



**COLLETON PREP ACADEMY**

**STUDENT HANDBOOK**

**2024-2025**

**“HOME OF THE WAR HAWKS”**

# OUR MISSION

*Colleton Preparatory Academy is a student-centered, family-oriented institution that seeks to prepare students for academic and personal success beyond the doors of our school. Through collaborative efforts among students, families, and a dedicated, highly qualified faculty and staff, our school community strives to promote high academic standards and the core values of respect, kindness, leadership, and citizenship.*



## **INTRODUCTION**

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

## **STATEMENT OF PRINCIPLES**

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

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

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

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

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

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

## **HISTORY OF THE SCHOOL**

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

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

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

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

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

### **ORGANIZATION OF THE SCHOOL**

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

### **PARENT-TEACHER CONFERENCES**

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

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

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

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

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

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

## **ACCREDITATION**

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

## **ADMISSIONS**

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

Admission is by formal application, testing for school ability, and transfer students, by school records of achievement. Prospective students for kindergarten must be five years of age by September 1 of the year in which they enter. A locally prepared readiness test will be used to screen prospective kindergarten students.

## **TEACHER QUALIFICATIONS**

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

## **NON-DISCRIMINATORY POLICY**

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

## **Special Needs Accommodations**

Colleton Prep strives to accommodate the needs of all students. We welcome the enrollment of students with special needs provided the student can meet the requirements of our program with reasonable accommodations. Families must fully disclose the nature and known extent of physical, emotional, or learning challenges at the time of application and also must inform the school of any updated information during the child's time of enrollment. Our staff works closely with the Colleton County School District Office of Exceptional Learning, Child Find, BabyNet, and other therapists to provide the best care to students with special needs. Colleton Prep does not have special education teachers on staff and our teachers are not equipped to provide therapy to students with special needs. Colleton Prep will make every effort to accommodate a child's special needs; however, if the care of any child exceeds the care that can be provided by staff members, the parents may need to consider alternate schooling.

## **CURRICULUM**

### **Lower School**

Colleton Preparatory Academy's lower school includes K-1 through grade 5. Classes for students in kindergarten through grade 3 are team-taught. Grades 4 and 5 are team-taught with several teachers in an effort to prepare them for changing classes in the middle and upper school.

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

### **Middle School**

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

Students in grade 8 begin earning Carnegie units towards their high school diplomas in the areas of computer science and physical education. Those 8<sup>th</sup>-grade students in the Honors program will also earn a unit for Algebra I and an English 1 credit.

### **High School**

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

## **ACADEMIC STANDARDS**

### **Promotion**

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

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

### **Grading Scale**

**A 90-100      C+ 75-79**

**B+ 85-89      C 70-74**

**B 80-84      D 60-69**

## **F 59 and below**

### **Grade Point Average (High School): College Prep, Honors, and Dual Credit Courses**

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

### **GRADING REPORTS AND PROCEDURES**

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

Paper copies of report cards are issued at the end of each nine-week grading period to students in grades 1-12. Interim reports are emailed at the midpoint of each nine-week grading period. The scheduled dates of the report card and interim report issue are listed on the school-year calendar.

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

#### **Homework**

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

#### **Tests**

Students in grades 6-12 may be assigned no more than two (2) major tests per day and one (1) quiz or students may be assigned no more than two (2) quizzes when one major test is assigned for a maximum of three (3) assessments in one day. When tests or reports are sent home for a parent's signature, they must be returned within two school days.

#### **Examinations**

All 7th through 12<sup>th</sup>-grade students must take first-semester exams. Students with an average of 93 or better from an average of the 3rd and 4th quarters and with satisfactory participation and conduct in a subject may be excused from taking the second-semester examination for the respective class. At the end of each semester, 6<sup>th</sup>-grade students will take a non-cumulative test during the exam period. Exams will count for 20% of the semester average in each course.

