



## 2022-2023 Handbook

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Head of School

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# Copiah Educational Foundation

The rules, regulations, policies, procedures and subsequent amendments or revisions, provided in the Copiah Handbook are to be followed by students, parents, guardians, or patrons upon entering an agreement to attend school at Copiah Educational Foundation, also known as Copiah Academy.

All matters cannot be covered in the handbook and decisions regarding such will be at the discretion of the administration. Copiah Educational Foundation, Inc. hereby gives notice that its policy is to admit students of any race to all the rights, privileges, programs, and activities generally accredited or made available to students at the school, and to make no discrimination based on race in administration of educational policies, application for admission, scholarship or loan programs, and athletic and extra-curricular programs.

## MISSION STATEMENT

To provide a Christian educational experience in a safe, positive environment, thus enabling all students to achieve their academic potential and pursue a successful future.

## OUR BELIEFS

- A Christian atmosphere should be provided for learning.
- Students should be provided with a positive learning experience within a safe, comfortable facility.
- Students should be provided with opportunities for moral, social, spiritual, and cultural growth.
- Teachers should set clear goals with high expectations and present challenges for all students throughout the learning process.
- Every student is an individual, and care should be taken in addressing individual learning styles and needs when possible.
- Self-evaluations of our educational process should be conducted to ensure current and competitive academic excellence.

## PHILOSOPHY

Copiah Educational Foundation consists of a high school, a middle school, and a lower school (dba Copiah Academy) and a long-range financial arm known as the Copiah Endowment Corporation, which is a tax-exempt educational trust. Copiah Endowment Corporation's goal is to obtain long range funding, which will positively impact the students and patrons of the school in perpetuity.

Copiah Educational Foundation's goal is to provide a basic core educational curriculum beginning at the kindergarten-elementary level and continuing through all grade levels, with the opportunity for SACS or advanced students to obtain a college preparatory education. Copiah Educational Foundation is fully accredited by the Midsouth Association of Independent Schools, the Southern Association of Independent

Schools, and the Southern Association of Colleges and Schools. Members of the administration at Copiah Educational Foundation are accredited through the National Association of Secondary School Principals. Copiah Academy strives to manage its membership to a medium population level to allow small-medium classroom size. Each student should be provided with a positive safe atmosphere which will allow the student to reach his maximum educational and personal potential. Copiah Academy places special emphasis upon Christian principles and spiritual development. The school administration feels that it plays an important role in the teachings of the student's American heritage and freedoms that all Americans enjoy. Students should be taught the principles of individual freedom and responsibility, personal accomplishment, community service, and academic excellence.

To maintain its desired size and academic standards, Copiah Academy cannot accept all children without regard to academic ability. Copiah Academy evaluates potential students and sets minimum standards for student entrance into the school to maintain a minimum standard for education. Achieving and maintaining college preparation is an extremely important goal of the school. The school recognizes that not all of its students will attend secondary educational institutions, however, Copiah Academy's curriculum and instructional methods are primarily designed to provide students with the academic foundation necessary for the students' success in the post high school setting.

To accomplish these goals and this philosophy, Copiah Academy encourages parent-patron guidance and participation in the school at all levels. There should exist a mutual bond of respect, cooperation, and understanding, and participation among the patrons, students, administration, and governing body of the school at all times. School administration should keep patrons informed of school functions and activities. Patrons are encouraged to attend meetings and support the school financially and with their individual participation.

The goal of Copiah Academy is to enable its students to achieve worthy educational, vocational, and personal goals through an effective, comprehensive program of individual and group development.

## HISTORY

In 1967, the first Copiah Academy students met in a temporary facility in Hazlehurst. Because of a steadily increasing enrollment, in 1970 students began classes in a million-dollar building on acreage donated by the T. M. Smith family. The first commencement exercises on the Gallman site were held that spring on the concrete floor of the proposed gymnasium. In the ensuing decades, Copiah Academy has expanded into a complex that offers educational and athletic opportunities for students ranging in ages from pre-school to college preparatory. In 1984 the addition of the Williams building was completed, and in 1994, the Williams building was expanded. In the fall of 1999, the addition of a cafetorium was completed to include a stage, food service and four classrooms. In the summer of 2005 Copiah Academy completed a million-dollar renovation to enhance the physical appearance and to update the energy efficiency of our campus. In the spring of 2010, the addition of the math and science building was completed.

In 1970, the leadership duo of Harold G. Morris as headmaster and Anne Ella Williams as elementary principal began moving Copiah Academy toward educational standards that would result in accreditation by the prestigious Mississippi Private School Association and Southern Association of Colleges and Schools. In 1983, Joseph P. Walker, who boasted a long affiliation with Hinds County and Jackson Public Schools, began his tenure as Copiah Academy's headmaster. In 1989, David W. Bosse came to Copiah Academy from Knoxville, Tennessee and Baton Rouge, Louisiana, where he received extensive training in the independent school system. In 1992, Carol S. Rigby served as assistant headmaster and then in 1993, she was named as headmaster; Mrs. Rigby had extensive educational background from public schools in Alabama and Florida

and Midsouth Association of Independent Schools (MAIS) in Mississippi. In 2014, Paul M. Hayles was named as headmaster; Mr. Hayles had over twenty years of experience in the Midsouth Association of Independent Schools. Mitch Mitchell became the current head of school in January 2020. He has experience within both public and private schools in Mississippi.

## ADMISSIONS

Copiah Educational Foundation, Inc. is an accredited, coeducation, college-preparatory day school for grades K through 12. Enrollment is open to college-bound students of any race, religion, gender, color, creed, or ethnic origin who meet the entrance requirements and strive both in conduct and achievement to maintain satisfactory progress. Students transferring to the school in grades 9-12 are required to have units of credit corresponding to those offered at Copiah Academy. Students must be the appropriate age by September 1 to enter 3K, 4K, 5K, and First Grade. A certified copy of student's birth certificate and immunization compliance form must be on file in the school office before the student may attend classes.

Applicants must first complete and return the student application form with fee. Applicants will then be contacted to set up an admissions test. Students will be placed according to their admissions test. New students must provide an unofficial transcript before admission. Applicants are accepted based on past school performance, aptitude and achievement tests, adequate attendance, and acceptable conduct consistent with the standards and purposes of this school. Students who have been expelled from other schools may not be admitted.

New students and their family would have a probationary period that may include parent-teacher conferences, academic evaluations, and disciplinary review. Admission to and continued enrollment in Copiah Educational Foundation, Inc. is at the sole discretion of the school. Information on current policies will be made available in the student handbook. School policies are subject to change. Policy changes will be announced by due notification. Applicants agree to abide by all school policies, rules, and regulations, including provisions for dress codes and discipline. Copiah Educational Foundation, Inc. has full discretion in the discipline of students while at the school, including corporal punishment.

## FACILITIES

The cafetorium is a combination cafeteria, auditorium with four classrooms and restrooms with shared gymnasium use. Copiah Academy is located on a tract of land which contains approximately 30 acres. The building is of contemporary functional design with beautiful simple lines. In addition to the classroom facilities, special rooms are provided, including science laboratory, library, and administrative offices. Classrooms are well lit, and temperature controlled.

The high school building contains the high school office, eight classrooms and the Robert P. and Bertie Mae Young science laboratory. The gymnasium contains, in addition to two playing courts for basketball, eight classrooms, a choral music area, and concession area for gym activities. Sitting adjacent to the gymnasium is the band hall with band directors' office, storage area, and an auditorium for band practice.

The fieldhouse is located conveniently to the athletic fields. This building contains dressing facilities for the junior high and varsity athletic teams, a team meeting room, first-aid room, storage area, and the coaches' offices. Athletic fields contain are equipped with updated lighting for the football stadium, new in-ground dugouts on the baseball field, and covered batting cages. Adjacent to the field house is the softball facility; the building contains a team dressing/locker room, a training room, and a coaches' office. The weight room is located at the south end of the football stadium. This building contains weight equipment used by all athletes to build strength and endurance.

## **USE OF GROUNDS AND BUILDINGS**

Copiah's facilities are for the exclusive use of the patrons, faculty, staff, and students. The Head of School must approve the use of the buildings and facilities after normal school hours. At all times, the academic and extracurricular activities of the school have priority use of the school buildings and grounds. Furthermore, a faculty member or other employee of the school must be present and is responsible for facility use. At no time will students be allowed the use of the building and grounds without appropriate faculty supervision. Use of the campus by outside groups must be approved by the Board or Head of School.

## **CARE OF SCHOOL PROPERTY**

Because maintenance expenses are drastically increased by the misuse of school property, students are expected to maintain all school-owned property. Litter destroys the beauty of the campus, so students are expected to use the proper trash receptacles. Parents will be held financially responsible for any damage resulting from their child's actions.

## **GYM REGULATIONS**

No food or drink will be allowed in the gymnasium except during the home basketball games. Students must remain off the gym court playing area at all times. Walking across the gym floor to classes will not be allowed.

## **ASBESTOS**

On October 30, 1987, The Environmental Protection Agency published the Asbestos-Containing Materials in Schools Rule (40 CFR Part 763 Subpart E). This New Rule requires all public and independent schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings, implement response actions in a timely fashion and report results of the assessment studies to school employees and parent/teacher organizations.

We are pleased to announce that none of our school buildings contain any friable asbestos. Friable asbestos is material that is easily crumbled and may release harmful fibers into the environment. Friable asbestos may cause severe health problems.

One building does, however, contain non-friable asbestos building materials in the form of floor tile and floor tile adhesive. None of this material poses a health hazard as long as it remains undamaged. Through a program of training and surveillance, we are certain that these materials will pose no health hazard. A copy of the inspection and management plan is available for your examination in the administrative office of the school.

## CALENDAR / DAILY SCHEDULES

### MASTER CALENDAR

The school's Master Calendar is coordinated by the school secretary. As soon as you begin to plan an event, register the date with the school secretary. No additions will be made to the Master Calendar unless approved by the Head of School. When changes occur, these changes will be updated on the master calendar, and parent alerts will be sent as needed.

<b>AUGUST</b> 5 <sup>th</sup> First Day of School - 12:00 dismissal	<b>FEBRUARY</b> 20 <sup>th</sup> School Holiday – Presidents’ Day
<b>SEPTEMBER</b> 5 <sup>th</sup> School Holiday – Labor Day 16 <sup>th</sup> Homecoming – 12:00 dismissal	<b>MARCH</b> 3 <sup>rd</sup> end of 3 <sup>rd</sup> nine weeks 10 <sup>th</sup> Teacher In-Service – 12:00 dismissal for students 13 <sup>th</sup> – 17 <sup>th</sup> Spring Break
<b>OCTOBER</b> 7 <sup>th</sup> End of 1 <sup>st</sup> nine weeks 10 <sup>th</sup> School Holiday – Columbus Day	<b>APRIL</b> 4 <sup>th</sup> ACT Test Day – 12:00 dismissal 7 <sup>th</sup> School Holiday – Good Friday 10 <sup>th</sup> School Holiday – Easter Monday 30 <sup>th</sup> Vespers @ 6:00pm
<b>NOVEMBER</b> 21 <sup>st</sup> – 25 <sup>th</sup> Thanksgiving Holiday	<b>MAY</b> 5 <sup>th</sup> Senior Award Day @ 8:00am 5 <sup>th</sup> Graduation @ 6:00pm – 12:00 Dismissal 12 <sup>th</sup> – 17 <sup>th</sup> Exams 18 <sup>th</sup> Last Day of School
<b>DECEMBER</b> 1 <sup>st</sup> Teacher In-Service – 12:00 dismissal for students 2 <sup>nd</sup> Student Holiday – State Teachers Meeting 16 <sup>th</sup> Last Day of First Semester 19 <sup>th</sup> – Jan. 3 <sup>rd</sup> Christmas Holiday	
<b>JANUARY</b> 3 <sup>rd</sup> Start of Second Semester 16 <sup>th</sup> School Holiday – Dr. Martin Luther King, Jr	

### SEMESTER EXAM DATES

<b>SEMESTER EXAM DATES - DECEMBER</b> 12 <sup>th</sup> – 1 <sup>st</sup> hour semester exam – 8:00 – 9:20 – full day 13 <sup>th</sup> – 2 <sup>nd</sup> and 3 <sup>rd</sup> semester exam – ½ day 14 <sup>th</sup> – 4 <sup>th</sup> and 5 <sup>th</sup> semester exam – ½ day 15 <sup>th</sup> – 6 <sup>th</sup> and 7 <sup>th</sup> semester exam – ½ day 16 <sup>th</sup> – Semester Exam Make Up Day – ½ day 17 <sup>th</sup> – Holiday Break	<b>FINAL EXAM DATES - MAY</b> 12 <sup>th</sup> – 1 <sup>st</sup> hour final exam 8:00 – 9:20 – full day 15 <sup>th</sup> – 2 <sup>nd</sup> and 3 <sup>rd</sup> semester exam – ½ day 16 <sup>th</sup> – 4 <sup>th</sup> and 5 <sup>th</sup> semester exam – ½ day 17 <sup>th</sup> – 6 <sup>th</sup> and 7 <sup>th</sup> semester exam – ½ day 18 <sup>th</sup> – Final Exam Make Up Day – ½ day of school (Last Day of School)
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Elementary exam schedules will be published and sent home with students.

