members of the Beta Club must maintain the following requirements:

1. Students must work towards an Advanced Academic or Advanced Academic Honors Diploma
2. Students must maintain an overall 85 average
3. Students must not have a grade below 70 on their report card
4. Students must maintain high standards in conduct and self-discipline

Failure to meet the above requirements results in probation for one nine weeks. If the problem is not corrected by the end of the probationary period, the student will be suspended from the Beta Club. Students may be reinstated after 2 consecutive "violation free" nine weeks.

Students are initiated in the fall of each academic year. Students in grades 8-9 are eligible for initiation into the Jr. Beta Club. Students in grades 10-12 are eligible for initiation into the Sr. Beta Club. Students initiated into the Jr. Beta Club must meet the above requirements for initiation into the Sr. Beta Club. Eligibility is based on the two previous semesters.

National Honor Society:

To be initiated in the National Honor Society:

1. Students must be working towards an Advanced Academic or Advanced Academic Honors Diploma
2. Students must have a 90 cumulative semester average since the first semester of 9th grade (counting P.E., but not counting Aide grades, etc.)
3. Students must maintain high standards in conduct and self-discipline

Once initiated, grades are checked each semester. Members of the National Honor Society must maintain the following requirements:

1. Students must be working towards an Advanced Academic or Advanced Academic Honors Diploma
2. Students must maintain a cumulative average of 90, but must not fall below an 85 semester average
3. Students must have no semester grade below 80 on their report card
4. Students must maintain high standards in conduct and self-discipline

Any violation of the above standards places the student on probation for one semester. If the problem is not corrected by the end of the probationary period, the student will be suspended. Students that are suspended from the National Honor Society will not be reinstated. Initiation into the National Honor Society shall be conducted in the spring.

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.

The PSAT and the ASVAB test will be given to the junior class.

The Aspire (Plan) test will be given to grades 3-10.

All juniors in the Advanced Diploma curriculum must take the ACT

Students may register electronically for the ACT by following guidelines posted at www.act.org or the SAT at www.collegeboard.com .

CHALLENGED MATERIALS POLICY

There may be occasional objections raised to some of the materials included in the SA Library and/or classroom. Any parent, faculty, or staff member may challenge materials he or she deems objectionable by the following procedure outlined. SA supports the rights of all parents to monitor their child's reading and instructional materials. However, those rights extend only to their children. Individuals are not free to define what is appropriate for all students and teachers to read, view, or hear.

When materials are challenged, the following procedure is to be followed:

1. Formal objections to materials are initiated by contacting the teacher/administrator in writing with the concern.
2. The teacher/administrator discusses the concern with the person initiating the concern.
3. The concern may be forwarded to the Academic Committee who will then review the challenged materials based upon the objections and make a decision whether to keep or remove the material from the curriculum.
4. The Academic Committee will notify the appropriate parties of its decision.
(All challenged materials shall remain in circulation during the challenge process period)

ATTENDANCE POLICIES

ATTENDANCE

- Absences for all or part of a school day, other than illness, should be communicated to the office in advance of the absence. This should be done by the parents by a hand-written note, an email or by telephone. After the absence is approved, a note will be sent to the student's teachers for signature and the note will be returned to the office. The communication with the office must state the reason for leaving, destination, time of departure and be signed by the parent. Failure to comply will result in an unexcused absence.
- Permission to leave campus for any reason without a note from a parent must be secured from the main office.

- After 7 absences in any one semester, the office will contact the parents. After 10 absences, a mandatory parental conference with the Headmaster or Dean of Students will be held.
- If a student has more than 20 absences (class periods will be counted , individually) during the school year, 10 absences a semester, excluding extended illness, he/she will be required to make up those hours before receiving credit for the course work.
- A student who is absent from school will not be able to participate in any extracurricular event that day. Any exceptions must be made by the Headmaster.
- Students arriving after Break and before 11:30 are considered absent for one half day rather than tardy.
- Three unexcused tardies in a class will constitute an absence.

MAKE-UP WORK

- A student who has an excused absence has an opportunity to make up work based on the number of days absent. It is the student's responsibility to obtain the assignment(s) from the teacher.
- Test or long-term assignments that have previously been announced for the day the student returns to class shall be taken or submitted on the day of the return to school.
- Students who leave school before the regular dismissal time must, prior to leaving, take any previously announced test. Arrangements should be made with the appropriate teacher. Classwork/assignments shall be handled in the same manner. This includes leaving for extra curricular activities.

TARDINESS

Elementary Students

- Elementary Students are tardy to school if they are not in the classroom before 7:55 A.M. The classroom teacher will keep the record of all tardiness. They are not required to get a tardy slip from the main office before entering the classroom. Parents will be mailed a letter after a student is tardy five(5) times in a grading period. If the excessive tardiness continue, a parental conference will be schedule with the Headmaster.

Middle and High School Students

- A student is tardy to school if he/she reports to homeroom after the 7:55 bell rings. Students who are tardy will be admitted to homeroom only with a tardy slip secured from the office. A student will be tardy to a class if he/she reports to the classroom after the tardy bell rings for that class period. Students who are tardy to class must secure a tardy slip from the office before they will be admitted to the class. All tardiness is considered unexcused unless there is a medical issue or other justifiable cause as determined by the Headmaster. The punishment for excessive tardiness is addressed under the Conduct and Discipline section of the S.A. Handbook.

WITHDRAWAL FROM SUMTER ACADEMY

Parents withdrawing their student(s) from Sumter Academy must notify the office. No grades, report cards or transcripts shall be released until ALL finances are cleared. This includes lunchroom charges, textbooks, library books and athletic equipment.

CHECKING OUT OF SCHOOL BEFORE NORMAL SCHOOL DAY IS OVER

No student will be allowed to checkout during the school day unless his or her parent or guardian, or other responsible person, as named by the parent, comes to school and checks him or her out OR gives oral permission through the office staff or Headmaster. The only exceptions are for dental or doctor appointments, in which case a student who drives will be allowed to do so. ALL STUDENTS MUST BE SIGNED OUT THROUGH THE MAIN OFFICE.

BEHAVIORAL REQUIREMENTS

Sumter Academy strives for high standards in conduct and self-discipline. The fundamentals of discipline as looked upon by the Administration of Sumter Academy have the following objectives:

- To develop in all students a high level of responsibility with respect to the adherence to mandated rules.
- To create and preserve the conditions essential to the orderly process of the school.

The policies of conduct and discipline described heretofore are in place to provide an orderly, safe and effective learning environment.

The conduct and discipline policies described in this handbook apply to all students enrolled in Sumter Academy during school hours or at any school sponsored function.