## **ABILITY AND ACHIEVEMENT TESTING**

### **School Ability/Achievement Testing**

The school provides annual use of nationally recognized achievement tests to validate local evaluation and to determine proper placement. The school administers achievement tests to four grades each year and I.Q. tests to three grades each year through a nationally recognized testing service.

In addition, PSATs (Pre-Scholastic Aptitude Test) must be given in the ninth, tenth, and eleventh grades.

All students in the college preparatory curriculum are required to take the Scholastic Assessment Test (SAT) or American College Test (ACT) and have their grades reported to the school in the spring of their junior year or at least once in their senior year. A college preparatory diploma will not be awarded to a student who does not meet this requirement.

## **ACADEMIC HONORS**

### **Honor Roll**

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

### **High Honor Roll**

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

### **Headmaster's List**

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

### **Marshals**

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

### **Honor Graduates**

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

### **Valedictorian and Salutatorian**



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

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

### **Student Graduation Requirements**

College Prep Graduate – 25 Credits

Honor Graduate – At least 25 Credits and a member of the National Honor Society

Distinguished Graduate – 30 Credits

### **Early College Program**

Students must have a 90 overall average to participate

Eligible students are required to take all classes in the program. No courses can be substituted.

Students that decide to drop a class, must do so by USC Salkehatchie's official drop date. After that date, students cannot drop.

If you drop a class:

- o You will drop the entire program for that year
- o You will owe for all books and fees

Excessive absences from classes will disqualify you from the program.

We do not recommend taking more than the Dual Credit class load that we are requiring. However, if you decide that you would like to, it will be at your own cost and will not be reflected on your high school transcript.

Summer classes can be taken, but they are also at your cost and will not be recorded on your high school transcript.

### **Other Academic Awards**

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

### **REMEDIAL, SUMMER SCHOOL, AND MAKE-UP WORK**

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

Students who miss work due to an excused absence will be given a reasonable opportunity to make it up. Any test assigned before the date of the absence must be taken on the first day after the student

returns to school. It is the student's responsibility to consult with each teacher on the day of his or her return to obtain any other assignments and inquire about their deadlines for completion. Both students and parents are expected to place a high priority on make-up work, which will take precedence over all non-academic activities. Work not made up within a reasonable period of time--as determined by the teacher and the Head of School--will be recorded as a grade of zero.

### **Extra Help**

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

### **SUMMER SCHOOL**

Students who do not pass a course or are not able to complete a course due to excessive absences must attend Summer School at a cost of \$400 per course. Students will receive a credit recovery grade to be entered upon the transcript as a "60". Students who are lacking courses due to transferring in from another school may take Summer School classes for credit. Students who wish to take Dual Credit classes at another institution may do so but those classes will not be entered on the transcript or calculated in the student's GPA. Those classes may not be used to substitute for the regular school year's course of study.

### **SCHOOL ROUTINE**

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

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

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

### **DAILY SCHEDULE**

#### **Arrival and Departure**

The school buildings open daily at 7:40 a.m. The faculty and staff cannot be responsible for students who arrive before that time. Families should plan their children's arrival accordingly. Early Care for students begins at 7:00 a.m. Students should report to the double glass doors in the lunchroom. A teacher will be on duty until the students are taken to their classes at 7:40. Students are allowed to bring snacks.

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

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

Supervised after-school study and play are provided for younger children through 6th grade at a reasonable per-hour rate. Contact the school office for additional information. Younger children not picked up by 2:45 p.m. will be placed in after-school care and the parents/guardians billed for whatever time is necessary.

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

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

#### **BELL SCHEDULE**

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

#### **ATTENDANCE**

For a student to be promoted to the next grade or to receive a unit of credit in a subject, he/she must not be absent more than ten (10) days unexcused or 20 excused or ten (10) unexcused/10 excused class meetings (of a course) in a school year. Once a student has accumulated 10 unexcused absences, they will be placed on a behavior contract and monitored by the Head of Discipline. After 10 unexcused absences per class, the student will not be allowed to be exempt from their exams. Students should not incur more than 20 absences in one school year. Absences because of illness certified by a

physician, or those due to emergencies or exceptional circumstances (as determined by the Head of School) will not count against the 10 allowable days.