During exams 7th-12th grade students are not required to be on campus unless they have an exam. If a student is on campus and is not in an exam, he or she must be in the assigned study hall room. No early exams will be given. Students who are unable to take exams at the scheduled time or the make-up time will

be given the exam on their return to school second semester and on the first day that the office is open in the summer after the end of school.

## DAILY SCHEDULES

<b>1<sup>st</sup> – 2<sup>nd</sup> GRADE DAILY SCHEDULE</b>		<b>3<sup>rd</sup> and 4<sup>th</sup> GRADE DAILY SCHEDULE</b>	
Instruction Time	8:00 – 9:35	Homeroom	8:00 – 8:30
Activity	8:35 – 9:05	1 <sup>st</sup> Core Subject	8:30 – 9:20
Break/Recess	9:10 – 9:40	Break	9:23 – 9:35
Instruction Time	9:45 – 10:50	2 <sup>nd</sup> Core Subject	9:35 – 10:25
Lunch	10:55 – 11:25	Activity Period	10:25 – 11:05
Instruction Time	11:25 – 12:20	Lunch	11:05 – 11:30
Recess	12:25 – 12:55	3 <sup>rd</sup> Core Subject	11:35 – 12:25
Instruction Time	12:55 – 2:35	4 <sup>th</sup> Core Subject	12:25 – 1:15
Pack for Dismissal	2:35 – 2:40	Recess	1:15 – 1:45
1 <sup>st</sup> Dismissal	2:40 – 3:00	Elective	1:50 – 2:30
2 <sup>nd</sup> Dismissal	3:00	Homeroom	2:30 – 2:40
		1 <sup>st</sup> Dismissal/SH	2:40 – 3:00
		2 <sup>nd</sup> Dismissal	3:00

\*ALL elementary students are to be picked up at their designated time. This will not be a recess. Students not picked up at 2:15 - 2:30 will be in a study hall with their grade until 3:00. Students not picked up by 3:15 will be taken to After-Care.

<b>5<sup>th</sup> – 8<sup>th</sup> DAILY SCHEDULE</b>		<b>9<sup>th</sup> – 12<sup>th</sup> DAILY SCHEDULE</b>	
1 <sup>st</sup> Period	8:00 – 8:48	1 <sup>st</sup> Period	8:00 – 8:48
Activity Period	8:48 – 9:08	Activity Period	8:48 – 9:08
2 <sup>nd</sup> Period	9:13 – 10:00	Break	9:08 – 9:23
Break	10:00 – 10:15	2 <sup>nd</sup> Period	9:28 – 10:15
3 <sup>rd</sup> Period	10:20 – 11:07	3 <sup>rd</sup> Period	10:20 – 11:07
4 <sup>th</sup> Period	11:12 – 11:59	4 <sup>th</sup> Period	11:12 – 11:59
5 <sup>th</sup> Period	12:04 – 12:51	Lunch	11:59 – 12:24
Lunch	12:51 – 1:16	5 <sup>th</sup> Period	12:29 – 1:16
6 <sup>th</sup> Period	1:21 – 2:08	6 <sup>th</sup> Period	1:21 – 2:08
7 <sup>th</sup> Period	2:13 – 3:00	7 <sup>th</sup> Period	2:13 – 3:00

## GENERAL INFORMATION

### OFFICE HOURS

For your convenience during the school year, the school office is open from 7:30 a.m. until 3:30 p.m. Summer hours are Tuesday-Thursday 8:00 a.m. until 12:00 p.m.

### VISITORS ON CAMPUS



Alumni, parents, and visitors are welcome to visit our campus. However, everyone will be required to check in with the main office. Guests should never go directly to a classroom without receiving a pass from the main office.

## **PHOTOS AND PUBLICITY**

At times, Copiah Educational Foundation may use students' names and/or photos for publications, the school website, publicity, and advertising that pertains to the school.

## **PARENT INVOLVEMENT**

Parents are encouraged to become involved in the various parent organizations at Copiah Academy. These organizations are Patrons Club, Band Boosters, and Athletic Boosters. It is the goal of each of these organizations to raise funds to provide extra benefits for the students at Copiah Academy.

## **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are recommended when indicated by effort, attitude, or low achievement. Please allow at least twenty-four hours for teachers to return your call. Parents are requested to call the office to arrange conferences. All conferences concerning students grades and conduct are best discussed at school during the regular hours when faculty members have access to grade books, test papers, and notes. Please schedule conferences at least twenty-four hours in advance.

## **PARTY INVITATION POLICY/SENIOR PARTIES**

Parties hosted off campus for students in K through 12th grades may not issue invitations on campus unless the entire class, all girls, or all boys are invited. Invitations for off campus parties that include only a partial class roll must be mailed through the postal system or otherwise issued. The mass communication system will not be utilized for sending party information. E-mail addresses will not be shared as well. Parents should be mindful that students are sensitive to exclusion and should make every effort to be discreet when the whole class is not invited. If an entire class is not invited to a party (boys or girls), please avoid picking up party participants at school.

The following policy was adopted by the Copiah Academy Executive Board on 5/12/98.

Copiah Academy does not sponsor, promote, endorse, or schedule any senior parties. Any senior parties are strictly private functions. Copiah Academy is not and will not maintain a calendar of events for the purpose of scheduling any senior parties.

## **FUNDRAISERS**

All fundraisers must be approved by the head of school and placed on the master calendar in the office.

## **DELIVERIES**

Because of the increased number of flowers, gift, and candy deliveries, the lack of school personnel to handle them, and the lack of space at the school to store them, the following regulations have been adopted concerning all such deliveries to Copiah Academy.

- On special occasions such as birthdays, homecoming, etc., deliveries will be allowed only after noon. At this time students will be notified they have a delivery, which they may pick up at the end of the school day.
- The school will not accept any deliveries associated with Valentine's Day before, on, or after Valentine's Day.

## **COPIES AND PRINTING**

Students who need copies made need to see the office. Copies can ONLY be made from a hard copy or a .pdf file saved on a jump drive. Copies are \$0.25 a page. Students are not to request copies from teachers and staff. Class notes and/or study sheets are not to be copied.

Copies made from cumulative record information will be \$2.00 per page; this includes immunization, birth certificates, unofficial transcripts, etc. Parents or students requesting copies should request the information 24 hours before they need it. In the summer, the request must be made 48 hours in advance.

Printing from campus computers will not be allowed.

Students are not allowed to use copy machines.

## **LUNCH PROGRAM**

The cafeteria serves hot lunches, short order, and snack items for lunch. Lunches may also be brought from home. A variety of items are available at break. Our cafeteria runs a debit only account for families. Students are issued a PIN for their account. Payment should be added in \$50 increments. Students will be able to see the current balance at the register each time they make a purchase. Parents can view balances online. The system takes approximately 24 hours to update online.

During lunch periods, students must remain in designated cafeteria areas. Food or drinks dropped and spilled will be at the expense of the student. A student will not be allowed to leave the campus for lunch. Charges will not be allowed for students in 7-12 grades.

## **FACTS/RENWEB**

Parents and students should refer to FACTS/Renweb for all grade updates. Progress reports and report cards will be emailed. Access will be blocked if financial obligations have not been met. Parents are asked to verify and update demographic information through FACTS/Renweb.

## **FOOD AND DRINK**

Food and drinks are not allowed in class and must be disposed of in the outside garbage cans before entering a building. During the hot months water will be allowed but must be carried in small clear water bottles with lids. No other electrolyte drinks may be substituted for water during this period. Food is not to be eaten except during break and lunch and must be eaten in the cafeteria only. No food or drink is ever allowed in the gym during these times.

## ACADEMICS

As a college-preparatory school, Copiah Academy provides a program of studies for grades K-12 emphasizing academic excellence. The school is arranged in four divisions: kindergarten, elementary, junior high, and high school. The primary goal is to develop honest, alert, intellectually curious, and academically disciplined students. Instruction is traditional in that it demands knowledge of facts, principles, and methods.

### CURRICULUM

<b>CORE</b>	<b>ELECTIVES</b>
Advanced Physical Science Advanced Pre-Algebra (8 <sup>th</sup> ) Algebra I, II, III American Gov./Economics (Seniors Only) American History *Anatomy/Physiology I/II (85 Bio I, Chem I) Biology I (9 <sup>th</sup> ) Biology II (Chemistry I) Chemistry I (Biology I) *Honors Chemistry I (Bio I and 80+) *Chemistry II (85 Chemistry I) English 7, 8, I, II, III, IV Environmental Science Geometry (Algebra I) *Honors Algebra II (85; only 10th graders who have already taken Geometry) *Honors Biology (Dual Enrollment) **Honors Calculus (Pre-Calculus/Seniors only) *Honors English I, II, III *Honors English IV (Dual Enrollment) Life Science (7 <sup>th</sup> ) Mississippi Studies Physical Science (8 <sup>th</sup> ) *Physics (Seniors Only 85+) *Pre-Calculus U.S. History World Geography World History	Accounting ACT Prep (Juniors Only) Annual (Computer I) Art I, Art II Athletics (Jr. and Varsity) Band Bible Computer I, II Health Musical Theater (Jr. and Varsity) Music Appreciation Personal Finance Psychology Spanish I, II Speech

\* weighted courses, grade + 2 points after 9 wks. test

\*\* grade + 5%

(GPA requirements/prerequisites)

## DUAL ENROLLMENT

Dual Enrollment is offered through the local community colleges; this year, we will be using both Copiah-Lincoln Community College for coursework. Only seniors who qualify may participate in dual enrollment with Co-Lin. These qualifications are set by the colleges; the current qualifications are 3.0 academic GPA, minimum ACT composite of 16, English sub score minimum 17, Science sub score of 17, and Math sub score minimum of 19. These qualifications are subject to change. Tuition and books are the students' responsibility. These fees are paid to Co-Lin.

Any college course taken through Co-Lin that is not taught on campus by a Copiah Academy instructor will count as a high school credit, but the grade will not be calculated into the overall GPA.

## DUAL ENROLLMENT POLICY

If a student is taking a course taught by a Copiah Academy instructor during the school day, the student may withdraw from the course at the college; however, they cannot drop the course at Copiah until the end of the nine weeks and/or semester. The student must enroll in another equitable course if the credit is needed for graduation; the grade from the dual course will be transferred into the equitable course. If the student is not enrolling in another course because the course is not needed for credits and/or graduation, the course will be added on the transcript as a partial credit (1/2 credit for the semester and/or 1/4 credit for the nine weeks). This grade will be calculated into the overall GPA.

## COURSE TRACKS

English Track	
If a student elects to move from the regular English track to the Honors track, he must have maintained an average of 88 or above for three terms in English for the year prior to the change to Honors English. In addition, a student moving to the Honors program must have written permission from his current English instructor. Parents should be advised that students making this change will miss course content. For instance, a student moving from English II to Honors English III will miss American literature. A student moving from English III to Composition I will miss English literature.	
Math Track	
Accounting Advanced Pre-Algebra Algebra I, II, III Algebra II Algebra III	Geometry Honors Algebra II Honors Calculus Pre-Calculus
Science Track	
7th Grade - Life Science 8th Grade - Physical Science 9th Grade - Biology I 10th Grade - Advanced Physical Science, Chemistry I (placement based on Biology I average) 11th Grade - Chemistry I; A&P; Biology II; Environmental, Advanced Physical Science 12th Grade - Chemistry I; Honors Chemistry I; Chemistry II; A&PI/II; Biology II; Environmental; Advanced Physical Science; Physics; Honors Biology II	

## GRADING

Daily grades, weekly tests, and unit tests comprise 100% of the term grade. The semester exam counts as 20% of the semester average. The yearly grade is determined by averaging the semester grades.

