

WELCOME TO CALHOUN ACADEMY!

*On behalf of the faculty and staff, welcome to our family. We are happy to extend a welcome to our returning students, and we look forward to making our new students feel a part of the CA Family. May the 2020-2021 school year be a year of new growth and learning both socially and academically in our “new norm.”*

*We encourage each of our students to become involved in activities that will enlighten their school experience. Whether you decide to play sports, involve yourself in student government, join a club, participate in SCISA sponsored events, or participate in community service projects, there is a place for each of you. Get involved!*

*Last year we were blessed to have commemorated our 50<sup>th</sup> year of academic excellence, as well as, experience a first, virtual learning. This year we will continue to celebrate our history, honor our past, and begin focusing our energies on our future. The Calhoun Academy faculty and staff promise to engage and challenge each of you, whether at home or here in person, as we prepare you for success in this ever-changing global society. Again, thank you for choosing Calhoun Academy!*

*Becky Haigler  
Headmaster*

**ALMA MATER**

All hail, Calhoun Academy!  
Thy colors gold and blue  
Stand as a symbol of our love to you.  
All hail, Calhoun Academy!  
To thee we'll e'er be true  
We'll watch over and keep you  
All hail, all hail.

All hail, Calhoun Academy!  
Thy sons and daughters true  
Stand now as ever to fight and die for you.  
All hail, Calhoun Academy!  
We pledge our faith anew,  
To guard and protect you,  
All hail, all hail.

**SCHOOL COLORS:** Blue and gold

**SCHOOL MASCOT:** Cavalier

Headmaster – Mrs. Becky Haigler  
Lower School Assistant Administrator – Mrs. Sharie Quattlebaum  
Upper School Assistant Administrator – Mrs. Sarah S. Barrineau  
Bookkeeper – Mrs. Jacque Fogle  
Administrative Assistant- Mrs. Kacey Smith  
Guidance – Mrs. Clancee Felder

*Calhoun Academy does not discriminate in enrollment or hiring due to race, color, and national or ethnic origin.*

## ***Mission Statement***

Calhoun Academy seeks to prepare students for future success in post-secondary education, career, and life through a caring staff and safe environment. We place emphasis on creativity, responsibility, self-discipline, and respect. While providing an academically challenging curriculum, we encourage productive citizenship and respectful leadership.

## ***Calhoun Academy Objectives:***

- to help meet the needs of students for post-secondary education
- to produce technologically skilled lifelong learners who are prepared to successfully thrive in our highly competitive global society
- to produce responsible, courteous, productive citizens
- to create a comfortable environment
- to teach responsibility and independent thinking
- to foster the total development of each child - spiritually, morally, intellectually, socially, emotionally, and physically
- to assist students to feel accepted, appreciated, and nurtured
- to challenge students according to their individual needs
- to aid students in gaining the skills, strategies, and desire necessary for continued learning
- to help students develop a strong sense of responsibility for themselves and toward each other, their community, and the earth's resources

## *Absences*

All students must present a written excuse signed by a parent/ guardian stating: (1) the date of the student's absence; (2) the nature of the illness or reason for absence; (3) the signature of parent/guardian. The excuse **must** be presented to the homeroom teacher by the **second day** of the student's return to school. Failure to bring an excuse by the second day following the absence will result in a detention.

The school expects that the only time a student be allowed to be excused from school (or class) is for doctors' appointments, family emergencies or illnesses. An excuse, however, does not necessarily mean that a particular absence will be automatically excused. The school recognizes the right of a parent to permit an absence for a reason other than those given above. Teachers, however, will not be required to make up work missed for reasons other than those specified, and the unexcused absence may result in a zero for the day. Special excuses must be in writing, signed by the parent, and submitted by the student to the Headmaster **at least 48 hours in advance** of the absence. The student must bring special excuses to the office for the Headmaster's approval during homeroom. Doctors' excuses will not be valid unless the doctor sees the student in his/her office.

By action of the Board of Directors, a student is allowed four excused absences total during junior and senior year cumulative for college visits. Documentation must be provided by the college in order for the absence to be excused by Calhoun Academy.

A student absent from the class on the day of an assigned test will be expected to make up the test on the day of his/her return to school. Students are responsible for obtaining assignments from a "buddy" student during absences.

It is strongly recommended that a child be "fever-free" for twenty-four (24) hours prior to return to school, without medication.

If a student has been exposed to Covid-19, please refer to the COVID Operations Plan that was emailed home and is on our website. A hard copy can also be picked up in the office.

## *Attendance*

If more than 15 days/classes are missed, such absences must be supported by a medical statement from a medical doctor at the time of the absence. If a student misses a class more than 15 times, he/she will not be allowed to continue in that class until an appeal to the Board of Directors is made. Also, students who miss more than 15 classes/days excused or unexcused, may not exempt exams unless the Board grants exemption privileges upon an appeal before the Board. The Board will be notified when a student reaches 10 absences in class/school. Perfect attendance for Upper School includes no tardies, no early dismissals and/or absences (except SCISA sponsored events or Headmaster approved absences).

## *Dismissals*

Dismissal from school should be only for those reasons given in ABSENCES. Early dismissal from school that results in the missing of assigned tests is not acceptable, and the student will be given a zero for the test.

Students should submit to the homeroom teacher, prior to dismissal, a written request for dismissal stating: (1) the time of the dismissal; (2) the reason for the dismissal; (3) signature of parent/guardian. Should it be necessary for the student to be dismissed from school unexpectedly, permission must be given by the parent/guardian before the student leaves the school, and a written excuse from the parent/guardian concerning the dismissal **must** be submitted to the homeroom teacher by the **second day** after the dismissal. Failure to bring the excuse will result in a detention. In the event of an emergency dismissal or failure to bring dismissal excuse prior to dismissal, it is the student's responsibility to obtain a dismissal form from the office and to have **all** teachers, including homeroom teacher, sign the form before leaving school. In addition, students who are being dismissed are required to take any assigned tests prior to dismissal as instructed by individual teachers.

All students (or parent/guardian of Lower School students) should sign out in the office just prior to leaving the school. No student is allowed dismissal from school in order to work at a job, and frequent dismissals (especially from 6<sup>th</sup> period in Upper School) will not be allowed. The Board of Directors requires full-day attendance.

## *Academic Program*

Three programs of study (diplomas) are offered to the students at Calhoun Academy. Each program of study is designed for students to be college prepared whether at a 4- or 2- year institution. Each program of study will meet all of the requirements for entrance to the state-supported colleges and universities and allow students with satisfactory grades and standardized test scores to enter most private colleges or technical schools. In the College Preparatory program of study, the student will be prepared for college work, but this preparation will not be as extensive or in depth as that of the Honors or Advanced College Preparatory programs.

The guidance counselor and the Headmaster, in addition to some input from faculty members as to which program they should possibly enter, will counsel students. The final decision as to their classes and/or course of study, however, will be made by the student and parent, provided the student meets the criteria for entrance into a course.

## *Academic Policies*

Calhoun Academy utilizes the South Carolina Uniform Grading Scale for calculating a student's Grade Point Average (GPA) for each course that receives a Carnegie unit. The South Carolina Uniform Grading Scale includes weighted grades for Honors, Advanced Placement, International Baccalaureate, and Dual Credit courses. The ten point grading scale issued by the State Commission on Higher Education is also in effect. Class rank is calculated at the end of each academic semester.

A = 90-100

B = 80- 89

C = 70-79

D = 60 - 69

F+ = 53-59 (failing)

F = below 53 (failing)

Valedictorian, Salutatorian, & Honor Graduate - to be considered, the student must have attended Calhoun Academy in the 9th, 10th, 11th, and 12th grades. For the purposes of calculating the class rank, the student's cumulative Grade Point Average according to the South Carolina Uniform Grading Scale is used and students are arranged from the highest-grade point average reported with at least three decimal places.

Graduation Marshals - to be considered, the student must have attended Calhoun Academy in the 9th, 10th, and 11th grades. Eligibility is determined at the end of the third quarter of the student's junior year on the basis of a cumulative Grade Point Average on the South Carolina Uniform Grading Scale including all courses awarding credit. Students are arranged from the highest Grade Point Average reported with at least three decimal places. The top six ranking juniors meeting the above criteria will be named graduation marshals.

6th Grade Graduation (Valedictorian, Salutatorian, & Honor Graduate)- to be considered, the student must have attended Calhoun Academy in the 4th, 5th, and 6th grades. For the purposes of calculating the class rank, the student's cumulative Grade Point Average, for 4th, 5th, and 6th grades, according to the South Carolina Uniform Grading Scale is used and students are arranged from the highest-grade point average reported with at least three decimal places. Students who were enrolled at Calhoun Academy in the 4th and 5th grade classes for the 2017/2018 and 2018/2019 school year will be grandfathered in under the policy stated in the 2018/2019 handbook.