At Sumter Academy, discipline will be administered fairly, taking into account all circumstances surrounding a surrounding a situation. Nothing can be accomplished without discipline. If you are causing a problem in the classroom, you are not learning and neither are your classmates.

A student may be disciplined by any member of the Sumter Academy faculty or staff at any time. Major discipline problems will be handled by the Dean of Students or the Headmaster. Corporal punishment may be used when deemed necessary by the Dean of Students or the Headmaster. If you prefer corporal punishment not be used, send a note to the school office at the beginning of the school year.

No handbook can cover every situation that may arise during a given school year. When these situations occur, the punishment will be administered at the discretion of the Headmaster, the Dean of Student, and if necessary, the Board of Directors.

SUMTER ACADEMY STUDENT'S RESPONSIBILITY

- A Sumter Academy student is expected to respect Sumter Academy and the authority of the school including administrators, faculty and staff.

- A Sumter Academy student is responsible for following and adhering to the policies of Sumter Academy as they pertain to student conduct and student life.
- A Sumter Academy student is expected to respect the property of other students, staff and personnel. No student is to bother another person's property or enter another person's bags, lockers, etc. without permission.
- A Sumter Academy student is responsible for his/her own property and is expected to take care of his/her belongings. The school takes no responsibility for the loss of the aforementioned damage to personal property.
- A Sumter Academy student is expected to respect school property, including the building furnishing, grounds, equipment, textbooks. Misuse, damage or loss caused by a student is subject to fine, replacement, suspension or expulsion.
- The following are the Standard Classroom Policies. In addition, teachers may have special regulations not listed below. Students are bound by both the following rules and by the teacher's special rules.
 - ✓ Students are to be in the classroom and prepared to begin when the tardy bell rings.
 - ✓ Students are to have all the necessary material for class: text(s), workbooks, notebook, paper, pencils/pens, etc.
 - ✓ Students are to be attentive and participate actively in all class activities assigned by the teacher.
 - ✓ Students are to refrain from talking out without permission, from talking to others while instruction is going on or study periods or test are underway; noise making, forced laughter, etc. are also unacceptable.
 - ✓ All items on a teacher's desk, bookcases, or tables are considered personal; students are not to touch or read papers, computer screens, gradebooks, etc.
 - ✓ Students are to avoid any action that is distracting to the learning process.
 - ✓ Students are to avoid any language or inappropriate behavior in the classroom.
 - ✓ Respectful and mannerly behavior is expected at all times.

SUMTER ACADEMY PARENT'S RESPONSIBILITY

- Parents are ultimately responsible for all actions of their children at Sumter Academy, including financial responsibility, for any damage to school property caused by their children. Parents are also important members of the team to promote our school, they are expected to influence their children in such a manner that students respect and voluntarily abide by the established rules and procedures.
- Since parental involvement is a key to a child's success in school, parents are expected to monitor their child's academic performance throughout the year. In addition, parents should be actively involved in seeing that all homework is completed and that their child is prepared to take scheduled and unscheduled tests.

Sumter Academy believes that all students should receive fair and consistent discipline when school rules are violated. Therefore, the guidelines below were developed to insure that consistent discipline is implemented and administered.

LINES OF AUTHORITY

The teacher is the first line of discipline in any classroom setting. Classroom discipline may range from conferences with the student, extra work assignments, parents contact to detention. A teacher may use a form of discipline given in this handbook or other discipline approved by administration.

- The teacher may call on the Headmaster to help when needed.

DISCIPLINE GUIDELINES

ELEMENTARY – K4 – 5TH

Each Elementary teacher is the first line of authority. A classroom management system created by the teacher and approved by the Headmaster will be used in each classroom. This system is used to correct minor behavior issues. To establish an environment that is conducive to learning in the Elementary Building at Sumter Academy and as protection for your child and others, the following behaviors in excess are unacceptable:

- Disobedience or disrespect
- Interrupting class
- Throwing objects
- Horseplay
- Running in classroom or hallways
- Hitting, punching, kicking or other inappropriate use of hands and/or feet
- Offensive language (i.e. name-calling, teasing, cussing, etc.)
- Any distraction that causes a teacher not to be able to teach or a student not to be able to learn

Each teacher will use their classroom management system to handle his/her classroom management system to correct behavior issues. In extreme circumstances, the teacher may contact parents or ask the Dean of Students or Headmaster for help in disciplining a student.

MIDDLE SCHOOL/HIGH SCHOOL 6TH – 12TH

Sumter Academy believes that all students should receive fair and consistent discipline when school rules are violated. Therefore, the guidelines below were developed to insure that consistent discipline is implemented and administered. MS/HS teachers and students will be instructed in this disciplinary system each year.

All guideline are in effect during the following times and at the following places.

- On school grounds before, during or after school hours

- Off the school grounds at a school activity, function or event

MORNING DETENTION

Students may be assigned a 30 minute Morning Detention with a teacher's supervision. The student will be required to report to a specified classroom by NO LATER THAN 7:20 A.M. The student may be assigned duties during this time. The Morning Detention will generally be served during the week following the offense. If a student does not report to detention on time, that detention will be rescheduled and another detention will be added.

BREAK OR LUNCH DETENTION

In certain discipline situations, a student may be required to serve a detention during his/her break or lunch. This detention will be generally assigned for the day following the offense. The student will report to a designated room immediately following the dismissal bell for the break or lunch period. The student must bring his/her food and drink with them. He/She will not be allowed to go to the lunch to buy food or drink.

IN-SCHOOL SUSPENSION

Internal School Suspension (in-school suspension) will be given to students for continued discipline problems or in-appropriate behavior. Students will be required to complete all work issued and return it to the teacher at the prescribed time. Students will be internally suspended from 7:50 A.M. until their regularly scheduled dismissal time.

EXTERNAL SUSPENSION

When a student has committed numerous offenses without improvement or violated school rules deemed to be a serious breach of conduct is subject to external suspension. Other important notes regarding external suspension:

- The suspended student MAY NOT be on Sumter Academy campus or in attendance at any school function or activity, on or off campus, throughout the duration of his/her suspension.
- All assignments from each class for the duration of the suspension will be available for a representative of the suspended student to pick up in the main office. It is the suspended student's responsibility to be sure that the assignments are picked up. It is also the suspended student's responsibility to secure copies of notes given by the teacher during the period of the suspension.
- All daily work (homework/classwork) missed during suspension will be due at the first of each class period on the day the student is readmitted to school.
- Test scheduled during the days of suspension: The student will have up to the number of days suspended to make-up any missed tests.
- Tests assigned during the suspension time and scheduled to be taken on a day that the student has been readmitted to school: The student will be required to take the test on the day it has been assigned, including the day he/she is admitted to school.

- Following excused absences students will have the number of days missed to make up test.