**The new grading scale below became policy in 2011-2012:**

Letter Grade	Scale	Quality Points
A	90-100	4
B	80-89	3
C	70-79	2
F	70-0	0

For any subject a final grade earned of F (below 70) results in failing that subject for the year.

**Grades earned from previous school years will still be calculated on the old grading scale.**

Letter Grade	Scale	Quality Points
A	93-100	4
B	85-92	3
C	77-84	2
D	70-76	1
F	70-0	0

For any subject with a final grade earned of **F (below 70)** results in failing that subject for the year. A student in 7-12<sup>th</sup> grade will be retained if two (2) or more core subjects are failed. The administration will have the option of selecting courses to be completed in summer school if the student fails more than two subjects. No remedial or credit recovery course taken outside of Copiah Academy may be used in the calculation of the grade point average. Remedial and credit recovery courses may be used only to raise a failing grade to 70. It may be used as a credit for graduation only. GRADES FROM FAILED COURSES ARE INCLUDED IN THE CALCULATION OF THE GPA. Students may not take summer courses for new credits. ONLY courses failed may be taken in Summer School. A maximum of two units may be earned for one summer. Seventh and Eighth grade work shall be offered only for review and remedial purposes.

Seventh, eighth, or ninth grade students failing math and/or English may be retained and/or required to attend summer school. 1st - 6th grade students failing reading or math may be retained.

2nd-6th grade students failing two (2) or more of the following subjects may be retained: Language, Science, Social Studies.

High school and junior high students whose final average in a course is below 55 cannot attend summer school for remediation. The course must be repeated during the following school year.

Students who have failed two or more courses at the end of the semester will be placed on academic probation. At the end of the next semester, students who fail more than one class may be dismissed from Copiah Academy for at least one year. Summer school is not a factor.

- All students must take a minimum of five (5) academics each year.
- Courses not offered at Copiah Academy may be counted toward the GPA with the approval of the headmaster.
- To enter the tenth grade, a student must have earned a minimum of six (6) units.
- To enter the eleventh grade, a student must have earned a minimum of twelve (12) units.
- To enter the twelfth grade, a student must have earned a minimum of eighteen (18) units. Required courses for graduation must be maintained for each grade level.
- No course will be dropped/added after August 11, 2021. Requests for course changes are not guaranteed or may not be possible because of various factors.

## GRADUATION REQUIREMENTS

An overall grade point average of 70 or above is required for graduation. It is recommended that all seniors take a math and science during their senior year. All seniors must take the ACT before graduating.

### REQUIREMENTS Class of 2022 and subsequent years

16 units of Required Core Academics to include: 4 units of English 4 units of Math 4 units of Science 4 units of Social Studies	4 units of Required Electives to include: 1 unit of Arts 1 unit of Computer applications 1 unit of Foreign Language 1 unit of Bible 4 Units of Non-Required Electives
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**TOTAL: 24 UNITS**

### Mississippi Public Universities Admissions Standards Beginning 2015

The high school course requirements set forth below are applicable to students graduating from high school and entering a public institution of higher learning. The minimum **REQUIRED CPC (College Preparatory Curriculum)** for full admission into a Mississippi public university is as follows:

<b>English</b>	4 units – All must require substantial communication skills (i.e., reading, writing, listening, and speaking). Compensatory Reading and Writing may not be included
<b>Mathematics:</b>	4 units – Algebra I or its equivalent; two units of math higher than Algebra I
<b>Science:</b>	3 units – Biology I or its equivalent; two units of science higher than Biology I
<b>Social Studies:</b>	3 1/2 units – US History, World History, US Government (1/2 unit), Economics (1/2 unit) or Introduction to World Geography (1/2 unit)
<b>Arts:</b>	1 unit – Includes any one unit or two 1/2 units of visual and performing arts course(s) meeting the requirements for high school graduation
<b>Adv. Electives:</b>	2 Carnegie Units - Option 1 – Foreign Language I and Foreign Language II; Option 2 – Foreign Language 1 and one unit from Option 3; Option 3 – (1) Any combination of an advanced level course above the required Carnegie units in: (a) English, math, science, computer science and/or any Dual Credit
<b>Technology</b>	1 unit – a course that emphasizes the use of technology as a productivity tool. Instruction should include utilizing various forms of technology to create, collaborate, organize, and publish information. The application of technology as a productivity tool, rather than specific hardware and/or software packages should be the focus of the course.
<b>Total Carnegie units: 18½</b>	

The minimum **RECOMMENDED CPC** for full admission into a Mississippi public university is as follows:

<b>English:</b>	4 units – All must require substantial communication skills (i.e., reading, writing, listening, and speaking). Compensatory Reading and Writing may not be included.
<b>Mathematics:</b>	4 units – Algebra I or its equivalent; three units of math higher than Algebra I
<b>Science:</b>	4 units – Biology I or its equivalent; three units of science higher than Biology I
<b>Social Studies:</b>	4 units – US History, World History, US Government (1/2 unit), Economics (1/2 unit), Introduction to World Geography (1/2 unit), MS Studies (1/2 unit) or state/local government course in any other state
<b>Arts:</b>	1 unit – Includes any one unit or two ½ units of visual and performing arts course(s) meeting the requirements for high school graduation
<b>Adv. Electives:</b>	2 Carnegie Units - Option 1 – Foreign Language I and Foreign Language II; Option 2 – Foreign Language 1 and one unit from Option 3; Option 3 – (1) Any combination of an advanced level course above the required Carnegie units in: (a) English, math, science, computer science and/or any Dual Credit
<b>Technology</b>	1 unit – a course that emphasizes the use of technology as a productivity tool. Instruction should include utilizing various forms of technology to create, collaborate, organize, and publish information. The application of technology as a productivity tool, other than specific hardware and/or software packages should be the focus of the course.

**Total Carnegie units: 20**

Notes: IHL recommends 3 additional units higher than Algebra I and Biology I.

Pre-High School units: Courses taken prior to high school will be accepted for admission provided the course earns Carnegie credit and the content is the same as the high school course.

Substitutions: Advanced Placement (AP), International Baccalaureate (IB, Academic or Career and Technical Dual Credit (DC) and Advanced International Certificate of Education (AICE) courses may be substituted for each requirement in the College Preparatory Curriculum

Course Acceptance: A course may not be used to satisfy more than one requirement.

The Required and Recommended College Preparatory Curricula (CPC) are approved by the IHL Board of Trustees, The Mississippi Department of Education maintains the MDE Secondary Course Manual with CPC classifications for each course.

\*Students and parents interested in out of state admissions should see the guidance counselor before selecting a schedule for the junior year

## **ACADEMIC HONORS**

In Grades 3-12 students with an 85 or above in each academic subject for the term will be placed on the **HONOR ROLL**; to receive yearly recognition, a student must have been on the honor roll for the first three nine weeks terms.

In Grades 3-12 students with a 93 or above in each academic subject for the term will be placed on the **HEADMASTER'S LIST**; to receive yearly recognition, a student must have been on the Headmaster's List roll for the first three nine weeks terms.

Procedure for Valedictorian, Salutatorian, Historian, High Honor Graduates, and Honor Graduates - Senior academic honors are determined by the final cumulative average through the end of the senior year.

Valedictorian, Salutatorian, and Historian must be in attendance at Copiah Academy for grades 9, 10, 11, and 12. Courses used to determine class rank and GPA are used to determine Valedictorian, Salutatorian and Historian. Student must have completed a minimum of six (6) weighted courses.

In order to be recognized as a High Honor Graduate, a senior must have a 95 overall grade point average for all credited academic courses. Averages will not be rounded.

In order to be recognized as an Honor Graduate, a senior must have a 90 overall grade point average for all credited academic courses. Averages will not be rounded.

The procedure for calculating the Grade Point Average (GPA) for the above honors will be as follows (including 8th grade): The cumulative GPA will be based on credited academic courses only.

No GPA will be rounded where averages are being calculated for honors, extracurricular activities, elections, admission to academic organizations, etc.

#### **Current Honors Courses – total of 12**

Four (4) English	Honors English I, II, III, and IV
Two (2) Math	Pre-Calculus, Calculus
Six (6) Science	Honors Chemistry I, Chemistry II, A&P I, A&P II, Physics, Honors Biology II (dual enrollment)

#### **Class of 2026 Honors Courses Requirements (and all subsequent graduating classes)**

Four (4) English	Honors English I, II, III, and IV
Two (2) Math	Pre-Calculus, Calculus
Eight (8)	Honors Chemistry I, Chemistry II, A&P I, A&P II, Physics, Honors Biology II (dual enrollment)

### **STANDARDIZED TESTS**

The OLSAT and the Stanford Achievement Test Series are administered to students in grades 1-6. Other standardized tests include the P/SAT for some juniors and ACT for sophomores and juniors.

### **SECOND SEMESTER EXAM EXEMPTIONS**

In grades 5-12, qualified students may be exempt from exams on a per subject basis.

Students may be exempt from a second semester course exam if:

- They have not had more than 2 unexcused absences during the second semester. Excuses must be turned in within 3 days of the student's return. Excuses will not be accepted after 3 days. (Remember that 3 unexcused tardies result in one unexcused absence)
- They have maintained an 88 second semester average in the course. **Averages are not rounded.**

#### **IMPORTANT**

**Students who have been suspended or have served a demerit detention during the second semester, may not be exempt from any semester exam.** 10 demerits will result in a demerit detention.



## **MAKE-UP WORK/TESTS**

It is the responsibility of students in grades 7-12 who have missed tests or quizzes because of excused absences to make up those tests or quizzes on the first assigned testing time. All tests/quizzes missed for an absence for any reason will be made up during one of 5 specified test sessions. Students who miss tests/quizzes have two test dates to makeup tests/quizzes based on the date that each test/quiz was missed. Tests not made up during that time will result in a zero. A make-up test time will last 45 minutes. Students may come in at any time during the test session to take tests/quizzes but will only have the remaining session time to take the test/quiz. No makeup tests/quizzes will be taken during the school day.

### **Make Up Test Sessions:**

<b>Monday</b>	<b>Wednesday</b>	<b>Friday</b>
7:00-7:45 Berry/Henley	7:00-7:45 Tyson	7:00-7:45 Henley
2:08-2:53 Berry/Henley/West	2:08-2:53 Berry/Henley/West	
3:00-3:45 Berry/Henley/West	3:00-3:45 Berry/Henley/West	

Since major tests are assigned in advance, a student who is present on the day of the test will be required to take the test that day even if he had been absent the previous day. Students in a college preparatory school are accountable for obtaining any work that was missed during an absence. In grades 5-6, students are to check with their teachers the first day back after an absence to set up a date for make-up tests or quizzes.

On the first day a student returns to school after an absence, the student must secure a make-up assignment from each teacher. Failure to turn in written make-up work may result in a zero for the work. All make-up work is the responsibility of the STUDENT.

Students in grades 7-12 need to communicate with classmates for missed classwork and homework assignments. Because students who miss tests have extra study time, make up tests may be different from the original tests. Students are responsible for materials missed or covered during vacation and/or personal days taken during the school year.

\*Students should utilize Canvas for all assignments, tests, and schedule when absent.

## **REPORT CARDS / TRANSCRIPTS / RECORDS**

Report cards, transcripts, and/or records will be not released unless satisfactory arrangements have been made with the office concerning financial obligations.

## **REQUESTING A TRANSCRIPT**

All requests for transcripts must be completed using the link on the school website. The school utilizes Parchment Exchange Services for transcripts. There is no fee for current students; alumni have a \$2.00 fee along with the processing fee charged by Parchment.