Emergencies or exceptional circumstances (as stated above) include:

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

**\*\*Illness in the family requiring assistance from the student**

**\*\* Death of a family member**

**\*\*Attendance at the funeral of a relative or friend**

**\*\*Recognized religious holidays of the student's faith**

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

**\*\*Visiting college campuses**

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

Other special circumstances which parents deem important enough for students to miss school may be considered for exemption from the ten-day rule provided the Head of School is consulted in advance. No such exemption will be granted after the fact.

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

If a student is late to school, he/she must report to the office to obtain a tardy slip to gain admittance to class. If the tardiness is due to circumstances beyond the student's control, a parent's excuse must be presented within two school days.

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

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

- Student's name and grade
- Date(s) of absence or tardiness
- Reason for the absence or tardiness
- Signature of parent or guardian

- Physician's excuse, if applicable, should be attached

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

### **TARDY POLICY**

Students are expected to be in their seats, ready to work, when the tardy bell rings. In order for a tardy to be excused, the students must have a note; however, a note does not automatically excuse a student's tardiness. In grades 5-12, the administration will regularly review tardy cases for disciplinary consequences.

### **Early Dismissal**

Parents' requests for early dismissals will be honored; however, the administration strongly recommends that these be reserved for exceptional circumstances. Routine medical and dental appointments should be scheduled after school.

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

### **Athletic and Extracurricular Activities**

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

### **Expected Behavior**

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

### **Gender Policy**

Colleton Preparatory Academy is a student-centered, family-oriented institution that seeks to prepare students for academic and personal success beyond the doors of our school. Through collaborative efforts among students, families, and a dedicated, highly qualified faculty and staff, our school community strives to promote high academic standards and the core values of respect, kindness, leadership, and citizenship.

In keeping with CPA's above-stated mission statement the board of directors, students, faculty, and administration alike will conduct themselves in accordance with his/her gender as stated on the state-certified birth certificate issued at birth by:

1. Using the restrooms, locker room, and changing facility of one's biological sex
2. Dressing in conformance with one's biological sex

3. Participating in athletics conforming with one's biological sex
4. Using pronouns corresponding to one's biological sex
5. Placed in single-gender classes conforming with one's biological sex
6. Room assignments for overnight trips based upon one's biological sex

The Board reserves the right to dismiss any individual who, in their judgment, does not conform either to the stated regulations of conduct or to the expressed mission, beliefs, goals, philosophy, and policies of Colleton Prep Academy.

### **Plagiarism and Artificial Intelligence (AI)**

The use of Artificial Intelligence (AI) tools like ChatGPT is prohibited where instructors indicate work should be done independently by the student. This includes drafts, outlines, essays, process work, etc. Whether having another person or company complete written work, assignments, or other coursework for you, constitutes academic misconduct. In all academic work, the ideas and contributions of others must be appropriately acknowledged. Failure to properly acknowledge others' works will be treated as plagiarism.

### **Disciplinary Code**

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

Parent involvement in discipline is essential. Parents will be informed via email of the disciplinary referral whenever a student is formally warned or disciplined. A parent conference will be required whenever a student repeatedly violates rules, is disruptive, or whenever a member of the CPA faculty or staff feels that parent involvement is needed.

All faculty and staff members have full authority to enforce this discipline code at all times and places when and where it applies and are expected to do so. Conduct for grades PK1-5 will be handled by the individual teacher unless the assistance of the Head of Discipline is requested. Collective rules concerning the playground and lunchroom will be developed each year by the PK1-5 faculty in concert with the Head of Discipline and the Head of School. *The use of corporal punishment is not allowed whatsoever.*

Colleton Prep strives to make our school environment safe and as distraction-free as possible to help every student succeed in learning. This policy is for that purpose. It should help the students understand what is and is not acceptable behavior on our campus. Every time a demerit is issued, parents will receive an automated email with details. Depending on the severity of the demerit, teachers will reach out to the parents and may request a conference. Parents are also encouraged to reach out to teachers and request a conference if there are any concerns.