5th Graduation Marshals for 6th Grade Graduation - to be considered, the student must have attended Calhoun Academy in the 4th and 5th grade. Eligibility is determined at the end of the progress report of 4th quarter of the student's 5th grade year on the basis of a cumulative Grade Point Average, for 4th and 5th grade, on the South Carolina Uniform Grading Scale. Students are arranged from the highest-grade point average reported with at least three decimal places. The top six ranking 5th graders meeting the above criteria will be named graduation marshals. Students who were enrolled at Calhoun Academy in the 4th and 5th grade classes for the 2017/2018 and 2018/2019 school year will be grandfathered in under the policy stated in the 2018/2019 handbook.

## **GRADUATION REQUIREMENTS:**

**HONORS DIPLOMA**- awarded to a student who satisfactorily completes 27 units of high school courses with no yearly (or semester) grade below a 75. The student must also graduate with a cumulative 3.0 GPA on the SC Uniform Grading Policy. It is strongly recommended that **ALL** courses be designated **Honors**. These courses must include:

- 4 units English** (I, II, III, IV- at least **3** designated **Honors**)
- 4 units Math** (Algebra I, II, Pre-Calculus, Geometry – at least **3** designated **Honors**)
- 4 units Science** (Physical Science **and 3 lab sciences required**; no more than 2 from same field with **3** designated **Honors**)
- 3 units Social Studies** (Gov/Econ, US History, Western Civ. with **2** designated **Honors**)
- 3 units Foreign Language** (same language)
- 1 unit Fine Arts**
- 1 unit Computer** (CHE-recommended for college admission)
- 1 unit Physical Education**
- 6 units Electives**

**ADVANCED COLLEGE PREPARATORY DIPLOMA** – awarded to a student who satisfactorily completes 25 units of high school courses with no yearly grade (or semester) grade below a 70. The student must also graduate with a cumulative 2.0 GPA on the SC Uniform Grading Policy. These courses must include:

- 4 units English** (I, II, III, IV)
- 4 units Math** (Algebra I, II, III, Geometry)
- 4 units Science** (Physical Science **and 3 lab sciences required**; no more than 2 from same field)
- 3 units Social Studies** (Global Studies, Gov/Econ, US History)
- 2 units Foreign Language** (same language)
- 1 unit Fine Arts**
- 1 unit Computer** (CHE-recommended for college admission)
- 1 unit Physical Education**
- 5 units Electives**

**COLLEGE PREPARATORY DIPLOMA** – awarded to a student who satisfactorily completes 24 units of high school courses. These courses must include:

- 4 units English** (I, II, III, IV)
- 4 units Math** (Algebra I, II, III, Geometry)
- 4 units Science** (Physical Science **and 3 lab sciences required**; no more than 2 from same field)
- 3 units Social Studies** (Global Studies, Gov/Econ, US History)
- 2 units Foreign Language** (same language)
- 1 unit Fine Arts**
- 1 unit Computer** (CHE-recommended for college admission)
- 1 unit Physical Education**
- 4 units Electives**

**Electives:** Advanced Composition (Yearbook), Advanced Computer Applications, Advanced Math, Basic Computer Applications, Theatre/Art, SAT Prep, 20<sup>th</sup> Century History, Debate, and PE II

A student must earn five (5) credits in the 8<sup>th</sup> and 9<sup>th</sup> grades to be eligible for the 10<sup>th</sup> grade, a total of ten (10) for the 11<sup>th</sup> grade, and sixteen (16) for the 12<sup>th</sup> grade.

Please be aware that college requirements have become more stringent and failure to take prerequisites in high school may result in denied acceptance. While the S. C. Commission on Higher Education (CHE) publishes minimum requirements for entrance to state-supported colleges, individual colleges may require additional courses, and these requirements change from year to year. For this reason, early in high school, students should have some idea about the college they wish to attend and determine to meet any additional requirements specified by that institution.

### ***Biting Policy***

Biting is an age appropriate developmental phase, a concern that is not uncommon in some children. We recognize that biting is as normal and natural as toileting and tantrums, yet we accept that it is our responsibility to provide and maintain a safe environment for all children and teachers. This policy has been developed to enhance a teacher's and child's safety by summarizing the steps that will be taken in biting situations:

#### **When Biting Does Occur:**

*For the Child / Teacher that was bitten:*

1. First aid will be given to the bite. If the skin is broken, the bite will be examined by the nurse and covered with a bandage.
2. Parents will be notified immediately if the skin is broken; otherwise they will be notified at pickup time.
3. An incident form will be filled out documenting the incident.

*For the Child that bit:*

1. The child will be removed from the situation and told that biting is not allowed. Very little attention will be given to the biter concerning this action.
2. The parents will be notified at pickup time. Parents will also be notified about biting attempts.

### **When Biting Continues:**

The child will be observed and occurrences and behavior will be documented. Staff will shadow the biter to try to prevent the behavior from occurring and look for patterns in this behavior.

### **When Biting Becomes Excessive:**

1. If the child inflicts 2 (two) bites in a one - week period (5 weekdays) in which the skin of another child is broken or bruised or the bite leaves a significant mark, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified. Keeping consistency at both home and school will allow us to work together to reduce the amount of biting.
2. If the child **again** inflicts 2 (two) bites in a one - week period (5 weekdays), the child will be asked to remain at home for 2 school days.
3. If the child **again** inflicts 2 (two) bites in a one - week period (5 weekdays), the parents will be asked to make other arrangements. Arrangements may vary depending on whether the child is a full - day or half – day student. Arrangements may also vary according to the amount of time a child is asked to remain at home.
4. If a child goes through all of the steps above and goes more than 3 (three) weeks without biting, we will go back to step 1 if the child bites again.

### ***Class Projects***

Any class or organization project must meet the approval of the Headmaster and be cleared through the Student Council. Any social activity must comply with Calhoun Academy standards of conduct and have school approved chaperones present at all times.

### ***Closing of School (Weather)***

In the event of emergency weather conditions when roads may be dangerous or impassable, the following radio and television stations will be notified as to the closing or delay of school: WIS-TV (Channel 10), Columbia, SC, InformationNow, and the Calhoun Academy website.

### ***Computer Use***

All students (except K3, K4) will be required to sign a contract, located at the back of this handbook, concerning appropriate use of school computers located in the library, computer labs, and classrooms. Parents are expected to co-sign the contract, agreeing to consequences of misuse or inappropriate use of computers.

## *Course Changes*

Students have until the 4th week of school to change/add courses. They will be responsible for making up all work covered in the new course in those three weeks and be tested. After this time, no course may be dropped. The student will remain in the course even though he/she is failing.

Seniors who take five (5) courses for credit are allowed to audit any course but may not receive credit for that course. Those auditing the course must meet all requirements for students regularly enrolled in the course. Permission to audit a course may be withdrawn if the student does not maintain an average of 60 or higher in the course.

## *Digital and Electronic Device*

### *Code of Conduct and Acceptable Use Policy*

Calhoun Academy is pleased to offer computer access as well as the opportunity to bring digital and electronic devices to school for use in the classroom. We believe that educational benefits can be gained through the use of such devices. A digital or electronic device is defined as but not limited to the following: Chromebooks, laptops, netbooks, iPads, Mini iPads, tablets, e-readers, all types of cell phones, calculators, and cameras. In order to use a school computer or a digital/electronic device at school, all students must obtain signed parental permission as verified in the form located at the back of this handbook.

All areas of usage described in this agreement apply at all times, not only while the student is at school.

**1. Cell phones:** (High School only): *I agree to the school policy of “off and away” for all types of cell phones.*

I understand that while I may have my cell phone with me at school, I will keep my phone turned off and put away once I arrive on campus and during school hours, preferably in a backpack or purse. Any cell phone heard or seen in the school building during school hours will be taken and disciplinary action will be as follows:

1<sup>st</sup> offense - phone taken and kept in the office; parent is contacted; phone returned at end of school day

2<sup>nd</sup> offense and beyond – phone taken and kept in the office; parent is contacted; phone returned at end of school day; detentions given for each offense

**2. Digital Citizenship:** *I agree to be a positive digital citizen.*

I agree to use appropriate language when using any digital or electronic device for any form of communication. It is unacceptable to use electronic communication to spread rumors, to gossip, to bully someone, or to engage in any activity that is harmful to other students, faculty, or persons associated with Calhoun Academy. Should I observe inappropriate use of any digital or

electronic device, I agree to report such activity to one of the computer teachers or to an administrator.