## **ACCOMMODATIONS FOR ACT, SAT, OR PSAT**

Parents wishing to request standardized testing accommodations such as extended time for their child on the ACT or College Board tests (PSAT or SAT) must contact the schools counselor. ACT and College Board require specific documentation with a diagnostic reference number to be able to request testing accommodations. Testing documentation must be current (within three years) and an accommodation plan must have been in place for the past 3 years. Some diagnoses must have been made prior to age 12. Parents will need to submit all the required documentation at least 4-6 weeks before the actual test date.

to the schools special testing coordinator. All testing accommodations requested will be approved or denied by ACT or College Board.

## **TEXTBOOKS**

Textbooks for students are furnished by Copiah Academy and are issued at the beginning of the school year. Not all classes have physical books; some classes have online textbooks. Parents assume full responsibility for the textbooks. The following fines will be levied for damage to textbooks:

- Binding/spine damage, ink - 1-5 years \$10; 6 years + \$5
- Water damage not usable - full cost of replacement
- Water damage still usable - 1/2 cost of book
- Lost - full cost of replacement
- All of the damages - teacher discretion

On long weekends/holidays, books will be left in classrooms unless they are needed to complete an assignment.

## **LIBRARY REGULATIONS**

The purpose of the library is to make available materials to supplement the curriculum, for sources of information, and for students to make pleasant and valuable use of their free time. The library should have a quiet atmosphere conducive to study. It is necessary to have certain policies regulating the use of these materials and for conduct in the library in order that it may offer maximum service to the greatest number of students and teachers.

- Books will be checked in and out at the charge desk
- Books may be checked out for a period of two weeks for grades 7-12 and one week for K-6.
- Elementary students may have only 2 books checked out at a time.
- Two demerits per day will be assessed for overdue books on the basis of a five-day week (school week).
- A student is responsible for the book he/she has checked out until that book is checked in to the library.
- If a student loses a book, he/she will be charged replacement value (depending on the condition of the book).
- Grades will be blocked on RenWeb at mid-term and the end of the school year until payment is made for lost books.
- Magazines may not be taken out of the library.
- General reference books may not be checked out overnight but may be carried to classrooms if checked out from librarian's desk.
- For special assignments teachers may place selected library materials "on reserve" for overnight check-out only.
- All library books must be returned to the library at the end of the first semester and at the end of the second semester.

## **COPIAH VIRTUAL LIBRARY**

The Copiah Academy Library web presence extends resources to students and teachers 24/7 for anytime anyplace' access. It seeks to create a learning space that promotes learning for all students by providing equal access to information, teaching information literacy skills, and encouraging lifelong learning. Librarian and teachers work in a collaborative spirit to enrich this teaching and learning experience.

The Copiah Virtual library can be accessed through the school's website under the Distance Learning website. The Virtual Library was designed, developed, and provided to Copiah by Kathleen Hutchison, librarian at Copiah Academy, Co-Lin, and MC.

## **ATHLETICS**

Copiah Educational Foundation is a proud member of the Midsouth Association of Independent Schools. Copiah Academy's athletics are governed by the rules set forth by the MAIS.

Any patron/fan who receives an ejection is responsible for the fine levied on the individual and the fine on the school resulting from the action. The patron/fan will not be allowed to attend any event for Copiah Educational Foundation until all fines are paid and any additional requirements have been met.

## **NCAA/ NAIA**

As a prospective student-athlete at a Division I, II, or III institution, you have certain responsibilities to attend before you may participate. Information concerning who needs to register with the Clearinghouse and what documents should be submitted can be found at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net) Prospective student

athletes who plan to attend a NAIA institution, needs to register with the NAIA Clearinghouse at [play.mynaia.org](http://play.mynaia.org). Prospective student-athletes should begin this process during the second semester of their junior year or the first semester of their senior year.

## **ATHLETIC ELIGIBILITY**

### **Requirements for Varsity Athletics**

1. Must have accumulated Four (4) major units (credits) during the past school year.
2. Shall not have reached his/her 19th birthday before August 1, 2021. This means anyone born before August 1, 2002, would be ineligible.
3. Shall not have entered the 9th grade before 2018-2019 school year.

### **Requirements for Junior High Athletics**

1. Must have passed four (4) major subjects.
2. Shall not have reached his/her 16th birthday before August 1, 2021. Anyone born before August 1, 2005, would be ineligible for junior high athletics
3. Shall not have entered the 7th grade before the 2019-2020 school year.

All athletes must have a physical, concussion form, and release form on file in the school office before participation.

An athlete quitting a sport during the season: if an athlete (including cheerleader or dance team member) "begins a season" with a team and subsequently quits the team; he/she will be unable to participate with any other athletic teams until the season of the team he/she quit has completed. Note: The coach of the team that an athlete quits does have the authority to give permission for the athlete to begin participating with another sport if he/she so desires.

## **ATTENDANCE**

Regular and punctual attendance on the part of all students is necessary for success in school. Frequent absences affect scholarship, interest in school activities, and eventually attitude toward school. Attendance is recorded on permanent records in the office, where they may be reviewed by college authorities or employers. It is therefore important that pupils be in school and on time every day, and only in unavoidable cases should a pupil be taken out of school before the close of the day. Parents are to report absences to the office. Please call by 8:30 A.M.

Homework assignment requests for elementary students ONLY should be called in by 9:00 A.M. to have ready after 2:30 P.M.

### **Students must assume responsibility for making up work missed when absent.**

Notes for absences are NOT to be sent for students in grades 7-12. The only written notes that need to be turned in are medical excuses or excuses that clarify an absence as "school" absence, for example, legislative page, etc. Students have a maximum of three days to turn in official excuses for absences. Excuses must be taken to the office. Excuses must be the paper copy from the doctor's office. Faxed or emailed excuses will not be accepted from parents. Faxed or emailed excuses will be accepted from the doctor's office.

Early dismissal notes may be sent for K-6, specifically for the teacher's advantage so the teacher may plan accordingly and to give permission for someone other than the parent to sign their child out in the office.

## CHECK-OUT PROCEDURE/POLICY

If a student must leave school during the school day, the parent must come to campus and make arrangements for the student to check out. No notes or phone calls will be accepted. Students must check out through the office and follow proper procedures using the sign-out books. If a student needs to be dismissed during a class, he or she must check out before the class begins, or after the class ends.

If a student is contagious (fever, lice, chicken pox, etc.), it will be the responsibility of the parent to arrange for immediate pickup.

### Check-Out For Illness or Injury

K-4: Parent/Guardian will be called by office personnel and arrangements made for child to be picked up. Parent/Guardian must come to the elementary office and sign the child out.

5-12: Parent/Guardian will be called by office personnel. Students who become ill during the school day should report to the office immediately, and the office personnel will contact a parent to make arrangements for the student to be checked out.

K-12: In case of an emergency and Parent/Guardian cannot be located, students will be taken to a doctor.

## ABSENCES

Parents who desire to take their child or children out of school because of reasons not outlined in the written absentee policy of Copiah Academy, such as trips, family functions, educational opportunities, etc. shall be entitled to do so, provided the parent or parents submit a written statement to the school office, outlining the reasons for the absence prior to the absence.

Students in grades K-12 will be allowed seven (7) total absences per semester excluding reasonable military duty. Eighth absence - five points deducted from that course for the semester. Each additional absence after the eighth will result in one additional point deduction from that course for the semester.

Additional absences above the limit of seven (7) may be granted only by the Head of School or Principal. Both the student and the students' parents or guardian may be required to appear before the head of school and/or board when the application for additional absences is considered. Absences begin the first official day of school. K-4<sup>th</sup> grade students with **20 unexcused** absences will automatically fail for the year. 5-12<sup>th</sup> grade students with **20 unexcused** absences will automatically fail the course for the year.

Corona-related absences are excused for students.

## TARDIES (3 class tardies = 1 absence)

Students in grades K-6 are expected to be in their assigned classrooms by 8:00 a.m. Any elementary student who arrives after 8:00 a.m. will be considered tardy and must be accompanied by an adult to the elementary office to check in.

Tardies include tardies to school and tardies between classes. Tardies are not excused. A student entering class after the bell has rung is considered tardy. Students entering class over five minutes late will be considered absent. Three tardies in a class equals one absence in that class. Students in grades 7-12 are expected to be in their assigned classroom by 8:00 a.m. Students who arrive after 8:00 a.m. must sign in in the high school office and receive an admittance note. Students who are tardy to a class during the school day should sign in in the high school office and receive an admittance note. 7-12<sup>th</sup> students with 3 tardies for a class will receive an absence for the class. On the 4<sup>th</sup> tardy, students will serve detention. Each additional tardy will result in an additional detention.

## ATTENDANCE AND EXTRA-CURRICULAR ACTIVITIES

A student who is absent all or part of a school day is not permitted to represent the school in any extra-curricular activity on that day without clearance from the headmaster.

An athlete who is absent all or part of a school day may not participate in practice or a contest on that school day without approval from the headmaster.

On scheduled half-days, student must be in attendance for the entire schedule. Sunfest is a full day of school. Absence from Sunfest will count toward your absences.

The headmaster reserves the right to review special cases of absenteeism caused by unusual or extreme circumstances.

## **COLLEGE DAYS**

Seniors and juniors are allowed two college days; sophomores are allowed one college day. Days must be taken before Easter holidays. Students must sign up in the high school office once they have set up their days. Students are responsible for all work missed. Excuses from the college should be brought to Ms. Nicole Nichols within three days. Late submissions of excuses will not be accepted and will count as an unexcused absence.

# TUITION AND FEES

2021-2022

## COPIAH EDUCATIONAL FOUNDATION, INC. FEE SCHEDULE

### Family Memberships established AFTER January 2015

Number of Children per Family	Tuition Per Year	Monthly Tuition Payable for 12 Months
1	\$5,280	\$440
2	\$10,560	\$880
3	\$15,840	\$1,320
4	\$21,120	\$1,760

### Family Memberships established BY January 2015

Number of Children per Family	Tuition Per Year	Monthly Tuition Payment for 12 months
1	\$5,280	\$440
2	\$9,660	\$805
3	\$13,800	\$1,150
4	\$17,400	\$1,450

#### MEMBERSHIP FEE

##### Fees are non-refundable

Full Membership Per Family -\$1600.00

Extended Membership Plan -\$500.00 down at registration and \$25.00 per month for 60 months. Totals \$2,000. In the event children are withdrawn from school with only partial payment of membership fee and re-enrollment does not take place within 60 consecutive months, such partial payment will be forfeited. At re-enrollment after 60 months, total current membership fee will be reassessed.

#### REGISTRATION FEE

##### Fees are non-refundable

Students are not considered enrolled until membership is established and registration of \$350.00 is paid. This fee may be made in two payments of \$175.00 each. The first payment is due at the time of registration and the second payment of \$175.00 is due by August 1. Returning students are to register by March 1 to secure a spot in their grade. A \$10.00 per month late fee is charged for returning students not registered by March 1. Registration is open to the public March 1<sup>st</sup>.

#### ASSESSMENT FEES

##### Fees are non-refundable

Student assessments fees total \$350.00. This fee is to be paid at the time of registration or may be divided into two payments with \$175 due at registration and the remaining \$175 due by August 1, or may be paid in twelve (12) installments beginning July 1 at \$35.00 per month. A finance fee of \$70 is included in the twelve (12) month installment plan.

#### PAYMENT SCHEDULE

Tuition is due the 1<sup>st</sup> of each month beginning July 1<sup>st</sup> (even if a family has elected to divide tuition on a 10 month basis or less). Payments received after 2:00 pm on the 16<sup>th</sup> of each month are considered past-due and a late fee of \$25.00 per month will be assessed. A \$20.00 fee is assessed on all returned checks. When a patron is thirty (30) days past due, notice is made to pay the past due amount and the current month's payment or the child(ren) will not be permitted to return to school on the first day of the following month.

Copiah Educational Foundation, Inc. does not discriminate on the basis of race, color, national or ethnic origin in the administration and registration policies.

## COPIAH EDUCATIONAL FOUNDATION, INC. FEE SCHEDULE

### Family Memberships established **AFTER** January 2015

Number of Children per Family	Tuition Per Year	Monthly Tuition Payable for 12 Months
1	\$5,400	\$450
2	\$10,800	\$900
3	\$16,200	\$1,350
4	\$21,600	\$1,800

### Family Memberships established **BY** January 2015

Number of Children per Family	Tuition Per Year	Monthly Tuition Payment for 12 months
1	\$5,400	\$450
2	\$9,900	\$825
3	\$14,160	\$1,180
4	\$17,880	\$1,490

#### MEMBERSHIP FEE

**Fees are non-refundable**

Full Membership Per Family -\$1600.00

Extended Membership Plan -\$500.00 down at registration and \$25.00 per month for 60 months. Totals \$2,000. In the event children are withdrawn from school with only partial payment of membership fee and re-enrollment does not take place within 60 consecutive months, such partial payment will be forfeited; and at re-enrollment after 60 months, total current membership fee will be reassessed.