EXPULSION

In the event of a severe offense, the repetition of suspension-producing offenses or the breach of disciplinary probation a student may be subject to expulsion. Should such an occasion arise, the Headmaster will suspend the student for ten(10)days and recommend expulsion of the student to the Board of Directors. An expulsion hearing will be held by the Board of Directors within the ten (10) days, the decision of the Board will be final. The student and his/her parents are entitled to a “due process” hearing, thus they will be informed of the date and time of the Board hearing. A detailed account of the violation will be provided to the parents and the Board of Directors.

STUDENT DRIVERS

Students drivers must have a valid driving license and be covered by liability insurance. Students should observe posted speed limits and traffic signs. Students are encouraged to lock their vehicle. Students are not allowed to return to their cars, unless they are leaving campus without the permission of the office. Students driving recklessly may lose their driving privileges.

Sumter Academy administration reserves the right to inspect students’ vehicles on campus if deemed necessary.

PARKING

Students must park in the designated area and in an orderly fashion. Repeated offences could result in loss of driving privileges on the Sumter Academy campus.

TARDINESS

Punctuality is expected of all students. Sumter Academy believes it is the responsibility of parents to see students arrive at school on time. It is student’s responsibility to arrive in class on time. The disciplinary action that will be administered for excessive tardiness to a class within a nine week grading period is as follows for students grades 6 – 12.:

- Third (3rd) tardy – one break detention
- Fourth (4th) tardy – 2 more break detentions will be added
- Fifth (5th) tardy – one lunch detention
- Sixth (6th) tardy – one (1) full day in-school suspension.
- Seventh(7th) and subsequent unexcused tardiness- procedures for drivers to school and non-drivers to school differ and are:
 - ✓ Drivers to school – 2 days in-school suspension for each tardy.
 - ✓ Non drivers to school – a parent conference with Headmaster and 2 day in-school suspension.

PUBLIC DISPLAY OF AFFECTION

Physical Contact Hand holding, hugging, and kissing are inappropriate behaviors in school. It is important for all students to understand while certain behaviors may be viewed as correct in certain situations; they may be viewed as inappropriate at school.

CELL PHONE

While we realize cell phones are a very important part of parent and student lives, they do not have a place in the educational environment. The use of a cell phone through any functions (call, pictures, texting, etc.) is disruptive and interferes with the educational process. The use of cell phones is not permitted on school campus during school hours without permission from a school official. Phones MUST be turned-in to the office. No phones are to be left in vehicles.

- 1st Offense: The phone will be taken up and given to the office. The phone will be kept until the end of the next school day.
- 2nd Offense: The phone will be taken up and given to the office. It will not be returned for five school days. The student will be required to pay an additional \$25.00 fine.
- 3rd Offense: The phone will be taken up and given to the office. It will not be returned for 10 school days. The student will be required to pay an additional \$50.00 fine. A parent must come with the student to retrieve the phone.
- 4th and Subsequent Offenses: The phone will be taken up and not returned until the end of the school year.

ELECTRONIC DEVICES ON CAMPUS

Laptops, radios, CD/DVD players, iPods, kindle type devices, pagers, headsets, cameras and other electronics devices are not to be used during school hours unless approved by the teacher or Headmaster. Violations of this policy will result in the same penalties as described above for cell phones.

ACTIVITIES AND ORGANIZATIONS

STUDENT ORGANIZATIONS

Annual Staff

Math Team

FCA

Senior Beta Club

S.A. Club

Junior Beta Club

High School Scholar Bowl

National Honor Society

Junior Scholar Bowl

Student Government Association

SUPPORT ORGANIZATIONS

ATHLETIC BOOSTER CLUB

The Athletic Booster Club meets regularly throughout the school year. The club provides financial support on behalf of Sumter Academy's athletics and physical education programs. Anyone interested in promoting athletics and physical education is invited to join. Members include school faculty, parents, grandparents, alumni and friends of the school. The members actively participate in revenue generating projects and other activities for the enhancement of Sumter Academy and its athletic program.

GRANDPARENT'S CLUB

This group shows appreciation for the faculty and staff by providing lunches, helping with in-class activities and needed "extras". They have raised money for many improvements within and around the school.

PARENT TEACHER ASSOCIATION

The Sumter Academy PTA is a member of the national Parent Teacher Association. The primary objective is to assist Sumter Academy in reaching its full potential to keep the lines of communication open between the parents, teachers, administration and Board, and to assist in providing many needed supplies for the classroom.

DRUGS, ALCOHOL AND TOBACCO

DRUGS

Any student possessing, using, distributing or selling drugs on campus at any time or during any school activity off campus, will be in violation of Sumter Academy's Drug Policy. Discipline will be governed according to the Drug Policy.

ALCOHOL

Any student possessing, using, distributing or selling alcohol on campus at any time or during any school activity off campus is prohibited. Anyone found in violation will be subject to disciplinary action determined by Headmaster, or Board of Directors.

TOBACCO

Smoking, chewing and dipping of any tobacco product is not allowed on campus. If a student is caught with any form of tobacco, they will be subject to disciplinary action determined by Headmaster, or Board of Directors.

GENERAL INFORMATION

VISITORS

In an ongoing attempt to keep our students secure and to limit the interruptions to our learning environment, all visitors should report to the School Office upon arrival. By requesting guests and parents to follow this procedure, we are not attempting to be an inconvenience; we are only seeking to take appropriate steps in order to keep Sumter as safe and secure as possible.

During the school day, all visitors, family members, former students, salespersons or friends of the school must report to the main office for a visitor's pass.

- Students not enrolled in Sumter Academy, are NOT to visit on school property during school hours except for school-sponsored events. Students or persons found in violation of this are subject to disciplinary action and may be considered trespassing.
- Students and teachers who wish to invite outside speakers should provide the Administration with the information at least three (3) days in advance of the scheduled presentation.
- Parents: Conferences with teachers should be held by appointment. Parents SHOULD NOT go to a classroom to talk to a teacher without first going to the office and setting up an appointment.
- Loitering on campus after hours is prohibited.

DAILY SCHEDULE, EARLY ARRIVAL, AND AFTER-SCHOOL CARE

The school day begins each morning at 7:50. The buildings are opened at approximately 7:00. Parents should not leave children unattended before 7:25 a.m.

Students, Grades 1 – 5, should be dropped off at the steps leading to the Elementary Building. These students should report to the designated area in the cafeteria where a morning duty teacher will supervise all students until 7:50. At that time, students will report to their respective classrooms.

Kindergarten students should report to their classrooms upon arriving on campus.