**3. Appropriate Use:** *I agree to proper use of all electronic and digital devices.*

I will use the school computers and my personal devices only for appropriate purposes, including obtaining, using, processing, and distributing information for the purpose of legitimate school related or school approved activities. I understand that inappropriate use includes, but is not limited to: assuming the identity of another; sending or seeking to receive messages that contain or suggest pornography, unethical or illegal solicitation, racism, sexism, or inappropriate language; illegal activity; bullying of any kind; any attempt to embarrass or harm another person; and information which could violate another person's privacy. This includes watching personal videos, apps, listening to music, or playing games or any non-school related activities. I understand that if I do not use digital or electronic devices (not including cell phones) appropriately, I may receive a major or minor infraction as decided by the administration.

**4. School iPads/Computers/Chromebooks:** *I agree that I will use the school computers responsibly.*

I understand that the use of a school computer is a privilege, not a right, and therefore may be revoked if abused. I will not use a school computer without the permission of a faculty member, and I will not alter, download, or copy software or settings to or from school computers, Chromebooks, or iPads. I will not remove or attempt to remove the Meraki management or Meraki profiles. I will not attempt to wipe, jailbreak, or otherwise attempt to clear settings off of my iPad.

**5. School Internet use:** *I agree that I will access the Internet responsibly.*

I understand that the school utilizes a software filter in an attempt to block inappropriate material available on the Internet; however, I realize it is incapable of blocking 100% of this material. If I encounter inappropriate language or other materials, I will immediately report this to a faculty member. I will not attempt to bypass the firewall, and I will not use a phone hotspot.

**6. Classroom Guidelines:** *I agree to use of personal devices in the classroom.*

I will not use a personal device in the classroom without the consent of each classroom teacher on a daily basis. This includes recording of any kind. Teachers will allow use of these devices as appropriate and will outline specific guidelines for use in their classroom. At no time may a personal device in any way disrupt the classroom. Students will be responsible for charging their devices at home.

**7. Safety of Personal Devices:** *I will take care of my own property.*

I acknowledge that by bringing my device to school, I am responsible for the equipment while it is on campus. Calhoun Academy is not responsible for any equipment aforementioned that is damaged, stolen, or lost. I also agree that I am responsible for any and all content on my personal device.

## ***Driving and Parking on School Grounds***

School grounds are divided into two areas ~ parking area and playground. No cars are allowed in the playground area, and no students should be in any parking area except during school hours or for after school activities. Students who are of eligible driving age will be asked to provide information to the Upper School Administrator about the car(s) and license tag(s) for the car(s) that are driven to school.

Any student who rides in a car that is to be parked in the school parking lot is to leave the car/parking lot **immediately** upon arrival and report to his designated area. Students should not return to the parking lot before school, during the lunch period, or at any time. If a student needs to go to the parking lot, he/she will need to see the Upper School Administrator.

When school is dismissed, students who drive/ride in cars parked in the student lot should leave the area as soon as feasible. Students leaving the student parking lot upon dismissal to drive to another parking lot or designated area for after school practices, etc. should do so in a safe, responsible manner.

Upper School students who are brought to school (other than by CA students) should exit cars in front of the library, not in the center lot or student lot, and should be picked up after school in the same fashion. Parents are not to be in the student parking lot for any reason except to exchange cars or for emergency car repairs. Lower School students need to be escorted into and out of the student parking lot by an older Upper School student.

Students driving in a reckless or unsafe manner (in the opinion of school personnel) while on campus will forfeit the privilege of driving a car on campus for one month, and the parents will be notified immediately of such action. If a student parks his/her car on campus at times other than those designated above, driving privileges on campus may be forfeited for one month. No student should stand between cars in any lot while waiting for a driver. Students are asked not to play radios/CDs/tapes loudly at any time while on campus.

## ***eLearning Due to Weather or School Shutdown***

If eLearning is needed, teachers in grades 5<sup>th</sup>-12<sup>th</sup> will provide assignments through Google Classroom. Teachers in grades 3K-4<sup>th</sup> will provide meaningful assignments either through packets or computer-based assignments. For students in 7<sup>th</sup> grade and above, 5 points will be deducted each school day that an assignment is late. If a student is having problems submitting an assignment or getting an assignment, he/she needs to communicate with his/her teacher. Communication is key. These types of issues will not result in the deduction of points. Our goal during eLearning is to keep the learning process continuous. Missing assignments will result in a zero if communication does not occur. Students also need to be mindful when turning in assignments, cheating cannot occur. It is very important that students submit their own work.

## *Eligibility for Athletic Participation*

A student must take, pass, and receive credit for at least four (4) one-credit core courses or any five (5) one-credit courses (which have not been previously passed) each nine week period.

According to the South Carolina Independent School Association, “a student in grades 9 – 12 must take and pass at least **four (4), one credit CORE Courses** or any five (5) one unit courses, **each grading period** (6/9/12 week) or semester to be eligible. Students below the 9<sup>th</sup> grade must pass four (4) subjects each grading period/semester. A senior who has met or is meeting all requirements for graduation must pass four (4), one-credit courses each marking period/semester. *Note: A student must have earned a minimum of 4 core units or any 5 units of credit to be declared eligible at the start of a school year (the student must also be in compliance with all other eligibility standards).”*

All other eligibility rules as outlined in the SCISA (South Carolina Independent School Association) athletic “blue book” will be followed. Attendance at school on game or practice day is at the discretion of the coach. If a child is absent from school on a game day, the Athletic Director needs to be notified.

## *Exams*

Students in grades 6 – 12 will take two (2) sets of exams. Exams will count one-fifth (1/5) of the semester average. First semester exams will be given prior to Christmas holidays. All students must take first semester exams. If a student joins the Calhoun Academy Family after 1<sup>st</sup> semester exams, he/she must take 2<sup>nd</sup> semester exams regardless of averages.

Students in grades 7 – 12 may exempt second semester exams with a cumulative average of 90 or above and must meet other criteria for exemption. Exemption of exams is the prerogative of each teacher, and a student may exempt only with permission of the teacher. Students who miss more than 15 classes/days excused or unexcused, may not exempt exams unless the Board grants exemption privileges upon an appeal before the Board. In addition, students who are suspended for any reason, either ISS (In School Suspension) or out of school suspension may not exempt exams during the school year of suspension.

Seniors may exempt second semester exams with an average of 87 or above on first and second semester work and must meet other criteria for exemption.

## *Failures*

Students who do not complete in full required, assigned projects such as term papers, laboratory work, etc, will not receive credit for the course, even though they receive a passing grade for the remainder of the course.

If a student fails a course in any nine (9) weeks, he/she and a parent/guardian are required to meet with the teacher of that course within one (1) week of the day report cards go home.

Students may stand a re-examination in any course failed for the year provided the yearly average in the course is 53 – 59. This re-examination will cover any material presented during the year. The parent/guardian and student are required to notify the Headmaster about taking a re-examination. Certain procedures will be followed in order to notify a teacher for a study guide for the re-examination. It is strongly suggested that an approved tutor assist the student before taking the re-exam. The highest grade that a student may receive as a yearly grade after taking the re-exam is a 60. Students will not be allowed to take a re-examination in the same course twice.

College credit courses (except those offered by the school as dual enrollment) and virtual courses are not acceptable for high school credit according to Calhoun Academy and SCISA policy. English IV is required to be taken and passed at Calhoun Academy.

A student in Lower School will be held back if he/she fails either English, Reading, or Math. He/she can fail one other subject and pass (ex. Science, Social Studies, or Spelling).

The Headmaster and Board of Directors will evaluate students who have yearly multiple failures on a case-by-case basis.

### *From the Constitution*

In order to be eligible for offices such as Student Body Officer, Student Council Representative, Editor of publications, all Junior and Senior Class officers, class presidents (grades 7 – 10), or club presidents, the student must have a preceding term (9 weeks or semester) average of no less than eighty (80) with no F's. Only students having been enrolled at Calhoun Academy for one full year shall be eligible to hold these offices. Once in office, if an F is made on a 9 weeks or semester average, students will be removed from office.

In order to be eligible for offices such as beauty contest contestants, publication staffs, May Court, Homecoming sponsors, Junior-Senior Prom servants, class and club officers not mentioned above, the student must have an overall average of seventy-five (75) or above in the preceding term. A student shall be required to have attended Calhoun Academy for one (1) full term prior to their election to these offices.