#### REGISTRATION FEE

**Fees are non-refundable**

Students are not considered enrolled until membership is established and registration of \$350.00 is paid. This fee may be made in two payments of \$175.00 each. The first payment is due at the time of registration and the second payment of \$175.00 is due by August 1. Returning students are to register by March 1 to secure a spot in their grade. A \$10.00 per month late fee is charged for returning students not registered by March 1. Registration is open to the public March 1<sup>st</sup>.

#### ASSESSMENT FEES

**Fees are non-refundable**

Student assessments fees total \$350.00. This fee is to be paid at the time of registration or may be divided into two payments with \$175 due at registration and the remaining \$175 due by August 1 or may be paid in twelve (12) installments beginning July 1 at \$35.00 per month. A finance fee of \$70 is included in the twelve (12) month installment plan, Totals \$420.

#### PAYMENT SCHEDULE

Tuition is due the 1<sup>st</sup> of each month beginning July 1<sup>st</sup> (even if a family has elected to divide tuition on a 10-month basis or less). Payments received after 2:00 pm on the 16<sup>th</sup> of each month are considered past-due and a late fee of \$25.00 per month will be assessed. A \$20.00 fee is assessed on all returned checks. When a patron is thirty (30) days past due, notice is made to pay the past due amount and the current month's payment, or the child(ren) will not be permitted to return to school on the first day of the following month.

**Copiah Educational Foundation, Inc. does not discriminate on the basis of race, color, national or ethnic origin in the administration and registration policies.**



## MEMBERSHIP FEES

Amount owed for registration and fees, along with all required paperwork for activities, must be paid and turned in for students to be eligible for summer activities.

Upon entrance of the 8th Grade or higher level of the youngest child enrolled, the membership is either: (1) Full membership of \$1,600.00; (2) Extended membership of \$500.00 down and payment of a balance of \$1,600.00 equally divided by the number of months remaining until May 1st of the graduating year of the youngest child. Also, any child graduating in the year 2022, that youngest child will have to be paid in full before May 1st of that child Graduating year. No diploma will be given to any student until payment of the membership has been paid in full.

The Executive Board of Copiah Educational Foundation having studied the most equitable manner to determine the use of the membership by families and their extended members finds that the following policy will be used to govern use of the membership:

- 1) A membership purchased by a patron will authorize any natural or adopted child of that patron to attend school under that patron's membership regardless of the marital status or subsequent marital status of the patron.
- 2) If a membership is purchased jointly or as by a family consisting of a husband and wife who subsequently divorce, all children born of the marriage and subsequent children of either spouse shall be allowed to attend under the membership. For the purpose of the tuition charge as it affects the number of children in a family unit, each family unit of the former spouses will be considered separately for billing purposes. ILLUSTRATION: Bob and Sue have two children while married. Upon divorce Bob has custody of one child and Sue has custody of one child. Both remarry and have one additional child. For membership purposes all four children may attend. For tuition purposes Bob's first child will pay the one child tuition rate and Bob's second child will have the second child discounted tuition. The same will apply to Sue's two children. It is not intended that all four children of both extended families will be assessed tuition at the four children discounted tuition.
- 3) This policy will not require tuition to increase for children born prior to divorce in the event of split custody arrangements. This policy will only be used to assess the tuition discount where there are subsequent children after divorce. ILLUSTRATION: In the above illustration Bob has custody of one child and Sue has custody of one child. Neither parent has other children. The two children will be eligible for the two-child discounted tuition.
  - a) Stepchildren or other children the parents have guardianship or custody over are not authorized to attend school under the stepparent's membership unless the stepchild is adopted, or a new membership is purchased.

## **PAYMENT SCHEDULE**

Tuition is due the 1st of each month beginning July 1 (even if a family has elected to divide tuition on a 10-month basis or less). Payments received after 2 p.m. on the 16th of each month are considered past-due. A late fee of \$25 per month will be charged on all accounts that are not current by 2:00 p.m. on the 16th day of the month. Copiah Academy charges a \$20 fee on all returned checks.

The following is a past due policy issued by the Executive Committee on April 13, 1993.

WHEN A PATRON IS THIRTY (30) DAYS PAST DUE, HE WILL RECEIVE A NOTICE TO PAY THE PAST DUE AMOUNT AND THE CURRENT MONTH'S PAYMENT OR THE CHILD(REN) WILL NOT BE PERMITTED TO RETURN TO SCHOOL ON THE FIRST (1ST) DAY OF THE FOLLOWING MONTH.

- SEMESTER GRADES WILL BE BLOCKED UNTIL THE DECEMBER TUITION HAS BEEN PAID.
- NO FINAL GRADES OR TRANSCRIPTS WILL BE RELEASED UNTIL THE JUNE TUITION HAS BEEN PAID.
- ALL MEMBERSHIP AND REGISTRATION FEES ARE NON-REFUNDABLE. \* RECORDS, REPORT CARDS, and/or RENWEB Access WILL BE HELD FOR NONPAYMENT OF TUITION AND/OR FEES.
- ANYTHING PAID AFTER 2:00 P.M. WILL BE POSTED ON THE FOLLOWING WORKDAY.

August tuition must be paid by the 1st for a student to be placed on a class roll for elementary and a class schedule for 7th -12th grade students. Patrons who use "Auto Pay" and are in "good standing" are allowed to pay August tuition through their regularly scheduled payment method.

For the start of the second semester in January, the December tuition must be paid in full for a student to attend classes.

Tuition for May must be paid by the fifteenth of the month for students to: a) be allowed to take exams; b) have access to grades; c) be eligible to participate in summer activities.

## **MINORITY ASSISTANCE**

Minority assistance recipients must: (a) qualify for financial assistance, (b) pay all fees due to the school, (c) provide three letters of recommendation, (d) have a "B" average at his/her current school, (e) pass a drug test (using a school approved facility, (f) maintain a "C" average while attending Copiah. If the candidate fails to maintain a "C" average or fails to maintain good behavior, said candidate forfeits the minority scholarship. Selection is based on a committee (appointed by the board) decision. Currently, no additional assistance is available. All funds have been dispersed.

## CODE OF CONDUCT

Copiah Academy is a community based on respect for all members of the community. Every student is expected to conduct himself in a thoughtful, responsible manner at all times. Violation of school regulations and disruptive behavior negatively affects the school community and causes loss of valuable time for faculty/other students. Discipline procedures help ensure that students correct inappropriate behavior. Therefore, the administration, faculty, and staff will insist on good behavior from all students and personally correct it whenever witnessed. In every discipline case, the student will receive appropriate counseling/encouragement to improve behavior. Discipline will be handled by faculty members with extreme cases being referred to members of the school administration. Disciplinary reports are posted in RenWeb by the administration to report inappropriate behavior or violation of school regulations to parents. The following disciplinary procedures are utilized by the school as a deterrent against unacceptable behavior.

### DETENTION

A detention is earned with the accumulation of 10 demerits. Detention is held on Wednesdays from 3:05-4:00pm. Make up tests will not be an excuse for missing detention. Students must plan accordingly to make up tests within the 2-day allotted testing time. Detention takes priority over any practice, game, or activity. Missing detention will result in a suspension. For each 10 demerits accumulated, a detention is served. Ex: 16 demerits = 1 detention with 6 demerits earned toward the next detention. 3 detentions = 1 out-of-school suspension. Each out-of-school suspension will result in 2 points off each nine weeks average (administration will deduct).

### DEMERITS

<b>2</b>	<ul style="list-style-type: none"> <li>• Class Disturbance</li> <li>• Sleeping in class</li> <li>• Minor Dress Code Infraction (Belts &amp; Tucked in shirts only)</li> <li>• Other</li> </ul>
<b>3</b>	<ul style="list-style-type: none"> <li>• Doing homework during someone else's class time</li> <li>• Hair length/Facial Hair</li> <li>• Public Display of Affection (PDA)</li> <li>• Other</li> </ul>
<b>4</b>	<ul style="list-style-type: none"> <li>• Chewing gum in buildings/hallways/walkways</li> <li>• Major dress code violation</li> <li>• Misbehavior for substitute</li> <li>• Misbehavior in the cafeteria</li> <li>• Eating or drinking in class/hallways/walkways</li> <li>• Other</li> </ul>
<b>5</b>	<ul style="list-style-type: none"> <li>• Defacing school property</li> <li>• Cruelty to peer(s)/bullying</li> <li>• Disrespect and/or rudeness to faculty and staff</li> <li>• Disrespect during special events/programs (Chapel, special programs, etc.)</li> <li>• Reckless driving on campus</li> <li>• Internet misuse</li> <li>• Profanity</li> <li>• Visible cell phones or imprints of cell phones in pockets. Phones must be in backpacks. (Demerits may be issued more than one time per day.)</li> </ul>

	<ul style="list-style-type: none"> <li>• Personal devices on campus; computers, iPads, tablets, hotspots, iWatches, earbuds/pods etc. (Demerits may be issued more than one time per day)</li> <li>• Other</li> </ul>
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### **AUTOMATIC DETENTION**

- Cutting Class
- Sexual harassment (verbal/physical) (discretion of administration)
- Cheating/Plagiarism (including copying another student's homework as your own. Parent may be called)

### **AUTOMATIC OUT-OF-SCHOOL SUSPENSION**

- Leaving Campus without permission
- No show for detention
- Fighting (discretion of administration) (may result in expulsion)
- Stealing (discretion of administration) (may result in expulsion)
- Weapon (discretion of administration) (may result in expulsion)
- Drugs (may result in expulsion)
- Tobacco/alcohol/vape on campus
- Making and/or posting inappropriate videos on campus
- Attempting, or aiding a student, in any of the above

Teachers may assign demerits based on offenses not specifically listed. Administration will make decisions concerning offenses not specifically defined or severe offenses of those that are defined.

Probation A student who has earned their 2nd detention can be placed on probation. When the 3rd detention is earned, the student may receive an out of school suspension, at the discretion of administration.

### **AUTOMATIC OUT-OF-SCHOOL OR IN-SCHOOL SUSPENSION**

This type of suspension is used to deter more serious disciplinary infractions. The administration determines the length of the suspension (usually 1-3 days).

The academic penalty is a two (2) point deduction from the student's overall 9 weeks average in each class for every day suspended for that 9-week period only.

The non-academic penalty is that the student is not eligible for honors or elected positions for 90 consecutive "school days" at Copiah Academy. This does not include days spent in summer school. The 90 days will carry over from one school year to the next.

After three (3) suspensions, a student may be expelled. The student and parents may be required to go before the board for reinstatement.

**Expulsion** - Expulsion is only used as a disciplinary procedure when all other methods are ineffective, and the student continues to be a detriment of the learning process at Copiah Academy. Expulsion will be determined by the Board of Directors of the school with the Head of School's recommendation and is for the remainder of the school year. Students causing disruptive behavior may be requested to find other educational opportunities.

**Corporal punishment** - It is the policy of Copiah Academy to administer corporal punishment at the discretion and at the direction of the Head of School. Parent(s)/guardian will be contacted by phone.

Student/parents(s)/guardian will be given the choice of up to three (3) licks or up to five (5) days suspension. Corporal punishment will only be administered by the Head of School or his/her representative. When possible, men will administer punishment to boys and women will administer punishment to girls. A faculty member will witness the punishment. Corporal punishment will only be administered to students in grades 3 to 12.

### **ACADEMIC DISHONESTY**

Academic Dishonesty /Cheating/Plagiarism (to include copying another student's work as your own) will result in an automatic zero. Demerits will not be assigned. The incident will be recorded in Renweb under Behavior. It is important that students learn early that to "borrow" ideas or "lift" a passage from a source without acknowledgement constitutes plagiarism. Every student at Copiah must be the author of his own written work. When he does use facts or ideas originating from others, he must make clear what is his and what is not. To misrepresent one's work knowingly is to cheat. To misrepresent one's work ignorantly is to show oneself unprepared to assume the responsibility for work on both the secondary and college level. Academic dishonesty includes "borrowing" homework, discussing a test with those who have not yet taken the test, and cheating on a test, quiz, or classwork.