Students in Grades 6 – 12 should report to their homeroom class before 7:55. Students should not enter any classroom unless the teacher is in the classroom. All students are expected to be in their homeroom by 7:55 each morning. The tardy bell rings at 7:55. Students are considered tardy at 7:55. All students who arrive after 7:55 must report to the office and get a tardy slip.

Sumter operates an After-School Program for children K4 – 5th grade. **All children remaining on campus after 3:15 must be in After-School.** No students K4 – 5th grades are to come to the main building to wait on rides. Parents should pick up those students at the elementary building. Students are not allowed go to the gym or athletic fields to wait on parents. Coaches are not will be responsible for monitoring any student other than the members of their team.

COMMUNICATION

SUMTER ACADEMY WEBSITE

You will want to be acquainted with the Sumter Academy website at: www.sumteracademy.org. It's easy to use and will be a primary source of information for the Sumter Academy family.

PARENT – TEACHER CONFERENCE

Communication between the School and the Parents is essential to insure the appropriate levels of success of each student. Believing that the school is in partnership with the parents, Sumter Academy recognizes the importance of encouraging the parents and the School to work together in the best interest of the child. The following methods of communication are encouraged.

- Email – Each teacher has a school e-mail and can usually be reached quickly through this method of communication. A teacher's email address is the first name _last name @sumteracademy.org. Example: sam_jones@sumteracademy.org
- Telephone – This method of communication is difficult during the school day because of teaching schedules, but is available for all teachers.
- Conferences – Occasionally, it will be necessary for a teacher or parent to initiate a conference concerning a child's academic or disciplinary progress. In the event that a parent would like to schedule a conference, we ask that they call the office to set up that conference. A parent who has a concern about a situation involving their child should first contact and meet with the appropriate teacher about the situation. If this issue cannot be resolved at that level, a meeting with the parent, teacher and Administration should be arranged. By following this chain of command, problems can be handled promptly with respect to all parties concerned.

INOW

Sumter uses INOW, database management software to track all student records. This software also gives Sumter families the opportunity to monitor student progress via the internet through INOW. This tool allows parents to access their children's academic progress. All families should contact Ms. Sandy Bryan for instructions on how to log-in to INOW.

CELL PHONES

Students may not possess a cell phone between 8 AM and 3 PM. All phones must be turned in to the main office as soon as they enter the building. The phones may be picked up at the end of the school day. Athletes reporting to a sports practice at 7th period may pick up their phones at 2:00.

The telephone in the main office may be used by a student with permission from a member of the office staff. The Middle and high school students are not allowed to use the telephones in the elementary or the high school teacher's lounge.

LUNCHROOM OPERATION

Lunch order procedure for Daycare – 12th grades will be prepared and served in the cafeteria daily. Students, K – 5th Grade, must place their orders in their classroom each morning. The Middle and High School students must place their orders during homeroom each morning. All lunch orders must be placed no later than the student's break time.

With the permission of the parents, students will be allowed to charge food in the lunchroom. However, all accounts should be paid in a timely fashion. **No students should have more than \$50 in charges at any time. It is strongly suggested, parents should prepay money in their student's account.** The lunchroom manager, at the request of the parent, will be able to provide a printout of the food/drinks your child is buying. If a parent would like to restrict the amount or type of items your child is allowed to buy, please communicate this information to the lunchroom manager and the classroom teacher.

All students may purchase lunches on campus or bring lunch from home. No students will be allowed to leave campus to eat or purchase food without written permission from the Headmaster. All food must be eaten in the cafeteria area. No students will be allowed to leave the cafeteria during lunch or break without written permission from the teacher on cafeteria duty. No student should be allowed to go outside unattended during break or lunch.

Paypams is the online lunchroom system. Each student will have an individual account and can be replenished online or through the lunchroom. Student information will be sent home for each student for you to be able to register.

FIRE, TORNADO AND EMERGENCY SITUATION

FIRE DRILL

The signal for a fire drill is a continuous short ring of the bell. Evacuation procedures and routes to designated safe areas are posted in each classroom. Fire Drills are important in teaching students how to react when faced with an emergency. Upon notification of a fire drill or actual fire, teachers will supervise children through the outside doorways to pre-arranged safe areas. Windows and doors must be closed and lights turned off. Notification to return to the classroom will be given and teachers are to follow the same route back into the classrooms.

TORNADO DRILL

The signal for a tornado drill is a continuous long ring of the bell. The school office monitors weather advisories during severe storms and will relocate students and staff to the safest possible location during tornado warning. Tornado drills will be held at regular intervals throughout the school year to practice orderly and safe passage to inside walls and areas away from high ceilings and glass windows and doors. Upon notification of a tornado, teachers will take students to pre-arranged locations and take proper precautions.

INCLEMENT WEATHER OR EMERGENCY CLOSING

In cases of emergency closing. Information will be posted on the school website: www.sumteracademy.org, WTOK TV Channel 11, and radio station 97.1 OKK, WYLB 96.3.

In other instances, including increment weather, it may be necessary to open school late or dismiss early. Late openings will be announced as indicated above. It is understood that parents must exercise discretion depending on conditions in their specific area. In the event of an early closing due to weather, the school will notify all parents using email. Elementary teachers will begin to call parents. The older children will be allowed to use the office telephone or their cell phones to call parents. Students will be dismissed to drive only after parent permission is given to a member of the school administration, office staff or faculty. Students not driving will be supervised until transportation arrives.

STUDENT FIRST AID

Student Health Services are provided in Grades K4 – 5th by the classroom teacher. Grades 6 – 12 Health Services will be provided by the teacher, coach or office staff. A sick or injured student is to report to a teacher immediately. The teacher, coach or office staff will assess the situation and take appropriate action, which may include notification of the parent or referring the student to the office for further assessment and notification of a parent. Students who have a fever must be picked up or permitted by parents to drive home.

The school must have on record parental instructions regarding a students' need to take prescription medication and permission for providing Tylenol or another OTC pain medicine. Students may not self-administer any medication at school. Prescription medication in the original container must be clearly labeled with the students' name as well as time and dosage information. Teachers in grades K4 – 5th will be responsible for administering any medication. Students, Grade 6 - 12, must come to the office to receive their medication. A medicine log will be maintained by the teacher or office staff.

Each year parents should notify the Headmaster or respective teachers of any health issues their child may have. Under special circumstances, the school will administer over-the-counter medications to students. All other over-the-counter medications must be provided by parents and administered at home before the school day begins.

PHYSICAL EDUCATION PARTICIPATION

Extended time without active participation in physical education classes requires a written note from a physician.

TRAFFIC AND INSTRUCTIONS FOR MOTOR VEHICLES ON CAMPUS

All drivers of vehicles must practice safe and alert driving practices on campus. Instructions will be provided at registration for morning and afternoon traffic. Please do not use cell phone while driving on campus.