For specific offices that are held for the entire school year, an average as stated above must be maintained.

All clubs and organizations should have activities approved by the Student Council and the Headmaster. In addition, these activities must be scheduled through the Headmaster. All specific activities should have a teacher-sponsor designated by the Headmaster.

A student shall hold only one (1) major office and one (1) minor office or two (2) minor offices in any year. No student may hold two (2) major offices in one year. Major offices are president, vice-president, secretary-treasurer of the Student Body, editors of publications, and Junior and Senior Class officers. Minor offices are club and organization officers, Student Council Representatives, and Business Manager of publications.

Student elections shall be held in the following order: Student Body officers, Student Council Representatives, Senior and Junior Class officers, publication editors, other club and class officers.

Any student who holds an office and who is suspended for any reason will automatically be removed from the office(s) for the remainder of the school year and will not be allowed to run for office(s) held during the year of suspension. This also applies to students, who do not currently hold an office, and are running for an office for the next school year. Should a suspension occur between the time a student is elected to an office for the following year and the end of the school year they were elected, they shall not be allowed to assume the office in the next year.

## *Cheerleading*

To be eligible for cheerleading, the student must meet academic eligibility requirements of a 75 cumulative average or higher and must have submitted an application signifying her intention to attend Calhoun Academy for the coming year. The method of selection of cheerleaders is contained in cheerleader documentation that is available for students upon request.

Varsity Cheerleader: Students of the rising 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades may be considered for Varsity cheerleader. One (1) varsity cheerleading squad will be chosen for football and basketball.

Junior Varsity Cheerleader: Students of the rising 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> grades may be considered for JV cheerleader.

Additional requirements and selection procedures are included in the “Cheerleader Regulations.” Each year the sponsors review these regulations with the cheerleading squads.

Cheerleader elections will be held in the spring for the following year. A cheer captain cannot hold a major office and be named Cheerleader Captain. These rules may be changed at the discretion of the Headmaster and/or Cheerleading Coach.

## *Grading System*

In order for grades of Calhoun Academy students to be competitive for college and scholarship awards, the uniform grading policy issued by the State Commission on Higher Education must be used.

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 60 – 69

F+ = 53 – 59 (failing)

F = below 53 (failing)

## *South Carolina Uniform Grading Policy*

<i>Numerical Average</i>	<i>Letter Grade</i>	<i>College Prep Weighting</i>	<i>Honors Weighting</i>	<i>AP/IB/Dual Credit Weighting</i>
100	A	5.000	5.500	6.000
99	A	4.900	5.400	5.900
98	A	4.800	5.300	5.800
97	A	4.700	5.200	5.700
96	A	4.600	5.100	5.600
95	A	4.500	5.000	5.500
94	A	4.400	4.900	5.400
93	A	4.300	4.800	5.300
92	A	4.200	4.700	5.200
91	A	4.100	4.600	5.100
90	A	4.000	4.500	5.000
89	B	3.900	4.400	4.900
88	B	3.800	4.300	4.800
87	B	3.700	4.200	4.700
86	B	3.600	4.100	4.600
85	B	3.500	4.000	4.500
84	B	3.400	3.900	4.400
83	B	3.300	3.800	4.300
82	B	3.200	3.700	4.200
81	B	3.100	3.600	4.100
80	B	3.000	3.500	4.000
79	C	2.900	3.400	3.900
78	C	2.800	3.300	3.800
77	C	2.700	3.200	3.700
76	C	2.600	3.100	3.600
75	C	2.500	3.000	3.500
74	C	2.400	2.900	3.400
73	C	2.300	2.800	3.300
72	C	2.200	2.700	3.200
71	C	2.100	2.600	3.100
70	C	2.000	2.500	3.000
69	D	1.900	2.400	2.900
68	D	1.800	2.300	2.800
67	D	1.700	2.200	2.700
66	D	1.600	2.100	2.600
65	D	1.500	2.000	2.500
64	D	1.400	1.900	2.400
63	D	1.300	1.800	2.300
62	D	1.200	1.700	2.200
61	D	1.100	1.600	2.100
60	D	1.000	1.500	2.000
59	F	0.900	1.400	1.900
58	F	0.800	1.300	1.800
57	F	0.700	1.200	1.700
56	F	0.600	1.100	1.600
55	F	0.500	1.000	1.500
54	F	0.400	0.900	1.400
53	F	0.300	0.800	1.300
52	F	0.200	0.700	1.200
51	F	0.100	0.600	1.100

## ***Honor Roll***

At the end of each nine weeks and each semester, the Honor Roll will be published on our website, [www.calhounacademy.org](http://www.calhounacademy.org) and in *The Calhoun Times Leader*. All subjects are used to determine the honor roll except the following Lower School subjects: Handwriting, PE, Spanish, Computer, Art & Music, and Library.

Honor roll for grades 3-12 will be calculated using the following criteria:

Distinguished: All A's.

Honor Roll: A's and B's only.

## ***Graduation***

The top three academic honors, valedictorian, salutatorian, and the honor graduate, will be awarded only to those students who have met the requirements for the Honors diploma program.

The grade point average (GPA) for the top honors will be determined on the basis of number grades achieved during the ninth through twelfth grades (except for Alg. I and Foreign Language -8<sup>th</sup> grade) at Calhoun Academy. The GPA for students not attending the Academy for the full four years will be based on the number grades achieved for the time that the student is enrolled at Calhoun Academy. In calculating the grades for the top three honors of students who have attended Calhoun Academy in 9<sup>th</sup> – 12<sup>th</sup> grades against those who have not attended for the full four years, the GPA for the former student may be calculated on the basis of four years or on the same basis as that of the newer student, whichever gives an advantage to the student who has attended Calhoun Academy longer. For this comparison to be made, the student, regardless of the length of his/her enrollment, must have taken comparable Honors Diploma courses.

Guests at graduation ceremonies are expected to dress appropriately. This includes a minimum of slacks (not blue jeans) and collared shirts for men and dresses/dress slacks and appropriate tops for women. Jeans, halter-tops, shorts, and flip-flops are not considered acceptable, and guests so dressed may be refused entry.

Guests at graduation ceremonies should remain seated and quiet throughout the ceremony except in case of emergency. All cell phones should be turned off and not be used during the ceremony. Cheering, catcalls, or other boisterous behavior will not be tolerated.

## *Food and Gum*

Food, drinks, and candy are to be consumed during break and lunch periods only in the designated areas provided. The chewing of gum is not permitted at any time during the school day.

## *Guidelines and Procedures*

### *Standards for Student Behavior*

#### *Code of Conduct*

The Code of Conduct for Calhoun Academy is based on the belief that every student has the right to learn. Students must conduct themselves at all times in a manner so as not to interfere with the rights of themselves or others from benefitting educationally, socially, spiritually, and morally during their time spent at Calhoun Academy. The administration at Calhoun Academy believes that students have eight (8) basic responsibilities, and the rules and regulations of Calhoun Academy are based on the following student responsibilities:

1. To respect the rights of fellow students, staff, and property at Calhoun Academy.
2. To respect the rights of teachers to teach and students to learn.
3. To attend school and classes regularly and promptly with the proper materials, including completed homework assignments.
4. To do one's own work with respect to homework as well as class work.
5. To never bring or possess any article or substance on campus that might endanger the physical or mental well being of self or others.
6. To come to school properly dressed so as to ensure that no distractions interfere with the learning process.
7. To keep his/her parents/guardians informed about his/her education, including grades, disciplinary problems, homework, and activities at school.
8. To have a thorough understanding of the school code of conduct and the Honor Code, as well as all policies and procedures.

#### *Honor Code*

Self-government can be successful only when founded on personal honor. Personal honor requires that every person act honorably in academic work as well as in every other phase of school life. Personal honor **MUST** involve respect for one's self and others with regard to their feelings, rights, property, and their desire to obtain the best possible education.

The student shall be on his honor to prepare and submit only his/her work and to refrain from giving or receiving help on homework, class work, tests, or exams. To uphold the Honor Code of Calhoun Academy, each person has the responsibility to report any infractions of the Honor

Code. The faculty cannot observe all infractions at all times; therefore, each student can contribute constructively in maintaining honor with the Student Government Association. Both the faculty and the students must believe that an Honor Code is desirable; therefore, cooperation of both is essential to the success of the Honor Code of Calhoun Academy.