### **MARRIED AND/OR PREGNANT STUDENTS**

A married student, or a student who has been married, an unmarried parent, or an unmarried pregnant female and the male student who is the father of the child will not be considered for enrollment at Copiah Academy. If any student presently enrolled becomes married or pregnant, the married student or the married pregnant female and the male student who is the father of the child will be required to withdraw from school and will not be considered for readmission.

### **PUBLIC DISPLAYS OF AFFECTION (P.D.A.)**

Displays of affection should be reserved for areas other than the school or school grounds. P.D.A.s will result in disciplinary action and parents so notified.

### **UNIFORMS AND DRESS CODE**

Copiah Educational Foundation has partnered with the Tommy Hilfiger and Land's End companies. Each grade has a required uniform. The detailed information concerning uniforms is posted on the school website. The following are not permissible:

- No visible tattoos
- No facial piercings; no piercings for males
- No hats, caps, hoods of any style should be worn on campus
- No extreme hair coloring (
- No cleated shoes
- No blankets
- Shirt/sweatshirt **hoods** cannot be worn inside buildings

The dress code applies to school, any photographs, or school trips.

Clothing must be neat and clean.

All male students must be clean-shaven with hair well-groomed, neat, no longer than their shirt collar, not in/over the eyes, and must be a natural color.

### **DRESS CODE VIOLATION POLICY**

Students who are out of uniform code will not be allowed to attend classes. Students will receive an unexcused absence in all classes missed with no option to make up any missed work in any class missed.

Options for students who come to school out of uniform:

- Students who have no way to change clothes will remain in a supervised holding room on campus. Students will receive an unexcused absence for all classes missed with no option to make up any missed work in any class missed.
- Parents or designated contacts may bring a change of clothes to school for the student. Students will remain in a supervised holding room until they change clothes. Students will be unexcused in the classes missed with no option to make up any work in the classes missed.
- Students will be allowed to go home and change into dress code. Students will be unexcused in the classes missed with no option to make up any work in the classes missed. Parents may pick up and bring back the student. Student drivers may be signed out in person by a parent or by a person designated under emergency contacts as listed by the parent in Renweb.

\*Students who have minor dress code infractions will receive 2 demerits for each minor infraction. Minor infractions will include missing belt and shirts not tucked in.

## **STUDENT DRIVERS ON CAMPUS**

### **DRIVER'S LICENSE APPLICANTS**

Copiah Academy students must request their school attendance form 24 hours before they need it. In the summer, the student must request the form 48 hours in advance. Any Copiah student who will be driving on campus must have a current/valid license on file in the main office.

### **PARKING AND STUDENT DRIVERS**

Parking is permitted only in designated parking lots. Students are asked to park in assigned areas. Any student driver not parking in their assigned areas or in a teacher's parking space will receive 3 demerits. Upon arrival at school, a student should park his/her vehicle and not reenter the vehicle during the school day without permission from the Head of School. Students who operate their vehicle in an unsafe manner will receive 5 demerits and may be required to forfeit their campus vehicle privileges. Students who refuse to park in the assigned areas may be required to forfeit their campus vehicle privileges. Student drivers are NOT to operate 4-wheelers on campus. Students are not permitted to bring trailers on campus.

### **VEHICLES**

The Board of Directors of Copiah Educational Foundation, Inc. finds and determines that operating a motor vehicle on the school grounds is a privilege of membership and not a right. In order to provide for the safety and security of the school grounds, its students, faculty, and guests, all motor vehicles driven by students entering school grounds are subject to search for weapons and/or contraband by school officials without notice. Any such search may be instituted by the Head of School or in the absence of the Head of School, the person designated by the Head of School as his/her assistant in charge. This policy is adopted as a condition of the patron's membership in the school and by the adoption of this policy each member of Copiah Educational Foundation, Inc. does hereby consent to the search of vehicles driven by their children or students onto the Copiah Educational Foundation's grounds.

## **AFTERCARE & SUMMERCARE**

An after-school program is offered for Copiah students in grades K3-12th grade. The purpose of the program is to offer a safe structured environment for students. Students will be grouped by grades and be assigned to designated areas for study and snack purposes. Students will arrive and dismiss from designated areas only. K-1st grade free play will be on the kindergarten playground. 2nd grade - up free play will be on the 4th-6th grade playground. The program will be in operation from 3:00-6:00 p.m. each day. When C.A. attends 1/2 day the hours will be 12:30 - 6:00 p.m. The after-school program starts the first full day of school and is not open on school holidays.

### **K - 1st GRADE AFTER-CARE SCHEDULE**

3:00 - 3:30 Snack

3:30 - 6:00 Free Play (playground behind the kindergarten building)

### **2nd GRADE and UP AFTER-CARE SCHEDULE**

3:00 - 3:30 Snack

3:30 - 4:30 Homework

4:30 - 6:00 Free Play (playground in front of the CSR building)

### **FEE SCHEDULE**

Full-Time Students: \$5.00 per child/day

Part-Time Students: (students attending less than 5 days/week) \$7.00 per child/day

Only students admitted to the After-Care Program on a regular basis will pay these rates. Drop-In fees are noted below. Fees are to be paid in advance by the month. Fees that are not paid by the 16th of the month will be assessed a \$15 late fee. If you pay in cash, please put your money in a sealed envelope with the name of your child and the amount. A \$20.00 charge will be added to checks returned to us.

Please note that payment is due regardless of your child's school attendance. Credits will be given for school holidays and unexpected school closings only.

Drop-Ins: \$10.00/child

These fees are due ON the day of the service in the program. Please give the money to the caregiver when your child is picked up.

Late Pickups: A charge of \$1.00 per minute per child will be assessed if your child is not picked up by 6:00 p.m. This charge is to be paid to the caregiver remaining with your child at the time of pick-up.

Children who are not picked up by 3:15 will go to After-Care and parents will be charged accordingly.

When school is out at 12:30 they will be taken at 12:45.

### **SUMMER CARE INFORMATION**

Copiah Academy offers a Summer Care program as a service to our patrons. Children qualifying for summer care are those entering 3K through 6th grade. Times and cost are published in the spring.

# INTERNET, SOCIAL MEDIA & TECHNOLOGY

## COPIAH INTERNET SAFETY POLICY

### INTERNET PARENTAL CONSENT AGREEMENT

#### **Important Notice to Parents**

Due to the nature of the Internet, it is neither practical nor possible for the school district to enforce compliance with user rules at all times. Accordingly, parents and students must recognize that students will be required to make independent decisions and use good judgement in their use of the Internet. Therefore, parents must participate in the decision whether to allow their children access to the Internet and must communicate their own expectations to their children regarding its appropriate educational use.

As a parent/guardian of this student, I have read the board-adopted policies on Internet Use By Students, the administrative procedures, and the Internet Network Access Agreement.

- I understand that Internet access is designed for educational purposes and that the school/district will attempt to discourage access to objectionable material and communications that are intended to exploit, harass or abuse students. However, I recognize it is impossible for the school district to restrict access to all objectionable material, and I will not hold the school or school district responsible for materials acquired or contacts made on the Internet.
- I understand that a variety of inappropriate and offensive materials are available over the Internet and that it may be possible for my child to access these materials if he/she chooses to behave irresponsibly. I also understand that it is possible for undesirable or ill-intended individuals to communicate with my child over the Internet, that there is no practical means for the school/district to prevent this from happening, and that my child must take responsibility to avoid such communications if they are initiated. While I authorize the staff to monitor any communications to or from my child on the Internet, I recognize that it is not possible for the school to monitor all such communications. I have determined that the benefits of my child having access to the Internet outweigh potential risks.
- I understand that any conduct by the herein named student that is in conflict with these responsibilities is inappropriate, and such behavior may result in termination of access and possible disciplinary action.
- I understand that filming and/or posting a student and/or a faculty/staff member with a device is prohibited.
- I have reviewed these responsibilities with my child, and I hereby grant permission to the school/district to provide Internet network access.
- I agree to compensate the school/district for any expenses or costs it incurs as a result of my child's violation of Internet policies or administrative procedures.

To address the basic Internet safety policy compliance requirements of CIPA and NCIPA, Copiah will address the following with students:

- The education of minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms.
- Cyberbullying awareness and response
- Inappropriate usage of Social Media (Statements/Postings/Pictures/Etc.



# **INTERNET SAFETY POLICY**

## **Introduction**

It is the policy of the Copiah Educational Foundation, Inc. to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act (Pub. L. No 106-554 and 47 USC 254 (h)).

## **Definitions**

Key terms as defined by the Children's Internet Protection Act. \*

### **Access to Inappropriate Material**

To the extent practical, technology protection measures (or internet filters) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

### **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users including minors of the Copiah Educational Foundation, Inc. online computer network, electronic mail, chat rooms, or other forms of direct electronic communications

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking" and other unlawful activities by minors online; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### **Supervision and Monitoring**

It shall be the responsibility of all members of the Copiah Educational Foundation, Inc. staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the headmaster and/or the Board of Directors of the Copiah Educational Foundation, Inc., or its designated representatives.

## **Adoption**

This Internet Safety Policy was adopted by the Executive Board of the Board of Directors of the Copiah Educational Foundation, Inc. at its regularly scheduled meeting on May 14, 2002. \*CIPA definitions of terms:

**TECHNOLOGY PROTECTION MEASURE:** The term "technology protection measure" means a specific technology that blocks or filters Internet Access to visual depictions that are:

1. OBSCENE, as that term is defined in section 1460 of title 18, United States Code;
2. CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

**HARMFUL TO MINORS:** The term harmful to minors means any pictures, images, graphic image file or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion.

2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors having the meanings given in section 2246 of title 18, United States Code.

## **TECHNOLOGY**

Cell phones, headphones, ear buds, smart watches (that serve for anything other than time), wrist bands, earpieces, etc. are not to be used at school. The rules apply to any emerging technology that is not yet on the market as well as current technology.

Cell phones should not be visible from 8-3. This includes break and lunch. Phones must remain in backpacks, vehicles, or turned into the high school office. If a student has a visible cell phone they will serve a detention and the phone will be taken to the high school office until 3:00pm.

## **SOCIAL MEDIA POLICY**

Copiah Academy recognizes that access to technology in school gives students, parents, and teachers greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

To that end, this Acceptable Use Policy outlines the guidelines and behaviors that students, parents and teachers are expected to follow when using school technologies or when using personally owned devices on or off the school campus.

- Students, parents and teachers are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of social media can result in disciplinary action.
- Copiah Academy makes a reasonable effort to ensure students' safety and security online but will not be held accountable for any harm or damages that result from misuse of social media technologies.

We encourage teachers, students, parents, staff, and other school community members to use social networking/media (Twitter, Facebook, etc.) as a way to connect with others, share educational resources, create and curate educational content, and enhance the classroom experience. While social networking is fun and valuable, there are some risks you should keep in mind when using these tools. In the social media world, the lines are blurred between what is public or private, personal or professional.

We've created these social networking/media guidelines for you to follow when representing the school in the virtual world.

Please do the following:

### **Use good judgment**

- We expect you to use good judgment in all situations.
- You must know and follow the school's Code of Conduct and Privacy Policy.
- Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information.
- Be respectful
- Always treat others in a respectful, positive and considerate manner.
- Be responsible and ethical

- If you are approved to represent the school, unless you are specifically authorized to speak on behalf of the school as a spokesperson, you should state that the views expressed in your postings, etc. are your own. Stick with discussing school-related matters that are within your area of responsibility.
- Be open about your affiliation with the school and the role/position you hold.
- Be a good listener
- Keep in mind that one of the biggest benefits of social media is that it gives others another way to talk to you, ask questions directly and to share feedback.
- Be responsive others when conversing online. Provide answers, thank people for their comments, and ask for further feedback, etc.
- Always be doing at least as much listening and responding as you do talking.