Any students with a valid driver's license, documentation of valid insurance coverage and tag number on file in the office are eligible to drive on campus. Permission may be revoked at any time by the Administration for violation of school traffic policies. The school also reserves the option to check students' automobiles on campus, if the need arises to protect our students from the influence of alcohol, drugs, etc. The speed limit on campus is 15 miles per hour and must be strictly observed. No reckless driving will be tolerated. Speeding or reckless driving on Sumter Academy Road in front of the school is not tolerated. Riding on the outside of automobiles is not allowed. Students may not remain in vehicle when they arrive on campus. All student vehicles should park in the student parking. All students' vehicles must remain in the student parking lot until leaving campus at the end of the day. Students are not allowed to move their vehicles into the teachers/visitors parking spaces before after-school practice times.

- **MOTOR BIKES**

Riders must follow all the rules for other motor vehicles. The parking spot for the motor bike must be approved by the Headmaster.

- **TEACHER'S PARKING SPACES**

Students must not park in areas designated for teachers or visitors. Students should not be loitering in or near teacher's vehicles at any time.

USE OF SCHOOL FACILITIES DURING AFTER-SCHOOL HOURS

Students and teachers do not have permission to use the Academy buildings, grounds of athletic fields at night or weekends unless they have made arrangement with the office. The arrangements should be made before the weekend begins.

OFFICE PROTOCOL

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

COPY MACHINE USE

The school's copy machines located in the main and elementary building are to be operated by Sumter Academy personnel only. To make copies you must put in a personal access code. Students may not operate copy machines unless supervised by a teacher or office personnel. A fee will be charged for student copies.

Copies made by teachers or students using the printer in the computer labs should be limited. Anyone making copies not related to school business will be charged a fee for each copy.

FIELD TRIPS

At various times during the school year, classes will take educational and cultural field trips. Due to the need to focus on academics, field trips will be kept to a minimum during the first and last month of school. It is recommended that no class take more than 1 major field trip per semester.

GYM USE POLICY

The Athletic Director is responsible for the maintenance and operation of the gym. All activities taking place in the gym must be cleared through the Athletic Directors. No unsupervised activities may be conducted in the gym, including free play before and after school.

***** ONLY ATHLETIC SHOES MAY BE WORN ON THE GYM FLOOR. *****

- During athletic events, no one is allowed to play in or under the bleachers or on the stage area.
- To avoid injury, parents are asked to keep their children seated in the stands during athletic events. No food or drinks are allowed in the gym at any time. There is no smoking allowed in the gym, hallways or lobby at any time.

LOST AND FOUND

While the school cannot be responsible for all items left on campus, there is a lost and found elementary and the main building.

In the elementary building, found items will be placed on the hook in the hallway. In the main building, a lost and found box is located in room 7. Articles found on campus should be placed in either of these areas. If the found item is something other than clothing, it should be given to the secretary.

Items found but not claimed within a reasonable amount of time will be disposed of by donating to a needy cause.

PROPERTY INSPECTION

Sumter Academy reserves the right to inspect lockers, automobiles driven onto school property, clothing, book bags, etc. at any time. Periodic inspections may be made. Attendance at Sumter Academy by a student constitutes consent by both parents and students for such an inspection.

HARASSMENT

It is the policy of Sumter Academy to maintain a learning environment free from all types of harassment. It shall be a violation of this policy for student to harass other students through conduct or communications of sexual, threatening or derogatory nature. All allegations of harassment shall be fully investigated. If the investigation reveals the complaint appears to be valid, disciplinary action, up to and including expulsion from school, will be taken to stop the harassment and prevent its recurrence.

EXTRACURRICULAR PARTICIPATION REQUIREMENTS

ELEMENTARY

All elementary students of the appropriate age are eligible for after-school activities offered by Sumter Academy. Participation does not require specific academic standards at this level: however, parents are encouraged to carefully assess the number and kinds of activities their children can effectively manage to avoid interfering with school responsibilities.

JR. HIGH

Grade 7 – 9 students must have passed five (5) subjects during the first semester to be eligible for the second semester. A student repeating Grade 7 or 8 will not be eligible, regardless of the reason for repeating.

Sixth graders will only be allowed to participate in the junior high extracurricular activities, if there are not enough students from grades 7 and 8 participating in the activity.

HIGH SCHOOL

Grade 9 – 12 students must have passed six (6) new Carnegie units during the previous academic year to be eligible for the first semester. Note: A minimum of four (4) core courses must be included in this requirement. Grade 9 – 12 students may earn and/or retain second semester eligibility by passing 3 new Carnegie units/courses during the first semester of the current year. Note: A minimum of one (1) core curricular credit/course must be included in this requirement. If students do not meet AISA grade requirements at the end of the first semester, students may regain their eligibility for the second semester if all member school/AISA approved coursework is completed and in compliance with AISA grade requirements. Verification is due in the AISA office no later than March 1st. If requirements are completed earlier, student athletes may participate upon verification of coursework by the AISA office. If students do not meet the requirements of this policy, they will continue to be ineligible for athletics for the remainder of the 2nd semester. Students may not enroll in make-up coursework until the end of the 1st semester as set on the AISA calendar of events. Only AISA approved courses may be used.

***Core curricular subjects include English, History, Math and Science.

Grace Period: All student athletes transferring to an AISA member school will be given one semester grace period to comply with AISA academic requirements for athletic eligibility providing they are eligible in the system from which they transferred. A system is defined as a regulatory agency governing an association of secondary AISA student-athlete declared ineligible at the beginning of a semester may not gain eligibility during that same semester by utilizing the grace period rule as stated above.

Sumter Academy expects athletes and participants in other extra-curricular activities to be present for the entire school day in order to participate in practices, rehearsals or games. As a minimum requirement, a student must be present for AT LEAST three classes during the school day in order to

participate in extracurricular activities after school. An exception to this rule could be made under special circumstances by the Headmaster or Athletic Director.

DANCE REGULATIONS, SOCIAL EVENTS, ETC.

DRESS

- The dress code for dances will be announced in advance.
- Semiformal means dressy dress or dressy pant suit for girls and coat and tie for boys.
- Formal means a formal dress or girls and a tuxedo or suit and tie for boys.
- Students WILL NOT be allowed to change clothes during the Homecoming Dance or Junior/Senior Prom.

ATTENDANCE

- Those eligible to attend a dance will be announced before each dance.
- Alumni are invited to attend the Homecoming Dance.
- If your date does not attend Sumter Academy, YOU – not your date – will be held responsible for any misconduct.
- All students attending a dance are required to sign out when leaving the premises.
- All students attending Homecoming Dance or Prom are required to stay until the end of dance.
- No student will be allowed to return after signing out or leaving the premises.
- Any student below 9th grade cannot attend the Prom.