### *Discipline Guidelines*

1. All students at Calhoun Academy are subject to the Code of Conduct, the Honor Code, and all other rules and regulations of the school during school hours, at all other times when on school grounds, and at any school-related functions off-campus.
2. Discipline begins in the classroom, and each teacher is expected to maintain good order and discipline in his/her classroom at all times. The following procedures will be followed to emphasize prevention of disciplinary action:
  - a. **Instruction:** Students will be instructed by the administration in small group settings about the Code of Conduct, Honor Code and other rules and regulations of Calhoun Academy. In addition, teachers will instruct their students about their classroom rules. These rules are reviewed regularly so that each child fully understands what is required of them.
  - b. **Warning:** Students are given warnings when they do not obey the rules. They are spoken to when they have violated a rule. The teacher may confront a student concerning misconduct, a poor attitude, lack of responsibility, etc. At this point the teacher is free to explain the concerns and potential difficulty. If the student is responsive and has a teachable heart, discipline may end at this point. If the inappropriate behavior continues after the warning, the student will be disciplined appropriately.
3. No all-inclusive list of actions that constitute inappropriate behavior is possible. For purposes of this code, certain instances of misconduct are broken down into categories according to seriousness and type of punishment.
4. Faculty and staff members will consult with the Headmaster regarding any instance of misconduct not specifically stated herein. **All faculty and staff members have full authority to cite discipline code at all times and places, when and where it applies. They are expected and required to do so.** The Headmaster, along with the Administrator, will use good judgment in categorizing and dealing with any behavior considered inappropriate.

*All discipline actions are subject to the Headmaster's and possibly the Board of Directors' review and shall be acted upon accordingly using their discretion. The administration reserves the right to change or bypass discipline policies if the situation warrants. Anything that is derogatory towards the school or puts the school in a "bad light" recorded in any media could result in expulsion. This is especially important in personal information/pictures provided over the Internet/social media/other apps.*

## *Classification of Offenses*

### **Minor Infractions**

Minor offenses are those that disrupt the teaching/learning environment and/or smooth and efficient operation of the school. The following are some examples of offenses that would be considered minor:

1. Disrupting a class or activity
2. Tardiness to school or class
  - a. Punishable after 3<sup>rd</sup>, 6<sup>th</sup>, and 9<sup>th</sup> time tardy AND after each additional time tardy in excess of the 9<sup>th</sup> tardy.
3. Failure to bring excuse after 2 days
  - a. Excuse must be brought to homeroom teacher during morning homeroom
4. Failure to return report card, progress report, or any other school information which the student was instructed to take home for signature within 2 school days.
  - a. Altering grades and/or forging parents'/guardians' names on progress reports, report cards, or any other materials which should be signed by parents will result in the student serving 5 consecutive days for 30 minutes after school, and the parent will be notified.
5. Eating or chewing gum
6. Loitering in the halls or unassigned classrooms, gym, or anywhere on campus
7. Littering
8. Dress code violations
9. Being in a car on campus for more than five minutes after arrival at school or at any other time
10. Inappropriate public display of affection
11. Violation of a specific classroom or lunchroom rule or policy.

### **Minor Offense Repercussions**

- Any faculty member may assign a student a detention for any of the minor offenses of inappropriate behavior listed previously or for similar offenses.
- Detentions will be either 30 or 60 minutes in length and will be served on Monday, Tuesday, or Thursday before/after school with a Detention Hall Teacher/ Administrator.
  - The exception is for class/activity disruption that will automatically be for 60 minutes **after** school.
- Once a student accumulates 10 detentions for any or similar offenses above, one (1) day In-School Suspension (ISS) will be assigned.
  - A student will be referred to the Administrator for counseling and warning upon assignment of the 3<sup>rd</sup> detention.
  - Parents will be notified after a 5<sup>th</sup> detention is assigned.
- An accumulation of 14 detentions will result in two (2) days ISS, and an accumulation of 18 detentions will result in three (3) days ISS
- More than 18 accumulated detentions will result in out-of-school suspension or expulsion in addition to an automatic meeting with the Board of Directors.

## Major Offenses

Major offenses are those that are extremely serious in nature and/or would be considered actionable offenses under the law. The following are examples of some offenses that would be considered major:

1. Leaving school grounds without permission
2. Cutting class or school
3. Possessing/use of tobacco/tobacco products, alcohol/alcoholic beverages, or drugs on campus any time or under the influence upon arrival
4. Disorderly conduct or fighting (to the extent that bodily harm is likely)
5. Threatening or use of abusive, profane, or obscene language towards a faculty or staff member
6. Disobeying or showing disrespect to any faculty or staff member
7. Destruction of property (school or another student's property)
8. Using profanity, obscenity, or other inappropriate language or action
9. Cheating or other violations of the Honor Code
10. Plagiarism/Submitting work purchased from the Internet or other source
11. Inappropriate use of digital or electronic device.
12. Any violation of the law
  - a. At the discretion of the Board of Directors

## Major Offense Repercussions

- Any instances of major offenses will be referred immediately to the Headmaster. The Headmaster will consider the circumstances and gravity of the misconduct as well as the student's record when assigning punishment. Punishment for major offenses may range from multiple detentions to expulsion.
- Students who are suspended for any reason may not exempt exams during the school year of suspension.
- Major offenses will become part of discipline record and possibly result in adding to the detention requirements for ISS.
- Three (3) major offenses may result in an automatic suspension.

***Any infraction, minor or major, not mentioned herein, which in the judgment of the Headmaster and Board of Directors is not acceptable for a student at Calhoun Academy, will be left up to the discretion of the Board of Directors as to its severity and penalty. Any major infraction may result in that student being sent home immediately. He and his parents must then make arrangements with the Headmaster to appear before the Board of Directors if they wish to continue to send their child to school. In the interim period, the student cannot attend classes or any school function but will be required to continue with all schoolwork. Additional punishment and credit for graded work during this time will be at the discretion of the Board of Directors.***

## *Disciplinary Actions*

### *Assigned Detentions*

One of the primary corrective action methods used by teachers and the office alike is detention. Students serving detention may be assigned to perform various clean-up tasks.

1. Detention will be held Monday, Tuesday, and Thursday, beginning five minutes after the close of school and will last either 30 or 60 minutes in duration. Detention may also be assigned at 7:30 a. m. for a 30-minute detention.
2. When a student is assigned detention, he/she is to report to the administrator to schedule a detention day. If the assigned day is the day the detention is given, the student is to report to the Detention Hall Teacher. If the assigned day is different from the day the detention is given, the student is to report ON TIME to the Detention Hall Teacher.
3. It is the student's responsibility to make parents aware of an assigned detention and the day and duration of the detention.
  - a. Parents will be notified after the child has been issued 5 detentions in order to advise of the seriousness of problems.
4. A designated faculty member or administrator will supervise detention.
5. Students tardy to detention will serve an additional five minutes for each minute that they are late.
6. Cutting or missing an assigned detention is an act of disobedience and will be treated seriously. The first instance of failure to serve detention without acceptable excuse in advance will result in the assignment of two detentions (determined by the type of detention not served). A second instance of failure to serve detention without acceptable excuse in advance will result in one (1) day ISS. Further instances of failure to serve will be dealt with more seriously and on an individual basis.
  - a. Detentions **may** be postponed upon request of a parent/guardian or teacher (tutoring), in advance and on a case-by-case basis. Otherwise, no excuse will be accepted for failure to serve detention at the time assigned.
  - b. After school work or athletic activities are not acceptable excuses for missing detention unless approved by the Headmaster.
  - c. Students who are absent on the day of an assigned detention will automatically serve the missed detention on the first day he/she returns. **It is recommended that the student come see the administration on the first day he/she returns.**

## ***In-School Suspension (ISS)***

In-school suspension (ISS) will be assigned after an accumulation of detentions or for specific major offenses.

1. Parents will be notified, if possible, prior to the assignment of ISS by phone or in writing.
2. Parents of Upper School will be assessed a \$25 fee per day during the length of ISS.
3. Parents of Lower School will be assessed a \$15 fee per day during the length of ISS
4. Students will report to the office on the day of ISS. The student should bring all books, notebooks, iPad, etc. to school and will be assigned to a designated room for ISS.
5. An adult will supervise the student all day.
6. Students will be in isolation unless other ISS students are present; hence losing all social privileges for the school day.
7. Students will be expected to complete all assignments during ISS ~ note taking, practice work, readings, as well as any graded assignments.
8. Students who are suspended for any reason may not exempt exams during the school year of suspension.
9. Students who are suspended are not to participate in school activities, attend after-school practices, or attend school-sponsored events either on or off campus during the day(s) of ISS.
10. Phones will be kept in the office on the day(s) of ISS.