All students 6-12 are subject to the following code of conduct and all other rules and regulations of the school. This includes but is not limited to during school hours and at all other times when on school grounds or at any school-related functions off-campus, such as field trips and athletic events.

**Demerits in Order:**

- Verbal warning
- Loss of break
- **5 Demerits:** Upon receiving 5 demerits the student receives a lunch detention.
- **10 Demerits:** Upon receiving 10 demerits the student receives a 2<sup>nd</sup> lunch detention and a face-to-face conference with the teacher, head of discipline, and the parents.
- **15 Demerits:** Upon receiving 15 demerits parent is contacted a third time by the head of discipline and an after-school detention is assigned. After a student has received 15 demerits, he/she will not be allowed on off campus field trips.
- **20 Demerits:** Upon receiving 20 demerits the student will go to ISS. The parent will be contacted and a parent conference is required. A behavior plan will be initiated for both student and parent to sign.
- **25 Demerits:** Upon receiving 25 demerits the student will be required to enter virtual learning until a decision for dismissal is decided by the head of school and the board of directors. The student may go before the board for an appeal.
- **20-24 demerits:** If a student ends the school year with 20-24 demerits, a Behavior Contract will be in place for the following school year.

<b>Minor Offenses</b>	<b>Demerits</b>
Antagonizing Another Student	1 Demerit
Being out of class without a hall pass	1 Demerit
Biting	1 Demerit
Cell Phone Violation	1 Demerit
Chewing Gum in Class	1 Demerit
Creating disturbance in the bathroom	1 Demerit
Creating disturbance in class	1 Demerit
Creating disturbance in the hallway	1 Demerit
Creating disturbance in the lunchroom	1 Demerit
Destruction or Misuse of School Property	3 Demerits
Displaying inappropriate content on school's internet devices	3 Demerits
Disrespect to teacher	4 Demerits
Dress Code Violation	1 Demerit
Excessive Talking	1 Demerit
Failure to Appear for Detention	1 Demerit
Food & Drink in Classroom	1 Demerit
Forging a signature on school-related paperwork	2 Demerits
Hat	1 Demerit
Littering	2 Demerits
Minor Vandalism	2 Demerits
Not Shaving	1 Demerit
On-Campus Driving Violation	1 Demerit
Public Display of affection	1 Demerit
Pushing or shoving another student	2 Demerits
Repeated Inappropriate Verbal Behavior	3 Demerits
Repeated Inappropriate	3 Demerits

Aggressive Behavior	
Sitting at Teacher's Desk	1 Demerit
Sunglasses	1 Demerit
Use of Profanity	1 Demerit

### Suspensions and/or Dismissal for Major Misconduct:

- Major offenses will result in one-three days of suspension at the discretion of the Head of Discipline or Head of School. A "day of suspension" begins when the student is sent home and extends through the next full day. During the time of suspension, a student may not be on school property or attend any school related event.
- Upon receiving two suspensions, the student will be placed on a Behavior Contract.
- Upon receiving three suspensions, the student will be required to enter virtual learning until a decision for dismissal is decided by the head of school and the board of directors. The student may go before the board for an appeal.
- Zero Tolerance Misconduct may result in immediate dismissal.

<b>Major Offenses</b>
Willful, violent, or harmful behavior, fighting
Flagrant or consistent defiance of basic routine of school
Theft of any kind
Cheating, lying, plagiarism
Altering Grades on School Document
Vandalism of school property
Skipping School/Leaving campus without permission
Participating in bullying whether physical, verbal, or mental on campus or at school related event
Tampering with any fire or safety device or equipment
Possession or use of tobacco products on campus or at any school related events
Possession, sale, gift or use of alcohol on school property or at any school related event
Using alcohol prior to coming on school grounds or prior to attending any school related event
Possession or use of explosives or fireworks on campus or at any school-related event