#### **Don't share the following:**

- Confidential information
- Do not publish, post or release information that is considered confidential or not public. If it seems confidential, it probably is. Online conversations are never private. Do not use your birth date, address, and cell phone number on any public website.
- Private and personal information
- To ensure your safety, be careful about the type and amount of personal information you provide.
- Avoid talking about personal schedules or situations.
- NEVER give out or transmit personal information of students, parents, or co-workers
- Don't take information you may receive through social networking (such as e-mail addresses, customer names or telephone numbers) and assume its the most up-to-date or correct.
- Always respect the privacy of the school community members.

#### **Please be cautious with respect to:**

##### **Images**

- Respect brand, trademark, copyright information and/or images of the school (if applicable).
- You may use photos and video (products, etc.) that are available on the school's website.
- It is generally not acceptable to post pictures of students without the expressed written consent of their parents.
- Do not post pictures of others (co-workers, etc.) without their permission.
- Other sites
- A significant part of the interaction on blogs, Twitter, Facebook and other social networks involves passing on interesting content or linking to helpful resources. However, the school is ultimately responsible for any content that is shared. Don't blindly repost a link without looking at the content first.
- Pay attention to the security warnings that pop up on your computer before clicking on unfamiliar links. They actually serve a purpose and protect you and the school.
- When using Twitter, Facebook and other tools, be sure to follow their printed terms and conditions.

#### **And if you don't get it right...**

- Be sure to correct any mistake you make immediately and make it clear what you've done to fix it.
- Apologize for the mistake if the situation warrants it.
- If it's a MAJOR mistake (e.g., exposing private information or reporting confidential information), please let someone know immediately so the school can take the proper steps to help minimize the impact it may have.

## **Netiquette**

- Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.
- Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.
- Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there and can sometimes be shared and spread in ways you never intended.

## **Personal Safety**

- If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.
- Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission.
- Users should recognize that communicating over the Internet brings anonymity and associated risks and should carefully safeguard the personal information of themselves and others.

## **Cyberbullying**

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained by others.

## **Examples of Acceptable Use**

I will:

- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat social media carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening/bullying, inappropriate, or harmful content (images, messages, posts) online.
- Be cautious to protect the safety of myself and others.
- This is not intended to be an exhaustive list. Users should use their own good judgment when using social media

## **Examples of Unacceptable Use**

I will not:

- Use social media in a way that could be personally or physically harmful to myself or others.
- Engage in cyberbullying, harassment, or disrespectful conduct toward other staff or students.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use language online that would be unacceptable in the classroom.
- This is not intended to be an exhaustive list. Users should use their own good judgment when using social media.

### **Limitation of Liability**

- Copiah Academy will not be responsible for damage or harm to persons, files, data, or hardware.
- Violations of this Acceptable Use Policy
- Violations of this policy may have disciplinary repercussions, including:
- Suspension of volunteer privileges
- Removal from positions of leadership within Copiah Academy.
- Removal of student from Copiah Academy.
- Additional consequences determined by Administration.

## **HEALTH & SAFETY**

### **FIRST AID AND ILLNESS**

First-aid supplies are kept in the office for minor injuries. In the event of an accident involving bodily injury during the school day; the student's parents or guardians will be notified immediately. Students who become ill will be sent to the office personnel who will request parents or guardians to pick them up promptly. If parents cannot be reached at times when a student's need may be judged critical, his doctor will be called.

### **MEDICATION POLICY**

Any student who requires prescription or non-prescription medication during school hours must present a completed medication consent form (Front of handbook) to the school office. A separate form must be completed for each medication to be administered. A new consent form must be completed if the medication dosage is changed.

In addition to the copy in the handbook, medication consent forms will be available in the school office during working hours and on the school website.

**\*\*NO MEDICATION WILL BE ADMINISTERED WITHOUT A COMPLETED MEDICATION CONSENT FORM.**

Prescription medication must be in the original prescription bottle and be properly labeled by a registered pharmacist as prescribed by law.

Non-prescription (over the counter) medication must be in the original labeled container with the student's name and any instructions written on it.

Medications will be administered by the school nurse or designated unlicensed school personnel who have successfully completed the Mississippi Board of Nursing Assisted Self Administration Curriculum.

### **SMOKING, SMOKELESS TOBACCO, E-CIGARETTES, ALCOHOL AND DRUGS ON SCHOOL PROPERTY**

It is the policy of Copiah Academy that students shall not smoke, drink, nor have tobacco, vapes, e-cigarettes, alcohol, or illegal drugs in their possession while under the supervision of the school. This includes off-campus events sponsored by the school as well. Students in violation of this policy will be subject to disciplinary action of an automatic three day out of school suspension.

### **EMERGENCY CLOSING OF SCHOOL**

Severe weather conditions will occasionally call for school to be canceled or dismissed early. When bad weather is impending, parents should listen to the radio for announcements concerning school closure. The school telephone system cannot handle a great number of incoming or outgoing calls. The procedure for handling severe weather situations is to call local radio station WDXO Hazlehurst - 92.9 FM and 102.1. The Emergency Operations Center in Jackson, which contacts all radio and television stations in that broadcast area, is also notified. This procedure should ensure that all parents are

notified of school closure. Copiah will utilize text messaging to notify of closings as well; patrons will need to opt into the program.

Decisions regarding school closings that are made prior to 8 a.m. or on the weekends will be relayed to faculty members by way of an established phone tree.

## **EMERGENCY DRILLS**

Emergency drills are practiced regularly. Emergency procedures for leaving each classroom are posted in each room. Students are instructed in the proper safety during drills and emergency situations.

- Emergency Drill Signals
- Fire - siren tone
- Tornado - pulsing tone
- Lockdown - a designated tone

## **SOCIAL SERVICES**

Professional educators are required by law to report all possible cases of abuse. As quoted in federal law § 43-21-353. Reporting abuse or neglect. Any public or private school employee or any other person having reasonable cause to suspect that a child is a neglected child or an abused child, shall cause an oral report to be made immediately by telephone or otherwise and followed as soon thereafter as possible by a report in writing to the Department of Human Services.

## SEXUAL HARASSMENT POLICY

Copiah Educational Foundation, Inc. resolves that sexual harassment will not be tolerated at Copiah Academy and the following policy concerning sexual harassment is adopted

### I. Definitions

- a. **Sexual Harassment**- Any unwelcome sexual advances, requests for sexual favors, and any other verbal or physical contact of a sexual nature.
- b. **Quid Pro Quo**- Sexual harassment by a teacher, supervisor, or someone with power over another who uses sexual harassment to gain an advantage over someone else.  
Examples: Teacher over Student; Headmaster or Board member over Teacher or Other Employee
- c. **Peer to Peer** - Sexual harassment of an equal person towards an equal person.  
Examples: Teacher to Teacher or Student to Student
- d. **Hostile Environment** - Sexual harassment by persistent and calculated behavior which makes the school an unpleasant place to work or learn.

### II. Prohibition

**Sexual harassment by Employees, Teachers, Board Members, or Students** is prohibited at school, school functions, or to and from school functions or at or during any school-related activity occurring off campus.

**Sexual harassment by students** directed towards Teachers, Employees, Board Members, or other Students is prohibited.

### III. Complaints

Any person who feels he or she has been or is a victim of sexual harassment must report the sexual harassment immediately to the headmaster; if the headmaster is accused of sexual harassment, then the complaint must be filed with the guidance counselor.

### IV. Investigation and Discipline

The headmaster will investigate the complaint of sexual harassment and make an initial determination whether the complaint is valid.

- a. If the complaint is valid, the headmaster will discipline a STUDENT according to the severity of the infraction, under the Discipline System set forth in the Student Handbook.
- b. If the complaint is valid, the headmaster will discipline a TEACHER, EMPLOYEE, OR STAFF PERSON according to the severity of the infraction by reprimand for minor cases to suspension or termination for major infractions.
- c. If a complaint is valid, the headmaster may prohibit a Parent, Patron, or Other Non-Employee Staff Person from entering school property and/or attending any school functions, and in the event of a severe infraction the Executive Board may revoke membership in Copiah Academy.
- d. If the Headmaster is the person accused of sexual harassment, the Guidance Counselor shall immediately report the complaint to the President of the Board who will notify the Board of Directors, who will conduct the investigation and determine whether an infraction has occurred and disciplinary action, if any, to be taken. The Board of Directors may delegate the investigation process to an impartial third party, if appropriate.

## **DRUG TESTING POLICY**

Copiah Academy reserves the right to administer a drug/alcohol test on an individual student if it is believed that a reasonable suspicion of drug or alcohol use exists. All new applicants to CA may be required to undergo a drug test at their family's expense.

### **ALCOHOL, TOBACCO, AND DRUGS**

Copiah Academy does not approve of the use of alcohol, tobacco, drugs (including paraphernalia), controlled substances, vaping devices (i.e., Juuls), vaping compounds, pods/cartridges, inhalants, marijuana, synthetic marijuana, spice, bath salts, CBD oil, Kratom, or intoxicants of any kind by the students or the abuse of prescription drugs.

Students are not to engage in the drinking of any alcoholic beverages or the use of tobacco, drugs, controlled substances, vaping, inhalants, or intoxicants of any kind in the school building, on the school grounds, or at any school-sponsored activity on or off of campus.

Re-admittance of any student after suspension under this provision will be conditioned upon the consent of the student and parents or legal guardians to allow testing of said student for drugs or alcohol at the school's discretion. The student and parent or legal guardian will sign a Memorandum of Understanding stating the policy, procedure, and consequences moving forward as stated in the policy. Refusal to sign will constitute immediate denial for re-admittance to school.

A student who has in his/her possession alcohol, tobacco, controlled substances, or drugs at school, or sells or transfers or uses alcohol, controlled substances, vaping devices or supplies, inhalants, or drugs, on the school grounds, or at a school-sponsored activity will be subject to suspension and/or expulsion.

Drug dogs may be brought in at various times during the year without being announced to check cars, lockers, book bags, purses, and a student's person.

### **DRUG TESTING**

Copiah Academy has implemented a drug testing program to assist and benefit the students of Copiah Academy. The board of directors, administration, and faculty strongly believe that the use and abuse of drugs (excluding those prescribed by a physician to treat a specific medical condition) can:

- Be detrimental to the mental and physical well-being of its students, no matter when such usage should occur during the year.
- Seriously affect the performance of individuals as students.
- Be dangerous to all students.

### **PURPOSE OF THE PROGRAM**

The purpose of the Copiah Academy Drug Screening Program is as follows:

- To educate students concerning dangers of drug abuse.
- To help prevent any drug use and abuse by the students of Copiah Academy.
- To identify any student who may be using drugs and to identify the drug.
- To provide reasonable safeguards in order that every student is medically competent to participate in school-related activities.
- To remove the stigma of drug abuse from those students who are not drug users.
- To reassure students, parents, and the community that the health and academic progress of each of its students is the primary goal of Copiah Academy.
- To re-emphasize to the student his/her responsibility as a positive role model on or off campus.



## **PROCEDURE**

All students in grades 7-12 and the parents or legal guardians of each student in grades 9-12 consent by enrolling said student in Copiah Educational Foundation, also known as Copiah Academy. This enrollment authorizes the drug screening of each student. The testing procedure shall be:

- While all students on campus are subject to random drug screens at the discretion of the Headmaster, every student in grades 7-12 will be tested for drugs during the school year and will be subject to random testing at any time therein at the discretion of the headmaster.
- The method of testing is in the form of urinalysis and/or oral swabs. Any positive drug results will be confirmed by an additional test at the laboratory selected by Copiah Academy.
- The collection and coding of specimen samples are executed in a manner insuring total confidentiality and identification.
- The samples will be collected and analyzed using the methods of the pathologists associated with the chosen testing laboratory.
- If a student refuses to take a drug test when requested, the test result will be considered positive and may be probable cause for immediate expulsion. No student selected for testing shall be allowed to check out or leave campus once they have been selected. If the student checks out or leaves campus, the test result will be considered a positive.
- Students selected for testing will be escorted to the testing area by school or testing company personnel and students may not bring any personal items, cell phones, backpacks, clothing, etc. with them to the testing area. Until their test is complete, students will not be allowed to leave the testing area except to give the sample to be tested. Students will have a maximum time of 120 minutes to provide a urine specimen, and upon a failure to do so, the student will submit to an oral swab. The school reserves the right to require a hair follicle test of any student when the situation warrants it.
- All specimens showing a positive result will immediately and automatically be subject to GS/MS confirmation testing using the remaining available sample by the testing laboratory to assure that no error has occurred. The second test will be a more specific and/or sensitive test. If the first positive result is verified and confirmed, the following steps shall be taken:

## **FIRST INCIDENT OF POSITIVE TEST RESULTS**

1. The Administration is advised of the results.
2. The student and parents or legal guardians are advised.
3. Depending upon the attitude and responsiveness of student and parents/legal guardians, the student is subject to expulsion or will be required to attend a certified drug counseling program at the expense of the student's parents. The drug counselor must have certification and be approved by the headmaster if not chosen from a list of approved counselors provided by the headmaster. If not expelled, the student will be suspended from school for five non-consecutive regular school days.
4. If drug counseling is required by the headmaster rather than expulsion, the drug counselor will determine the manner and length of the program to best suit the student's needs. The student shall provide a copy of the drug counselor's assessment, recommendations, and treatment plan, for the student, if applicable.
5. The student shall follow the recommendations/treatment plan specified by the assigned drug counselor before readmission. If the treatment plan is not successfully completed, the student may be subject to expulsion. If extended treatment is needed, the school will work with the student on maintaining the students' academic progress during the student's extended absence.