## ***Out of School Suspension***

Out of school suspension will be assigned by the Headmaster for major offenses or as a result of accumulation of ISS. While under suspension, students may not:

- Be on campus at any time
- Participate in school activities
- Attend after school practices
- Attend school-sponsored events, either on or off campus

***A Student who is assigned either an ISS or out of school suspension may have other repercussions regarding his/her leadership role and may be required to meet with the Board of Directors along with a parent/guardian.***

## ***Expulsion***

Expulsion is the permanent removal of a student from class or from the school for the remainder of the school year. Students who have been expelled may re-apply for admission in subsequent years but may not be guaranteed acceptance. Substantial educational and/or behavioral progress made during the interim period will aid in acceptance.

## *Guidelines for Dress Code*

The basic responsibility for the appearance of our students lies with the students and their parents. Students must be neat, clean, and well groomed at all times. All school clothes must be clean, pressed (when necessary), **appropriately sized**, and in good repair (no holes, ragged/frayed hems, or patches). Clothing and appearance that disrupt the educational process will not be allowed. Students are expected to adhere to the dress code during the school hours as well as during after school activities. The school reserves the right to be the final authority as to what is acceptable and what is not acceptable, even if the attire is not addressed in the following guidelines. The following guidelines are by no means comprehensive or all inclusive:

### *Lower School*

Students in grades 1 – 6 are permitted to wear walking shorts or shorts that are no shorter than 8 inches from the floor when kneeling. No short shorts or halters shall be worn to school above the third grade. Students in grades 4 – 6 must adhere to the length for shorts/skirts as stated above. Dress leggings may be worn with a tunic or swing top. Shoes must be worn at all times by all students. Because of safety issues, thong sandals (beach flip-flops) or other backless shoes should not be worn. Hats/caps **should not** be worn in school buildings at any time during the school day or in the waiting areas prior to school.

### GIRLS' ATTIRE

	<b>Acceptable</b>	<b>Non -Acceptable</b>
Tops	Shirts may be worn untucked. <b>Shirts must be sized appropriately.</b> Midriff must not be exposed. Cold shoulder blouses are allowed as long as undergarments are not visible.	Tank tops, bare midriff tops, spaghetti straps with no shirt underneath, tube tops, strapless tops, low-cut tops, visible bralettes, spandex, bare-back or tight-fitting, t-shirts with inappropriate slogans or logos.
Shorts/Skirts	Worn at waist; no more than 8 inches from the floor when kneeling.	Beachwear, spandex, or cut-offs
Pants	Worn at waist- Dress leggings may be worn with a tunic/swing top.	Tight, torn, ragged/frayed, hems which drag the ground.
Dresses	No more than 8 inches above the knee from the floor when kneeling	Strapless, spaghetti straps without a shirt underneath or an over blouse, low-cut

Shoes	Required; closed-toe, athletic shoes, and dress sandals	Beach flip flops, cleats, army-style boots, and athletic slides
Hair	Clean, neat, well-groomed	Extreme in style and/or color No extensions: feathers, color strips, etc.
Other		No visible undergarments

### **BOYS' ATTIRE**

	<b>Acceptable</b>	<b>Non-Acceptable</b>
Tops	T-shirts, collared, and golf-style shirts may be worn untucked.	T-shirts with inappropriate slogans or logos (see below for specifics)
Shorts	Worn at waist no more than 8 inches from the floor when kneeling	Beachwear or cut-offs
Pants	Worn at waist	Tight, torn, ragged/frayed, or hems that drag the ground,
Shoes	Required	Beach flip flops, athletic slides, cleats, or army-style boots
Hair	Clean, neat, well groomed; above the eyebrows and top of ears	Hair touching the collar; extreme colors or hairstyles (Mohawks, ponytails, or severe spikes)

Students are required to dress and groom themselves neatly, cleanly, conservatively and appropriately for the school setting. Teachers will set the example and will provide guidance to students. The administration and faculty of Calhoun Academy intend for the students to learn the importance of dress and grooming in interpersonal relationships.

Appropriate grooming for school includes personal cleanliness, well-kept hair, and moderation in use of make-up.

**If dress code is violated, students will be warned the first time. After that, parents will be asked to bring a change of clothes. If dress code violations become a pattern, detentions will be given for students in grades 4<sup>th</sup>-6<sup>th</sup>.**

*Upper School*

**GIRLS' ATTIRE**

	<b>Acceptable</b>	<b>Non Acceptable</b>
Tops	Shirts may be worn untucked. <b>Shirts must be sized appropriately.</b> Midriff must not be exposed. Cold shoulder blouses are allowed as long as bras and bralettes are not visible.	Tank tops, bare midriff tops, spaghetti straps with no shirt underneath, tube tops, strapless tops, low-cut tops, visible bralettes, spandex, bare-back or tight-fitting, t-shirts with inappropriate slogans or logos.
Shorts/Skirts	Worn at waist; no more than 5 inches above the top of the knee	Athletic shorts, beachwear, spandex, or cut-offs
Pants	Worn at waist	Tight, torn, ragged/frayed, hems which drag the ground; athletic wear, fatigues, or camouflage
Dresses	No more than 5 inches above the top of knee	Strapless, spaghetti straps without a shirt underneath or an over blouse, low-cut
Shoes	Required; closed-toe, athletic shoes, and dress sandals	Flip flops, cleats, army-style boots, or athletic slides
Hair	Clean, neat, well-groomed	Extreme in style and/or color No extensions: feathers, color strips, etc.
Other		No visible undergarments, body piercing (except for earrings~ in moderation), distracting or inappropriate jewelry, such as dog collars or heavy chains around the neck, tattoos, hats, or sunglasses; jackets, letter jackets, or t-shirts from other high school

## BOYS' ATTIRE

	Acceptable	Non Acceptable
Tops	T-shirts, collared, and golf-style shirts may be worn untucked.	T-shirts with inappropriate slogans or logos (see below for specifics)
Shorts	Worn at waist with belt if loops are present; no more than 5 inches above the top of the knee	Athletic shorts, beachwear, cut-offs
Pants	Worn at waist with belt if loops are present	Tight, torn, ragged/frayed, hems which drag the ground, athletic wear, fatigues, or camouflage
Shoes	Required	Flip flops, athletic slides, cleats, or army-style boots
Hair	Clean, neat, well groomed; above the eyebrows and top of ears	Hair touching the collar; extreme colors or hairstyles (Mohawks, ponytails, or severe spikes)
Other	Must be cleanly shaven	Sideburns extending past the bottom of the earlobes, beards, moustaches, facial hair or goatees. No visible undergarments, body piercing, distracting or inappropriate jewelry, such as dog collars or heavy chains around the neck, tattoos, hats, or sunglasses; jackets, letter jackets, or t-shirts from other high school

Students are required to dress and groom themselves neatly, cleanly, conservatively and appropriately for the school setting. Teachers will set the example and will provide guidance to students. The administration and faculty of Calhoun Academy intend for the students to learn the importance of dress and grooming in interpersonal relationships.

Appropriate grooming for school includes personal cleanliness, well-kept hair, and moderation in use of make-up. Boys must be clean-shaven.

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

Any clothing with pictures, logos or lettering must be appropriate to the school setting, i.e. not advertise or portray tobacco, alcoholic beverages, drugs/drug culture, lifestyles or sentiments associated with social or spiritual rebellion, the occult, anti/non-Christian music groups, anything satanic or which has ungodly, double, or suggestive meanings. This includes any clothing article/shoe with the confederate flag.

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

Shoes must be worn at all times while on school property. Camouflage jackets may be worn as well as shirts with camouflage accents. The shirts or pull-overs must be accents not full camouflage, regardless of color.

Hats and caps should not be worn on campus during the school hours, including the time before school begins in the morning. Should hats be worn at outside athletic events, the administration respectfully requests that hats not be worn backwards.

When such clothing is deemed inappropriate even though it is not addressed herein, the student will be required to change into clothing provided by the school or to request that a parent bring appropriate clothing from home. The student will not be allowed to attend class until the situation is remedied.

Certain outer garments may be asked to be removed at the discretion of the teacher.

Please note that this year, we are requiring masks in the hallways when entering and leaving the building, changing classes, going to the restrooms, moving to canteen, etc. Masks are also required in the computer lab because we are unable to socially distance six feet apart.

These rules are applicable not only during the school day but also during after-school activities, including activities when the student is away from campus representing the school.

### ***Gymnasium and Athletic Fields***

No student(s) should be in the gym, the weight room, or on athletic fields without permission and unless a CA coach is present in the area with the student(s). Students may not use school facilities for meetings, practices, preparation for events, etc. without permission of the Headmaster or Athletic Director. In addition, students must have a teacher sponsor/advisor present with them at all times at approved meetings, etc.