<b>Zero Tolerance Misconduct</b>
Possession, sale, gift or use of any illegal drug or illegally obtained prescription drug or drug paraphernalia on school property or at any school related event
Assaulting a teacher, staff member, or appointed volunteer
Possession of a firearm, explosive or other deadly weapon on school property or at any school related event
Threatening anyone on campus with a weapon

### Detentions and Suspensions

Detention will be held after school at times and places designated by the Head of Discipline and will be of one hour in duration. Parents will be notified via email or in writing. Detentions may be postponed upon written request of a parent or guardian, in advance. Otherwise, no excuse will be accepted for failure to serve detention



at the time assigned. Failure to appear for detention will result in an automatic minimum of one day of in-school suspension. Further failing to appear for detentions could result in out-of-school suspensions or expulsion.

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

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

## DRESS CODE

### Female Attire Grades 1-12

	Acceptable	Not acceptable
<b>Tops</b>	<ul style="list-style-type: none"> <li>*Straps must be 3 fingers wide</li> <li>*Neckline must be worn at or above arm-pit level in front and back</li> <li>*Appropriate t-shirts</li> </ul>	<ul style="list-style-type: none"> <li>*No halter tops, tank tops, bare midriff tops, Spaghetti straps with no shirt underneath or blouse over top, tube tops, low-cut tops, spandex &amp; tight-fitting</li> <li>*Tops worn off of one or both Shoulders</li> <li>*Open back or razorback shirts</li> </ul>
<b>Shorts/Skirts/Pants</b>	<ul style="list-style-type: none"> <li>*Worn at the waist</li> <li>* Shorts &amp; skirts at or below midhigh level all the way around</li> <li>* Appropriate fitting</li> <li>*Students in grades 1-5 may wear athletic shorts of appropriate length &amp; leggings w/appropriate length top. Top must be at or below mid-thigh all the way around.</li> </ul>	<ul style="list-style-type: none"> <li>*Athletic Shorts, beachwear, cutoffs, leggings,</li> <li>*Shorts, skirts, &amp; pants with visible holes, or excessive wear</li> <li>* Tight fitting</li> </ul>
<b>Dresses</b>	<ul style="list-style-type: none"> <li>*Straps must be 3 fingers wide</li> <li>*Neckline must be worn at or above arm-pit level in front and back</li> <li>* At or below the mid-thigh all</li> </ul>	<ul style="list-style-type: none"> <li>*Strapless, spaghetti straps without a shirt underneath or blouse over top</li> <li>*Tight fitting</li> <li>* Open back or razorback</li> </ul>

	the way around	dresses
<b>Hair (Grades PK1-12)</b>	*Clean, neat, well-groomed *Colored Hair streaks for causes such as breast cancer must be worn in a style whether up or down so that the unnatural color is not visible during school hours	*Extreme in style and/or color
<b>Other</b>		*Visible body piercings other than on the ears
		*Visible tattoos
		*Hats
		*Sunglasses

### Male Attire Grades 1-12

	<b>Acceptable</b>	<b>Not Acceptable</b>
<b>Shirts</b>	*Shirts with a collar *Appropriate t-shirts	*Sleeveless or cutoff shirts *Shirts with visible frays, holes, or excessive wear
<b>Shorts/Pants</b>	*Worn at the waist and must be no more than 2.5 inches above knee *Clean and appropriate fitting *Students in grades 1-5 may wear athletic shorts of appropriate length	*Athletic shorts or pants, cutoffs, beachwear, (Shorts made for swimming with drawstring waist or lining) *Shorts and pants with visible holes, or excessive wear
<b>Hair (Grades PK1-12)</b>	*Clean, neat, well-groomed *Worn at or above eyebrows and the collar *Sideburns worn at or above the earlobe *Colored Hair streaks for causes such as breast cancer must be worn in a style whether up or down so that the unnatural color is not visible during school hours	*Extreme in style and/or color *“up-dos” of any sort *Hair accessories i.e. headbands, hair clips, hair ties, etc.
<b>Other</b>	*Must be clean-shaven	*Facial Hair
		*Visible body piercings
		*Visible tattoos
		*Hats <b>Between 8:05 am and</b>

		<b>2:30 pm bells, hats will be confiscated immediately</b>
		*Sunglasses

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

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

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

### **Parking Lot and Driving Privileges**

Students who have driving privileges are expected to behave in a courteous and attentive manner while on school property. Violations of these expectations will be dealt with accordingly with the Head of Discipline.