ADMISSION

The price of admission to the event will be announced prior to each event.

DECORATIONS

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

CHAPERONES

Dance chaperones will be provided by the sponsoring group. There must be at least one (1) chaperone for each twenty-five (25) students attending. 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.

Any social event, banquet, activity, dance, dramatic performance, pageant, etc. should be put on the school calendar four (4) weeks prior to the actual date. There should be one (1) chaperone per twenty-five (25) students for these activities.

HOMECOMING

Election of Homecoming Court – The election of court will be held on Friday, four weeks prior to the date of the Homecoming festivities. The candidates will consist of all female students in grade 10 – 12 meeting the criteria in Amendment IV of the SGA Constitution.

The Varsity Cheerleaders are responsible for the theme, decorations, Homecoming week activities, bonfire and coordinating the Coronation and Half time activities.

The SGA Sponsor and members are responsible for the Election of the Court, music for the Homecoming Dance, the flowers for the Court, the Homecoming Parade, the Homecoming t-shirts sale and cleaning up following the festivities.

GUN AND KNIFE CODE

GUN CODE

Any student who is found to have a gun of any kind on the student's person will automatically be expelled from Sumter Academy and will have to go before the Board of Directors in order to seek reinstatement. No type of firearm is acceptable.

KNIFE CODE

Any student caught brandishing a knife in a threatening manner will automatically be expelled and must seek Board approval for re-entry.

DRUG SCREENING

Sumter Academy will throughout the school year, randomly test a percentage of all its students in grades six through twelve. The various drugs tested will be set by the board of directors and is subject to change during the year. A complete list of the drugs being tested may be obtained through the school office.

INTERNET POLICY

Student usage of the Internet at Sumter Academy is a privilege, not a right. School policy states that the Internet must be used for RESEARCH/ACADEMIC PURPOSES ONLY. Because of the nature of technology, it is impossible to ensure that a student conducting research will not be able to gain access to unsuitable material through the misuse of the Internet. Misuse of equipment to access prohibited or inappropriate Internet sites is a violation of the agreement as well as school policy. Any violation will result in denial or cancellation of access privileges, and are subject to disciplinary action in accordance with be the Student Handbook and other applicable policies and regulations. Internet users are also subject to any civil penalties or criminal sanctions that may arise from unlawful use of the Internet at Sumter Academy.

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 in the 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 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.

SOCIAL MEDIA / HARASSMENT

SOCIAL MEDIA

In order for Sumter Academy to maintain both a safe and Christian environment, in which students can attend school and extracurricular activities without fear of harassment or bullying, the following forms of Cyber Bullying will not be tolerated:

Common Forms of Cyber Bullying

Cyber bullying can take many forms. However, there are six forms that are the most common.

- **Harassment:** repeatedly sending offensive, rude, and insulting messages
- **Denigration:** distributing information about another that is derogatory and untrue through posting it on a Web page, sending it to others through email or instant messaging, or posting or sending digitally altered photos of someone.
- **Flaming:** Online "fighting" using electronic messages with angry, vulgar language

- **Impersonation:** breaking into an email or social networking account and using that person's online identity to send or post vicious or embarrassing material to/about others.
- **Outing or Trickery:** sharing someone's secrets or embarrassing information, or tricking someone into revealing secrets or embarrassing information and forwarding it to others.
- **Cyber Stalking:** repeatedly sending messages that include threats of harm or are highly intimidating, or engaging in other online activities that make a person afraid for his or her safety (depending on the content of the message, it may be illegal)

Students who engage in any of the activities listed above through any type of social media (Facebook, Twitter, Instagram, Snapchat, etc.) towards a fellow student, teacher, or staff member of Sumter Academy will be managed in the following manner:

- 1st offense = 1 Day Suspension
- 2nd offense = 3 Day Suspension
- 3rd offense = Expulsion from Sumter Academy

Parents or Guardians of students at Sumter Academy who engage in any of the activities listed above through any type of social media (Facebook, Twitter, Instagram, Snapchat, etc.) towards a student, teacher, or staff member of Sumter Academy or about the intuition of Sumter Academy itself, will be managed in the following manner:

- 1st offense = \$250.00 fine – Report cards and transcripts held; blocked from INOW until paid
- 2nd offense = \$500.00 fine – Report cards and transcripts held; blocked from INOW; banned from extracurricular activities (Athletic Events, Assemblies, Prom, Graduation, etc.) until Paid
- 3rd offense = Expulsion of student(s) from Sumter Academy

Any issue not listed above will be managed at the discretion of the Headmistress and/or the Board of Directors.

HARASSMENT

Sumter Academy seeks to maintain a safe Christian environment, in which our faculty, staff and volunteers of our organizations can work and attend extracurricular activities without fear of threat or harassment. The issuing of threats or harassment toward employees or volunteers by parents or students of Sumter Academy will not be tolerated.

Parents or Students at Sumter Academy who issue personal threats or engage in harassing activities toward any employee or organizational volunteer of Sumter Academy; in person, through any type of social media (Facebook, Twitter, Instagram, Snapchat, etc.) or through third parties will be managed in the following manner:

- 1st offense = \$500.00 fine, report cards and transcripts held and blocked from INOW until the fine is paid; banned from all extracurricular activities (Athletic Events, Assemblies, Prom, Graduation, etc.) for the remainder of the school year.

- 2nd offense =Expulsion of Student(s) from Sumter Academy

Any issue not listed above will be managed at the discretion of the Headmaster and the Board of Directors.

Our desire at Sumter Academy is to maintain the most positive environment possible for our faculty, staff, volunteers and student during their time at Sumter Academy. We hope all parents and students will cooperate with us in making that desire a reality for this school year.

UNIFORM POLICY/DRESS CODE

Sumter Academy requires students K4 – 12th grade to wear a school uniform. Students’ dress and appearance must be neat, clean, in good repair, and in good taste. Clothes should be within proper standards of modesty. The Headmaster will make decisions regarding the appropriateness of dress and appearance. The dress code is in effect from the moment a student arrives on campus in the morning until the end of the academic day. Sumter Academy has chosen The Liberty Shop in Meridian, Ms. www.uniformacc.com and Land’s End www.landends.com , Sumter Academy Preferred School Code (900134735) as uniform suppliers.