## *Leaving School*

No student will leave school at any time without permission from the Headmaster or Assistant Headmaster. Any student coming on school grounds and leaving before school starts or at any time during the school day will have this incident reported immediately to parent/guardian. The incident is considered a Major Infraction punishable by serving 5 consecutive days after school for 60 minutes each day. In addition, all social privileges at lunch and break during this 5-day period will be given up. Students who are not at school when parents assume that they are will be punished in a similar manner. The first such incident will be reported to the Board of Directors, but a second such offense will require that the student and parents/guardians appear before the Board of Directors. Students who take dual-enrollment courses at the OC Tech must follow guidelines for attendance as outlined by administration.

## *Lunch*

Lunch is provided each day for students in the lunchroom. Students may bring lunch with hot or cold drinks from home, but we request that parents do not bring lunch to the office every day or on a regular basis for their child. Should a parent/sibling bring lunch, please bring to the office. Visitors are not allowed to eat lunch with students unless on designated character trait day. Drinks and lunch should NOT be brought to school in glass containers. Students are able to purchase lunch cards for \$25.00 each Friday or other days if necessary. Open drinks are not allowed in the classrooms in the Upper School except in the senior homeroom classes.

## *Medications*

All medications, prescription and over-the-counter, must be submitted to the school nurse immediately for safe keeping upon arrival. Such medications should be in the pharmacy container with directions for taking medication on the bottle. Also, written directions should be provided to the nurse. Parents should carefully fill out the medical information form that is provided at the beginning of school and have it signed by the student's physician. Should any change occur in the health status or medication for the student, please notify the school nurse immediately.

## *Parent Signatures*

Report Cards, Failure Slips, and any other papers that require a parent/guardian signature must be returned by the **second day** following receipt to the homeroom teacher (a.m.), unless the teacher designates otherwise. See "Minor Infractions", #4, part a.

## ***Plagiarism***

Teachers will explain the meaning and application of plagiarism to students. Incidents of plagiarism on any type of graded work will be considered a Major Infraction of the Honor Code. This includes submitting a paper purchased from the Internet or obtained through any other source.

## ***Projects, Reports and Tests***

All book reports, research projects, or work in addition to routine class work for students in grades 7 – 12 will be completed and turned in to the teacher of the course by the first school day in May.

During a test or exam, a student who has books, notes, answers, study sheets, or any other materials pertaining to the subject being tested in his/her view or readily available will be considered as committing a Major Infraction of the Honor Code. It is the responsibility of the student to be certain that nothing, which can be considered help for the test/exam, is used or is in view during the testing/exam time. In order to avoid any misunderstandings or misinterpretation, a student should not bring notes to class during a testing period. In the event that he/she does bring notes to class, the student is responsible for being certain that such information is out of view securely and is in no way evident.

Any student who is talking to another student who has not handed in a graded class work, test, or exam paper or appears to be getting information from any source other than his/her memory will be considered as having committed a Major Infraction of the Honor Code. Any student who assists or is assisted by another student by any means during testing/examination will also be considered as having committed a Major Infraction of the Honor Code.

## ***Searches***

By enrolling at Calhoun Academy and agreeing to be bound by policies and procedures set forth in the school handbook, parents/guardians of minor students and all students agree that while on school property, the student and/or his/her property may be seized and searched at the discretion of the Headmaster based on reasonable suspicion of conduct that may be in violation of the policies and procedures of Calhoun Academy.

## ***School Property/Grounds***

Desks and other properties owned by the school are entrusted to the care of the student who is responsible for their protection. Abuse or damage to school property will result in a fine and disciplinary action. Marking or cutting on desks or other school property will result in a fine to be paid by the parents and automatic dismissal of the student. In order to minimize this offense, no student should be on school grounds before/after school hours except for teacher/coach supervised scheduled activities.

## ***Senior Privileges***

Seniors are allowed the following privileges provided that they are not abused:

1. The senior class may be allowed one (1) free cut. Individual class members may take advantage of this cut provided they have not been absent in any class more than 9 times, excluding absence for college visits or have been suspended in or out of school. The time of this cut must be arranged with the Headmaster. Seniors who take the cut, but who are not eligible to do so will forfeit all other senior privileges for the remainder of the year, and the student taking the illegal cut may be treated as specified under “Leaving School”. For students who must be in attendance on “Senior Skip Day”, college visits may not be scheduled on this day.
2. Seniors may eat in their senior homerooms during break and lunch.
3. Lunch may be ordered outside the school every other Friday. Arrangements should be made several days ahead of time with a teacher to pick up the food. Seniors may not order for underclassmen.
4. Seniors will also be granted early dismissal.

Abuse of senior privileges will result in their removal.

## ***Students (Non-School Hours)***

Students should not be left at school unattended by an adult in the mornings before arrival of responsible school personnel. School personnel generally does not arrive prior to 7:30. After school is dismissed, parents should not leave students on school grounds that do not have a scheduled, adult-supervised activity. The school will not assume responsibility/liability for students who remain on school grounds while waiting for an activity that may take place several hours after school. This also applies to having older siblings “babysit” while participating in athletic/other after school activities.

## *Tardiness*

Those students arriving at school after 8:03 will be considered tardy. Upon arrival on campus, the student must sign in at the office and receive a tardy slip **that is to be turned in to the teacher in the homeroom class** for admission to homeroom/class. Students who have excuses from a medical doctor or dentist in hand upon arrival will be considered tardy but will not be punished. It is the student's responsibility to contact the teacher of any missed test immediately upon arrival (after sign-in) and obtain work/assignments missed. Appointments should be made after school if at all possible.

An excuse from a parent/guardian **must** be submitted to the homeroom teacher by the **second day** after the tardy. Should Upper School students be given a "yellow" tardy form from the office, it is preferred that the office form be return with the excuse either written on the form or written on a separate piece of paper which is to be attached to the office form.

Tardiness at school will be treated as a minor offense (see Classification of Offenses). No tardies will be excused except as stated above. Parents of students, who are habitually tardy, even for medical/dental appointments, will be notified, and appropriate disciplinary action will be taken at the discretion of the Headmaster and Board of Directors.

## *Telephone and Office*

The office telephone is not to be used by students except for emergencies and then only by permission from the office personnel or Headmaster. Parents should disseminate information to students before leaving home each day. Parents are encouraged to inform the office no later than 10 a.m. about messages and homework assignments for students. Please allow teachers until the **end of the school day** to obtain requested books and assignments. The large number of calls we receive in the office for such matters hinders our staff from completing their daily tasks.

## *Tobacco, Alcoholic beverages, and Drugs*

Positively no vaping, smoking, use, or possession of tobacco/vaping products, drinking of alcoholic beverages or possession of alcohol, or use or possession or drugs will be permitted on school grounds or in buildings at any time. Any student who is under the influence of alcohol, drugs, or uses vaping/tobacco products on school property at anytime (including after-school hours) shall be considered as committing a Major Infraction which could result in expulsion from school.

## *Unacceptable Equipment*

Firearms, explosives or weapons (including knives) of any type should never be in the possession of a student while on campus, either during the school day, after school, or at after-school events. This applies to paintball guns, BB guns/pistols, slingshots, plastic play guns, mace, etc. This could be considered a Major Infraction to be reviewed by the Board of Directors and, depending upon the circumstances, could result in expulsion from school.

## *Visitors*

*At this time, visitors will not be allowed on campus beyond the front office. As COVID-19 cases continue to decrease, we will re-evaluate this policy.*

**Pre-COVID-19 Policy:** Parents and/or anyone coming on campus to see a student, teacher, or staff member must come to the office **first and have one of the office staff ask that the child leave the room.** This is less disruptive for the teacher, class, and, more importantly, helps us to better assure the safety of all students. **Please do not wait in the halls for your child after school nor plan to eat lunch with them. This is for your child's safety.** Immediately when arriving at school and exiting their vehicle, parents/visitors should come to the office without entering any other building, student parking lot, or playground area. A visitor's badge may or may not be issued. **At no time, before, during or after school hours should a parent, family member, or visitor go directly to a classroom.**

We invite parents to visit the school, and we encourage parent-teacher conferences. We do ask that parents call the school office or send a note to the teacher to make an appointment with the teacher during a planning period.

Students are not to see or bring visitors during school hours or during after school activities, such as practices, prom decorating, or academic/school-sponsored practice without prior permission from the Headmaster, office staff, or responsible coach. Any student seen meeting another person who does not attend Calhoun Academy on the school grounds who does will have this incident reported to their parents and may be subject to disciplinary action.