1. Students must immediately report to homeroom once they have arrived on campus. Students may not sit in their vehicles or convene in the parking lot before 7:40 am. Students returning from USC-Salkehatchie will have a designated homeroom location and teacher to which to report.
2. After the last bell at 2:30 pm, students not receiving academic help or participating in extra-curricular activities must exit the parking lot by 2:45 pm.
3. Students must have a car pass to be in the parking lot at any time during school hours except those leaving for and returning from classes at USC-Salkehatchie.
4. Students must park in the appropriately assigned spaces.

### **Electronic Communication Devices**

Electronic communication device violations will follow the following protocol:

1. During school hours, student use of any electronic communication devices i.e. cell phones, apple watches, tablets, etc. on campus are prohibited anywhere during class time.
2. Students in 1st-3<sup>rd</sup> grade with a cell phone are not allowed to use the device during the school day. These devices must remain in their bookbag or in teacher possession during the day.
3. Students in 4<sup>th</sup> and 5<sup>th</sup> grades with a cell phone will place their phones into the teacher's possession when they arrive at school.
4. Middle school students, grades 6-8, will place their cell phones in the cell phone bags at the beginning of every period, upon entering each class including all special activity classes. Middle school students are allowed to use their phones in between classes and during break between 10:00 – 10:15. Middle school students are not allowed to have their cell phones during lunch.
5. High school students will place their cell phones in the cell phone bags at the beginning of every period, upon entering each class. High school students are allowed to use their phones in between classes, during break between 10:00 – 10:15, and during lunch.
6. Students are not allowed on any type of social media during the school day from 8:00 a.m. to 2:30 p.m. Also, students are not allowed to photograph or take videos of any student, faculty, or staff member during school hours. In addition, they may not post to or transmit social media at any time during school hours. The Head of School may make exceptions for this for events such as pep rallies and award programs.
7. Students who post videos or pictures on social media that were made at school or at school sponsored activities that are considered inappropriate may face disciplinary action. Issues that arise at school regarding a social media post or text made off campus, may also face disciplinary actions accordingly.
8. Students and their property are subject to a search in the event of a classroom or lunchroom disturbance.
9. Students retroactively caught using any electronic communication devices during school hours are subject to the same consequences.

## **ANTI-BULLYING AND ANTI-HARASSMENT POLICY**

Colleton Prep Academy prohibits acts of harassment, intimidation, or bullying whether committed actively or passively. Passively is defined as being a bystander who supports or does not report such inappropriate behavior. According to the South Carolina Safe Schools Act of 2005, harassment or bullying is any gesture or written, verbal, graphic, or physical act that is perceived to have the effect of harming a student physically or emotionally while at school. 'School' means in a classroom, on school premises, on a school bus or other school-related vehicle, at a school-sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the child. Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites.

### **Lockers**

Students in grades 6-12 are provided lockers for the daily storage of books and personal articles. All loose items must be placed inside the locker. Book bags and the like may be placed on top of the locker during the school day. To permit cleaning, nothing may be left on top of the lockers after the close of school each day. We rely on an

honor system, so lockers are not to be locked and must be kept neat, orderly, and sanitary, and are subject to inspections at any time. Valuable items and money should not be left in lockers.

### **Physical Education Classes**

Physical Education is required for grades 1-8, and one unit in PE must be earned for high school, usually accumulated by the end of 8th grade. Grades 1-5 are not required to dress out for PE; however, it is suggested that they wear suitable clothing on their scheduled PE days (including rubber-soled shoes).