BASIC UNIFORMS CONSIST OF THE FOLLOWING

BOYS

- Long or short sleeve white oxford button front shirt with a Sumter Academy logo
- Red, royal blue or white long or short sleeve polo shirt with Sumter Academy logo
- Red, royal blue or white turtleneck.
- Hoodie Sweatshirts, regular crew or zipped front, jackets in red, royal blue white or grey with a Sumter Academy or AISA sporting event logo are allowed to be worn during cool/cold weather.
- Sweatshirts, fleece, jackets or coats WITHOUT Sumter Academy logo are NOT allowed unless special permissions is given by the Headmaster during extremely cold weather conditions.
- Cardigan sweater, v-neck sweater vest, long sleeve sweater or down-filled vest in red, royal blue or white with a Sumter Academy logo will be allowed to be worn during cool/cold weather
- Sumter Academy polo or oxford logo shirts must be worn under all outerwear
- Khaki shorts or long pants
- ** All shirttails MUST be tucked in.
- ** A brown or black belt must be worn with pants or shorts.
- ** All clothing must be neatly press and of reasonable fit.

GIRLS

- Long or short sleeved white oxford button front shirt with a Sumter Academy logo
- Red, royal blue or white long or short sleeve polo shirt with Sumter Academy logo (feminine cut polo shirts are allowed. The shirt must be long enough to cover midriff area.
- Red, royal blue or white turtlenecks may be worn under uniforms.

- Long or Short-sleeved white Peter Pan polo or button front with Sumter Academy logo.
- Hoodie Sweatshirts, regular crew or zipped front, jackets in red, royal blue white or grey with a Sumter Academy or AISA sporting event logo are allowed to be worn during cool/cold weather.
- Sweatshirts, fleece, jackets or coats WITHOUT Sumter Academy logo are NOT allowed unless special permissions is given by the Headmaster during extremely cold weather conditions.
- Cardigan sweater, v-neck sweater vest, long sleeve sweater or down-filled vest in red, royal blue or white with a Sumter Academy logo will be allowed to be worn during cool/cold weather
- Sumter Academy polo or oxford logo shirts must be worn under all outerwear
- Khaki shorts or long pants
- Sumter plaid skort or skirt
- Sumter Plaid or khaki jumper (no logo)
- Polo style dress, knit ruffle bottom dress or knit ruffle top dress with Sumter Academy logo as found under the approved school code at Lands' End.
- Khaki leggings, jegging or skinny jean type khaki pants may NOT be worn as uniform bottoms
- Sumter Academy Plaid skort, skirt or jumper under the approved school code (900134735) at Lands End
- Khaki shorts, capri length or long pants

ADDITIONAL ELEMENTARY EXCEPTIONS OR ADDITIONS

Boys in K4 – 3rd grades will not be required to tuck in shirt tails or wear belts.

GENERAL GUIDELINES

- The school logo must be displayed on the top layer of clothing worn indoors. If the top layer is a sweatshirt, etc. that may be removed during the school day, then the blouse or shirt underneath should be a regulation school uniform type and also bear the SA logo.
- Hats and caps are NOT permitted, and sunglasses may not be worn indoors. Body piercing is limited to the ear (girls only with no more than two earrings per ear).
- NO sunglasses will be allowed to be worn in the building; this will also include wearing the sunglasses around the neck. If sunglasses are brought into the building they must be kept in your locker until you are dismissed for the day.
- There will be times (field trips, special programs, sporting events, etc.) when students will be allowed to dress in clothing other than the school uniform. The proper attire for these days will be announced a few days prior to the event by the coach, teacher or Headmaster. Unless otherwise stated this will be the WHITE Sumter Academy uniform shirt with logo and khaki pants. Coaches or teachers must have prior approval of headmaster before changing dress attire.
- Students traveling off campus for field trips must wear a WHITE Sumter Academy uniform shirt with logo. Shirts may be worn with khaki shorts, skorts, pants or jumpers or plaid skort/jumper. No caps will be permitted on field trip.

- This travel uniform will also be the required uniform for any school photos to be published in the local newspaper.
- The white uniform shirt will also be the standard shirt used for recognition photos that are to be published in the newspaper (such as science awards, art awards, etc.)

CASUAL FRIDAY

Casual Friday will be at the discretion of the Headmaster. If permission is granted the attire shall be a Sumter Academy t-shirt and denim jeans or denim shorts of an acceptable length and fit. Students grades K4 – 5th grades may wear SA cheerleader uniforms and SA football jerseys on Friday during football season. No athletic, silky gym, Nike, or Soffee shorts allowed.

FOOTWEAR GUIDELINES

All footwear must have a back. Sandal will be allowed as long as there is a back strap to the shoe. Boots are permitted for both girls and boys.

BOYS

Boys are expected to be neatly groomed. Hairstyles must be neat, well groomed and not extreme in color or style. Hair lengths must be cut or worn above the eyebrows and cannot extend below the collar or the bottom of the ear. Facial Hair is NOT permitted.

GIRLS

The basis for the dress code is that clothing be of sufficient length and loose enough to afford proper modesty. Dresses and skirts may be worn no shorter than 3” below the finger tips. This measurement is taken at a normal standing posture. All tops must fit such that no skin is exposed at midriff or back while walking, sitting, or during any range of motion. Tight-fitting tops or bottoms are not permitted. Hairstyles must be neat, well-groomed and not extreme in color or style.

The straps on sleeveless tops/dresses worn for special days or events must be at least three inches wide. Midriff tops, spaghetti-strap tops/dresses, halter tops/dresses, off-shoulder tops/dresses, strapless tops/dresses, low cut tops/dress or any other item of apparel which bares the shoulders or reveals cleavage when standing, sitting or bending is not permitted. Thin, see- through tops with tube tops underneath will not be allowed at Sumter Academy.

All variations of the dress code and dress attire for all students are at the discretion of the Headmaster.

ATHLETICS

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, softball, track and golf.

- A student must be in school at least ½ 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.
- A student must pass at least 6 Carnegie units, 4 of which are core classes or he/she will be ineligible for sports for the following semester. Credits in summer school are counted toward the fall semester eligibility.
- Practice times to be determined by coaching staff.
- Athletic publicity will be handled by the Athletic Department.

ELIGIBILITY

- All athletes above the 6th grade must have a physical and the proper AISA and insurance paper on file. A date will be set each July for all athletes to have opportunity for a free physical. If this date is missed, it is the parent's responsibility to have this done.
- Eligibility requirements are in the AISA Athletic Handbook which is located on the AISA website. If there is a question, contact the office. Coaches, never play an ineligible student. As a general rule, if a student fails more than one class, they are ineligible.
- Any athlete who quits a sport after 5 days of practice is not eligible for another sport until reinstated by the Headmaster and the Board of Directors.
- All equipment must be turned in one week following the end of the season.