## *Handbook*

Should there be changes in the rules and procedures contained herein after publication of this handbook, parents and students will be notified in writing or email.

Located at the back of the handbook is a statement for parents and students to sign acknowledging that they have, in fact, carefully read the handbook, understood the information contained within it, and accepted the rules and policies of the school. Ignorance of the rules/policies will not be an acceptable defense when/if infractions occur. These signed forms will be kept on file at the school.

The Headmaster will be available to explain any information contained within this book to students and/or parents.

*Calhoun Academy*  
*Board of Directors*  
*Faculty and Staff*

**Board of Directors**

Chairman	Roger Hill
	Bates Felder
	Sammy Fogle
	Katie Hane
	Capers Holman
	John Porth
	Richard Thornton
PTO Liaison	Katie Haigler

**Staff**

Headmaster	Becky Haigler
Lower School Assistant Administrator	Sharie Quattlebaum
Upper School Assistant Administrator	Sarah Barrineau
Bookkeeper	Jacque Fogle
Administrative Assistant	Kacey Smith
Guidance Counselor	Clancee Felder
Special Services and eLearning Coordinator	Lynne Reeves
OCTech Early College Advisor	Katie Haigler
Athletic Director	Todd Layton
IT	Mallory Baskin
Technology Specialist	Donna Corcoran

**Kindergarten**

K3	Nancy Roberts /Asst. Wendy Arends
K4	Melissa Smith / Asst. Katie Carson
K5	Sonia Cherry / Asst. Kitty Holland

**Lower School**

1 <sup>st</sup> grade	Billie Walling / Francie Wienges
2 <sup>nd</sup> grade	Michele Gleaton/Crystal Thornburg
3 <sup>rd</sup> grade	Patti Roland
4 <sup>th</sup> grade	Beth Felder/ Asst. Whitney Felkel
5 <sup>th</sup> – 6 <sup>th</sup> grade	Vance Flintom, Judy McGee, and Mims Taylor
LS Art	Dixon Paulling
LS Computer	Donna Corcoran
LS PE	Todd Layton
LS Spanish	Jolynne Phillips

## **Upper School**

Sarah Barrineau	20 <sup>th</sup> Century, US History, Western Civilization
Troy Corbett	Government/Economics, World Geography, 20 <sup>th</sup> Century
Donna Corcoran	7 <sup>th</sup> Grade Computer
Lauren Culclasure	Theatre/Art and English 8
Becky Haigler	7 <sup>th</sup> Grade Science
Katie Haigler	BIO 101/102, Chemistry, Physics
Todd Layton / Dixon Paulling	7 <sup>th</sup> grade and 8 <sup>th</sup> PE (B/G)
Fran Ott	English 7, English I, English 10 C.P.
Jolynne Phillips	Spanish I, II, III
Sharie Quattlebaum	SC History, Algebra I
Beth Rast	Librarian, SAT Verbal, Debate
Lynne' Reeves	English II, English III, English IV
Nancy Smith	Basic /Adv. Computer, Adv. Comp. (Yearbook)
Taylor Smith	Pre-Algebra, CSLS, Global Studies
Gail Stabler	Biology, Environmental Science, Physical Science
Gary Thompson	Algebra II, Algebra III, Pre-Calculus SAT (M)
Mary Snow Thornton	French I, II, III, Geometry

## **Lunchroom**

Linda Bozard

Judy Spires

## **Custodians**

Sammy Hills

Stephanie Pelzer

Helen White

## BELL SCHEDULES

### REGULAR DAY:

8:00	1 <sup>st</sup> Bell
8:03 - 8:13	Homeroom
8:15 - 9:04	1 <sup>st</sup> Period
9:06 - 9:55	2 <sup>nd</sup> Period
9:57 - 10:07	Break
10:09 - 10:29	Study Hall
10:31 - 11:20	3 <sup>rd</sup> Period
11:22 - 12:11	4 <sup>th</sup> Period
12:13 - 12:43	Lunch
12:45 - 1:34	5 <sup>th</sup> Period
1:36 - 2:25	6 <sup>th</sup> Period
2:25- 2:30	Announcements

### SHORT DAY (AFTERNOON/PEP RALLY)

8:00	1 <sup>st</sup> Bell
8:03 - 8:13	Homeroom
8:15 - 9:00	1 <sup>st</sup> Period
9:02 - 9:47	2 <sup>nd</sup> Period
9:49 - 9:59	Break
10:01 - 10:16	Study Hall
10:18 - 11:03	3 <sup>rd</sup> Period
11:05 - 11: 50	4 <sup>th</sup> Period
11:52 - 12:22	Lunch
12:24 - 1:09	5 <sup>th</sup> Period
1:11 - 1:56	6 <sup>th</sup> Period
1:57-2:00	Move to Pep Rally
2:00- 2:20	Pep Rally
2:25	Announcements

### HALF-DAY (No Study Hall)

8:00	1 <sup>st</sup> Bell
8:03 - 8:10	Homeroom
8:12 - 8:46	1 <sup>st</sup> Period
8:48 - 9:22	2 <sup>nd</sup> Period
9:24 - 9:58	3 <sup>rd</sup> Period
9:59 - 10:14	Break
10:16 - 10:50	4 <sup>th</sup> Period
10:52 - 11:26	5 <sup>th</sup> Period
11:28 - 12:00	6 <sup>th</sup> Period

### Lunch Schedules:

#### Regular Day Bell Schedule

K3 - 3<sup>rd</sup> grade: 11:10 - 11:40  
4<sup>th</sup> - 6<sup>th</sup>: 11:40 - 12:10  
7<sup>th</sup> - 12<sup>th</sup>: 12:13 - 12:43

#### Short Day/Pep Rally Schedule

10:52 - 11:22  
11:22 - 11:52  
11:52 - 12:27

**2020-2021**  
**STUDENT – PARENT**  
**COMPLIANCE STATEMENT**

All students received a *Handbook* on either Book Day or the first day of school. K3 – 3<sup>rd</sup> grade students and parents should read over the guidelines in the *Handbook* together. 4<sup>th</sup> – 12<sup>th</sup> grade students receive a brief overview of general guidelines on the first day of school, while all Upper School students receive specific information about the discipline plan and other procedural information.

As you read the *Handbook*, you will note some changes in some of the information included which will have a direct impact on the students. Please make yourself familiar with all of the procedures outlined within the *Handbook*.

Students and parents should read the student handbook and return this sheet to the homeroom teacher with the appropriate signatures.

**Compliance statement:** My son/daughter and I have read the Calhoun Academy Handbook (or read the *Handbook* to my younger child) and discussed applicable information. We agree to follow the policies and procedures of the school to the best of our ability.

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Parent's Signature Date

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Student's Name (K3 – 3<sup>rd</sup>) Date

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Student's Signature (4<sup>th</sup> – 12<sup>th</sup>) Date

**Please return to your child's homeroom teacher no later than Friday, September 11, 2020.**

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Grade

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Homeroom Teacher

**2020-2021**

**Digital and Electronic Device Policy Consent Form**

By signing below, I understand the following specifics of the Calhoun Academy Digital and Electronic Device Policy.

- I agree to the cell phone policy of “off and away” and disciplinary actions for violating these rules as detailed on page 9 of the Student Handbook.
- I agree to the school policy for Internet use on school computers or on my digital and electronic devices.
- I understand that any school employee has the right to confiscate my digital and/or electronic device at any time.
- I will not take pictures, videos, or recordings with any device in restrooms, locker rooms, or any other private areas.
- I will not post any pictures, videos, or recordings taken at school or while on a Calhoun Academy vehicle to any website or social media without written permission from the administration.
- I consent to the administration of Calhoun Academy and/or their agents or designees, in their sole discretion, searching the contents of my child’s electronic devices described herein at any time or place the administration feels appropriate.
- I understand and agree that Calhoun Academy will not be responsible if my digital or electronic device is damaged, stolen, or lost while it is on campus.
- I understand that it may become necessary during the year for the school to add or modify this document.
- I understand that if I choose to violate any of these statements appropriate measures as outlined in the Student Handbook may be taken.

**Student Consent:**

I have read, understand, and agree to abide by the Calhoun Academy Digital and Electronic Device Policy.

Student signature	Printed name	Date

**Parent Consent:**

I have read, understand, and agree that my child will abide by the Calhoun Academy Digital and Electronic Device Policy.

Parent/Guardian signature	Printed name	Date

I give permission for my child’s picture and/or name/work to be published on the school’s website, School’s YouTube Channel, newspaper articles, school advertisements, and school social media.

Yes
  No