Required clothing for PE is shorts, a t-shirt, socks, and tennis shoes with non-marking soles. In cooler weather, sweatsuits are suggested. On game days, when a team is leaving school early, team members are excused from dressing out for PE. Students who present to the instructor a doctor or parent's note not to participate in PE will be excused from dressing out. They will be given an alternate assignment such as scorekeeping, a written report, or textbook work. Ten minutes are allowed at the beginning and end of the period for dressing. If not dressed out in time, a student will be considered tardy. Similarly, students are expected to arrive on time at their class following PE. Health topics are a part of the PE program and may include films and presentations on appropriate topics such as the effects of smoking, alcohol, drugs, and diseases. Written reports on these topics will be included as graded work. Damage, loss, or the destruction of PE equipment either through abuse or negligence will be handled by the disciplinary code; parents will be billed for replacement or repair.

### **Property: School and Personal**

Textbooks, laboratories, and other equipment and property of the school are provided for students' use and entrusted to their care. We expect students to treat school property with respect. Any abuse or misuse of school property will be handled per the discipline code, and parents will be billed for replacement or repair. Similarly, students are expected to respect the personal property of others. "Borrowing" an article from another student without permission, or hiding personal property as a "prank" will be handled as theft under the school discipline code.

### **Right to Search**

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

## **SAFETY AND HEALTH**

### **Automobiles**

The campus speed limit is 8 M.P.H. School roads and parking areas are busy and congested in the morning before school starts and, in the afternoon, when school is dismissed. Extreme vigilance and caution are required of everyone who drives on campus. Families should refer to the Traffic Flow Chart on the inside of the handbook to understand traffic direction, parking areas, and drop-off zones. Students are to park, lock, and leave their vehicles immediately upon arrival at school and not return to them until they are dismissed from school. The parking lot and all vehicles are off-limits during school hours. If there are compelling reasons for students to go to their vehicles during school hours, they must obtain permission and an appropriate pass from the office staff and report back to the office upon returning. Loitering in and around parked vehicles on school grounds is not allowed at any time. Student parking is located in front of the gymnasium, on both sides of the lot; students may not park anywhere else during school hours. Students who operate a vehicle in an unsafe manner or violate the abovementioned parking rules may have their driving privileges on campus suspended or revoked.

### **Communicable Disease**

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

### **Emergency Care**

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

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

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

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

### **Marriage and Pregnancy**

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

### **Medical Conditions and Forms**

Parents or guardians are obligated to inform the school, in writing, of any health problems or medical conditions that may require special care or precautions. We will not administer medicine to any students in K1, K2, K3, or K4, however, parents will still need to inform the school of any health concerns as well. Medical forms are available from the office to provide this information. Students in grades K5 – 12th taking any type of medication, including cough drops or nonprescription pain relievers, must bring to school a medical form signed by a parent, guardian, or physician identifying the medication and its purpose. All students must submit medical forms and medication to the office staff immediately upon arrival at school. The forms will be kept on file and the medication kept in the office and dispensed according to the directions on the permission slip.

The administration will not dispense any medication of any sort (including nonprescription pain relievers) except as outlined above. The school reserves the right to have analyzed any substance brought to school by a student.

### **School Accident Insurance**

Each student at Colleton Prep is covered under a school insurance policy in the case of an accident during school or at any school event. Please contact the business office for instructions on how to file medical claims.