EQUIPMENT

- Students are responsible for paying for shoes, hats, jackets, etc. The school or Booster Club pays for other equipment. If a student loses or damages equipment, they must pay for it.
- Coaches are responsible for securing all equipment and turning in an inventory of all equipment and uniforms to the Athletic Director at the end of the season.
- Any purchases of athletic gear, even for resale, or uniforms must have the approval of the Headmaster. This includes resale to the students.

FACILITIES

- School property and fields are the coaches' responsibility to maintain and prepare.
- The coach/sponsor of the last group in the gym, should turn off the lights and have your athletes pick up the trash and dust mop the floor.
- The last coach/sponsor to leave for the day should make sure the facilities are locked as well as the student parking lot and both exit gates.

SUPERVISION

- The coach is responsible for students on his team. They are never to be unsupervised. The coach is to be sure all students under his/her supervision have left campus before leaving campus.
- All students should ride with an adult, with parent approval, to and from events.
- The coach should report all significant injuries and parent problems to the AD and the Headmaster.

- Upon completion of an athletic practice/event, if an athlete complains of an injury, the parent should make contact with the coach.

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 possible 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 jeopardizing it. Please see page 28 of the AISA Athletic Handbook on fan behavior.

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 \$500.00 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 needs 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 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 Governor 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 ten (10) years in prison, but under the new law, a second degree assault of a sport official, coach or administrator could result in a sentence of up to 20 years.

The legislation applies to all levels of athletic from church softball to professional.

FINANCIAL POLICIES

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

TUITION SCHEDULE

- Tuition is charges on an annual basis and collected on a 12-month basis. Tuition payments must be made for the month of July/August at the time of registration.
- Changes in tuition and fee changes are set by the Board of Directors and are subject to change without prior notice.
- Tuition is due on the 1st of the month.
- Tuition mailed to the Academy will be receipted by the date of the postmark on the envelope.
- Payments due but not paid by the 10th of the month become delinquent on the 11th of the month.
- A service charge of 5% of the total amount delinquent will be charges on the 11th of the month to the family account.
- Statements will be sent out monthly to those accounts with a due balance.
- A 2% discount will be given if the annual tuition for a family is paid in full at registration in July/August.
- When an account is 60 days past due, the student will be sent home from school, with the students 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 accounts must be paid, and new enrollment fees will be charged.
- "Current" is defined as an account not delinquent.
- Report Cards, Edline viewing, transcripts or diplomas WILL NOT be issued with accounts not current. At the end of the school year all accounts must be current in full before release of any records.
- Before a student may take a semester final examination, all financial obligation for that student must be paid to a current status, i.e. the first of the respective month.
- **A family with a graduating Senior must pay the June and July tuition before graduation date, even if other children of the family will be continuing as students.**
- No refund of fees will be made is a student is dropped from enrollment for a delinquent account.
- Before a Kindergarten student or 5th Grade student may participate in graduation ceremonies, all financial obligations of that student must be paid in full.
- Any graduating Senior must have a paid in full membership before they can graduate.

TUITION IS DUE FOR THE FULL YEAR (12 months - August through July).

TUITION AND FEES 2016-2017

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

| | |
|--|---------------|
| Registration fee in August..... | \$150.00 |
| Early Registration paid in March..... | \$100.00 |
| Tuition for family with one (1) child..... | \$412.00 |
| Tuition for family with two (2) children..... | \$619.00 |
| Tuition for family with three (3) children..... | \$749.00 |
| Tuition for family with four (4) children..... | \$823.00 |
| Tuition for family with five (5) children..... | \$901.00 |
| Tuition for family with six (6) children..... | \$982.00 |
| FEES – due at Registration July/August | |
| Book Rental – Grades 1 – 12..... | \$ 70.00 |
| (Students will be assessed a fee in May for lost or excessive damage of books) | |
| Workbook/Copy Fee – | \$ 75.00 |
| Locker Fee, Grades 6 – 12..... | \$ 10.00 (NR) |
| Instructional Supply Fee, Grades K4 through 12th | \$ 85.00 (NR) |
| Classroom Supply Fee, Grades 2-5..... | \$ 30.00 (NR) |
| Science Fee – Students taking Science Grades 9th through 12th | \$ 25.00 (NR) |
| Activity Fee..... | \$ 45.00 |
| Yearbook – Each family must purchase one (1) at Registration..... | \$ 45.00 |
| Additional Yearbooks..... | \$ 35.00 |
| Drug Testing Fee - Grades 9th – 12th | \$ 50.00 |
| Outside Maintenance..... | \$ 35.00 |
| Technology/Computer Lab Fee - Grades 1 – 12..... | \$ 45.00 |
| INOW..... | \$ 25.00 |

Athletic Participation Fees:

This fee is to be paid before the 1st 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

****BEGINNING SEPTEMBER 1, 2014, A REPRESENTATIVE OF EACH SUMTER ACADEMY FAMILY WILL BE REQUIRED TO ATTEND TWO (2) SCHEDULED WORK DAYS EACH YEAR. THOSE WHO ARE UNABLE TO ATTEND WILL BE CHARGED \$50.00 ON THEIR ACCOUNT.**

MEMBERSHIP

- Required Sumter Academy Foundation membership purchase per family may be paid on one lump sum of \$600.00 or in 24 consecutive monthly payments of \$25.00 (12 monthly payments for 2 years).
- Voting rights are obtained upon full payment for the share of membership.
- Those patrons who had children attending Sumter 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 paid on their membership up to that date. A re-entry fee of \$25.00 is also required).
- Membership must be paid in full before a student can graduate.

This entire statement and procedure was reviewed and adopted by the Board of Directors in July 2016.

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 their 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.

Through 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,
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 composed by the students of the committee.

EAGLE FIGHT SONG

Oh, there's a school we know, its 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 were written by
The Class of 1985 and Mrs. Faye Bedwell, Class Advisor.

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

Notice

This New/Revised 2016-2017 Student Handbook contains many changes. The policies in this handbook will be enforced.

I HAVE READ THIS HANDBOOK AND UNDERSTAND BY SIGNING THIS SHEET, I AM AGREEING TO ABIDE BY THE RULES AND REGULATIONS WRITTEN IN THIS HANDBOOK.

Student Signatures:

(ALL Students in Household)

I HAVE READ THIS HANDBOOK AND UNDERSTAND BY SIGNING THIS SHEET, I AM AGREEING TO MY CHILD/CHILDREN ABIDING BY THE RULES AND REGULATIONS WRITTEN IN THIS HANDBOOK, INCLUDING THE SOCIAL MEDIA/HARASSMENT POLICY.

Date: _____

Parent's Signatures: _____

Sumter Academy is allowed to administer OTC medications to my child. YES or NO (circle one)

Comments: _____

PLEASE SIGN AND RETURN THIS PAGE TO THE OFFICE BY AUGUST 12, 2016