### **Fire Drills**

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

### **Fire and Safety Equipment**

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

### **Tornado Drills**

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

## **STUDENT ACTIVITIES AND ORGANIZATIONS**

### **EXTRACURRICULAR ACTIVITIES**

#### **Extracurricular Activity Policy**

Extracurricular activities are considered to be a vital accompaniment to academics and athletics as part of the total educational experience. Participation in extracurricular activities is encouraged to the maximum extent of each student's capabilities without detriment to his or her academic achievement. The Head of school, class advisors, guidance counselor, and activity sponsor will carefully monitor student participation in extracurricular activities. The Head of school's permission is required for participation in any activity by any student, and he may withhold such permission when he deems participation to be detrimental to a student's best interests. Participants in extracurricular activities serve as representatives of the school. Therefore, only students in good disciplinary standing may participate in such activities. Students must be enrolled in the school and bound by a current contract (endorsed by the appropriate parents or guardians) in order to participate in any extracurricular activity. Likewise, in order to be eligible for election to any position for the following school year, students must be enrolled for the following year under a binding contract endorsed by appropriate parents or guardians. Because of the extensive time involved with many extracurricular activities, students must have at least a C+ average for the preceding year to be eligible to serve in an elevated middle or high school class office or on the student council. The Head of school may grant waivers for this requirement when he/she deems it to be in the student's (and school's) best interest.

#### **Service Projects**

Service projects, particularly those of service to the school or local community, are encouraged. The Head of School's approval is required for all class projects, and those involving the sale or solicitation of funds also require approval from the Board of Directors. When planning projects, sufficient time must be allowed to obtain approval.

#### **Field Trips**

Field trips that enhance the educational experience are encouraged and are frequently part of our classes. The ideal field trip provides a cultural or educational benefit as well as enjoyment. At least one adult chaperone per ten students is required. We depend on parent volunteers to help the faculty and staff chaperone field trips. Please note that younger siblings are not allowed to go with a parent chaperone/driver.

## **STUDENT COUNCIL**

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

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

### **Student Council Requirements: Grades 9-12**

Elections/Members:

\*Each spring, the student body elects the Student Council President (rising junior or senior), Vice President (rising junior or senior), Secretary, Treasurer, and Sergeant-at-Arms.

\*Each fall, grades 9-12 will elect a Class President and Class Representative.

\*Membership of the council includes the president of each class, the representative of each class, and the five student body officers.

Community Service:

\*All members must complete 10 hours of community service before January 31.

\*These hours cannot be shared with other organizations which require community service.

Probation/Removal:

\*Any member who does not complete the required number of hours by January 31 of the respective school year will be on probation. Therefore, he/she will not be allowed to participate in the spring conference and will be ineligible to run for office the following year.

\*A member who is suspended (OSS) from CPA will be removed from office.

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

The National Honor Society, founded in 1921, is the leader among organizations and societies that promote appropriate recognition for students who reflect outstanding accomplishments in the areas of academics, character, leadership, and service. The society is sponsored by the National Association of Secondary School Principals. Membership in the school's chapter of the National Honor Society is an honor bestowed upon a student. Students are selected for membership to the NHS by a faculty council, consisting of five members of the faculty appointed by the Head of school.

### **NJHS/NHS Requirements: Grades 7-12**

Academics:

\*The student must have an overall average of a 92 in his/her core classes to either become or remain a member.

Community Service:

\*Only members in grades 9-12 are required to complete 20 hours of community service before the end of each school year.

\*These hours cannot be shared with other organizations that require community service.

Probation:

\*New CPA students will be on probation for one semester prior to being eligible for membership.

\*A student who drops below a 92 average, does not complete the required number of community service hours, or does not attend the NJHS/NHS ceremony will be placed on probation for one semester.

\*For any senior who is placed on probation during the second semester, it will result in him/her not wearing the honor stole at graduation.

Removal:

\*At the end of the semester in which a member has been on probation, if his/her average is below a 92 or the required number of community service hours are not met, he/she will be removed from the organization.

\*A member who simultaneously drops below a 92 and does not complete the required number of community service hours will be removed from the organization.

\*Any student who is suspended may be placed on probation or removed from the organization. The decision on action taken will be at the discretion of the Head of School.



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

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

## **PUBLICATIONS**

### **The Talon**

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

## **SCHOOL BUSINESS**

### **Delinquent Accounts**

Report cards and transcripts will not be released for any student whose account is in arrears. A current account prevents embarrassing situations. After 30 days of being delinquent, a student may not participate in athletic practices or games. After 60 days of being delinquent, a student may not attend school until the account is current.

### **Transcripts**

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