## **SECOND INCIDENT OF POSITIVE RESULTS**

The specimen showing a positive result will be re-tested immediately to assure that no error has occurred. If the positive result is verified and confirmed, then the following steps will be taken:

1. The Administration is advised of the results.
2. The student and parents or legal guardians are advised.
3. The student will then be permanently expelled from Copiah Academy.

#### **DRUG SCREENING POLICY FOR EMPLOYEES/BOARD**

A confirmed first positive test, of an employee, will result in immediate termination of contract from Copiah Academy. In such event, the employee's salary will be terminated.

### **WEAPONS ON CAMPUS**

(97-37-17) Possession of weapons by students; aiding or encouraging.

(1) The following definitions apply to this section:

(a) "Educational property" shall mean any public or private school building or bus, public or private school campus, grounds, recreational area, athletic field, or other property owned, used or operated by any local school board, school, college or university board of trustees, or directors for the administration of any public or private educational institution or during a school-related activity, and shall include the facility and property of the Oakley Youth Development Center, operated by the Department of Human Services; provided, however, that the term "educational property" shall not include any sixteenth section school land or lieu land on which is not located a school building, school campus, recreational area or athletic field.

(b) "Student" shall mean a person enrolled in a public or private school, college or university, or a person who has been suspended or expelled within the last five (5) years from a public or private school, college or university, or a person in the custody of the Oakley Youth Development Center, operated by the Department of Human Services, whether the person is an adult or a minor.

(c) "Switchblade knife" shall mean a knife containing a blade or blades which open automatically by the release of a spring or a similar contrivance.

(d) "Weapon" shall mean any device enumerated in subsection (2) or (4) of this section.

(2) It shall be a felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or powerful explosive on educational property. However, this subsection does not apply to a BB gun, air rifle or air pistol. Any person violating this subsection shall be guilty of a felony and, upon conviction thereof, shall be fined not more than Five Thousand Dollars (\$ 5,000.00), or committed to the custody of the State Department of Corrections for not more than three (3) years, or both.

(3) It shall be a felony for any person to cause, encourage or aid a minor who is less than eighteen (18) years old to possess or carry, whether openly or concealed, any gun, rifle, pistol or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or powerful explosive on educational property. However, this subsection does not apply to a BB gun, air rifle or air pistol. Any person violating this subsection shall be guilty of a felony and, upon conviction thereof, shall be fined not more than Five Thousand Dollars (\$ 5,000.00), or committed to the custody of the State Department of Corrections for not more than three (3) years, or both.

(4) It shall be a misdemeanor for any person to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance on educational property. Any person violating this subsection shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than One Thousand Dollars (\$ 1,000.00), or be imprisoned not exceeding six (6) months, or both.

(5) It shall be a misdemeanor for any person to cause, encourage or aid a minor who is less than eighteen (18) years old to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade, knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving) and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance on educational property. Any person violating this subsection shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than One Thousand Dollars (\$ 1,000.00), or be imprisoned not exceeding six (6) months, or both.

(6) It shall not be a violation of this section for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol or other firearm of any kind on educational property if:

(a) The person is not a student attending school on any educational property;

(b) The firearm is within a motor vehicle; and

(c) The person does not brandish, exhibit or display the firearm in any careless, angry or threatening manner.

(7) This section shall not apply to:

(a) A weapon used solely for educational or school-sanctioned ceremonial purposes, or used in a school-approved program conducted under the supervision of an adult whose supervision has been approved by the school authority;

(b) Armed Forces personnel of the United States, officers and soldiers of the militia and National Guard, law enforcement personnel, any private police employed by an educational institution, State Militia or Emergency Management Corps and any guard or patrolman in a state or municipal institution, and any law enforcement personnel or guard at a state juvenile training school, when acting in the discharge of their official duties;

(c) Home schools as defined in the compulsory school attendance law, Section 37-13-91;

(d) Competitors while participating in organized shooting events;

(e) Any person as authorized in Section 97-37-7 while in the performance of his official duties;

(f) Any mail carrier while in the performance of his official duties; or

(g) Any weapon not prescribed by Section 97-37-1 which is in a motor vehicle under the control of a parent, guardian or custodian, as defined in Section 43-21-105, which is used to bring or pick up a student at a school building, school property or school function.

(8) All schools shall post in public view a copy of the provisions of this section.

## SCHOOL ACTIVITIES

### PROVISIONS FOR MEMBERSHIP/PARTICIPATION

#### SENIOR BETA CLUB

**\*Inductions will take place in the fall semester ONLY.**

**Requirements for entry into the Senior Beta Club are as follows:**

- The student must currently be in grade 9, 10, 11, or 12, **and**
- The student must have a cumulative average of 90 or above on academic course work completed from grades 9 through 11, **and**
- The student must maintain a grade of 85 or above in each academic course at the end of each semester.
- The student must be enrolled for one semester at C.A. to meet eligibility requirements
- A Senior Beta Student who transfers to C.A. who was a Senior Beta member or Honor Society member in good standing may participate as a full member.

**These guidelines must be met to remain a Senior Beta member:**

- The student must have a cumulative average of 90 or above at the end of each semester, with an overall cumulative average of 90 or above, and
- The student should not have an academic grade below an 85 at the end of the semester.
- The grades of Senior Beta members will be checked upon the completion of a semester. If either of these guidelines are not met, then the student will be placed on academic probation for one (1) semester. If the student has not met the guidelines after the one semester probation, then the student will be removed from the roll of the Senior Beta Club. If the student has met the guidelines after the one semester probation, then the student will again receive all rights and privileges associated with the Senior Beta Club. Seniors' grades will be checked upon completion of the first semester of the school year and the end of the third quarter for eligibility to receive honors at graduation.

#### **Election of Senior Beta Officers**

- The Senior Beta Club of Copiah Academy will elect 4 officers. The officers will be elected by secret ballot. Only sophomores, juniors, and seniors will be allowed to run for positions. The President must be a senior who has an overall academic GPA of 90 or above and is not on academic probation. The Vice President must be a junior who has an overall academic GPA of 90 or above and is not on academic probation. The Secretary and Treasurer may be a sophomore, junior, or senior who has an overall GPA of 90 or above and is not on academic probation.
- Students who skip a grade (7-12) are ineligible for Beta Club officer or chairman for one year. Students who transfer to Copiah Academy from another school are ineligible for Beta Club officer or chairman for one year beginning on the date of enrollment.
- Community service hours may be required of senior Beta members to maintain good standing in the organization.

## **JUNIOR BETA CLUB**

**Inductions will take place in the spring.**

**All students in grades 7-8 are eligible if the following two requirements are satisfied:**

- The student must maintain an average of 90 or above per semester in academics, and
- The student must maintain a grade of 85 or above in each academic course at the end of each semester.
- A Junior Beta member who transfers to C.A. who was a Junior Beta member or Honor Society member in good standing may participate as a full member

Grades will be checked at the completion of each semester to verify status of members. If the student's average drops below 90 or if the student has an academic grade below 85, then that student will be placed on probation for one semester. If after one semester the grades have not been brought up to these standards, then that student will be dismissed from the Junior Beta Club. Students on probation may not attend meetings or participate in activities.

## **BAND**

Students must have passed four (4) major subjects or accumulated four (4) major credits during the past school year to participate in band.

The Marching Band (students in grades 7-12) consists of a Drum Major, Twirlers (decided upon year to year), Color Guard, and marching members. They attend all football games throughout the fall and Christmas parades. The band starts practices in August and continues through the fall after school (usually at night). The band attends the MAIS State Contest every November and Copiah Academy hosts a festival in October.

The Concert Band is a time when the members sit down and create music with great expression and feeling. There is not as much physical strain as the fall, but the difficulty of the music increases. They are judged in April on how they play three pieces and must sight-read music. In late April the Concert Band presents a Spring Concert.

The rewards are great for being a band member. If you participate for more than three years and play an instrument you receive a letter jacket. At the end of the year, there is a Band Banquet. Awards are given to the students who are voted by their fellow members as outstanding band members. Music is a discipline. You must be assertive and responsible at all times. It has been proven that music increases knowledge.

## **STUDENT COUNCIL OFFICERS AND REPRESENTATIVES**

- The Student Council will consist of 5 officers and 16 representatives.
- The President must be an upcoming senior who has a cumulative academic GPA of 90 or above, through the previous semester and including any 8th grade academic accredited courses. Averages will NOT be rounded. He/ She may not serve as an elected senior class officer but will serve automatically as a senior class officer at large.
- The Vice President must be an upcoming junior who has a cumulative academic GPA of 90 or above, through the previous semester and including any 8th grade academic accredited courses. Averages will NOT be rounded.
- The Secretary, Treasurer, and Reporter must have a cumulative academic GPA of 90 or above, through the previous semester and including any 8th grade academic accredited courses. Averages will NOT be rounded.
- All officers must have previously served on the high school council. Elections will be held in the spring. Each candidate will be required to make a speech before incoming grades 10, 11, and 12. The electorate for all student council officers will be incoming 10th, 11th and 12th grades.
- There will be 3 representatives for the 9th grade, 4 for the 10th grade, 4 for the 11th grade, and 5 for the 12th grade. Each must have a cumulative academic GPA of 85 or above, through the previous semester and including any 8th grade academic accredited courses. Averages will NOT be rounded.
- Representative elections will be held in the spring. Each candidate will be required to make a speech in front of their class. The electorate for all student council representatives will be their respective grades.
- Students who skip a grade (7-12) are ineligible for Student Council representative or officer for one year. Students who repeat a grade (7-12) are ineligible for Student Council representative or officer for one year.
- Students who transfer to Copiah Academy from another school are ineligible for Student Council representative or officer for one year beginning from the date of enrollment.
- State Student Council officers are ineligible to run for class officers. They will serve as a class officer at large for their respective grade
- If a student council member and/or officer receives one demerit, then that student is out for the next council event
- If a student council member and/or officer receives one suspension, then the student is out for the school year and cannot serve as an officer for the following year.
- If a student council member misses a major Student Council event, (Homecoming and Sun Fest), he or she cannot take part in the next event and must attend his or her classes.

## **ENVIROTHON**

The Mississippi Association of Water Conservation Districts, Inc., established the Envirothon competition in 1979 to promote natural resource education in such a manner that succeeding generations will be more environmentally literate, with the skills and knowledge to make informed decisions regarding the environment. Five-member teams are tested on their knowledge in the areas of soils, aquatics, wildlife, forestry, and current environmental issues. These teams are also tested on their ability to apply their knowledge in the five test areas to solve real-life problems.

The number of new members accepted each year is based on the number of graduating seniors on the team. Teacher selection of training team members is based on their proven performance in the combined areas of academics, problem-solving skills, cooperation and teamwork, interest in the environment, and commitment to competition readiness. Training team members must, over the course of several months of study, prepare themselves for testing.

## **MU ALPHA THETA**

**Inductions will take place in the fall only.**

### **Requirements for eligibility:**

- Students in grades 10-12 who have maintained at least an 85 yearly average in each of two consecutive college preparatory mathematics courses (including any math courses taken at the same time).
- Currently enrolled in a mathematics class.
- Attended Copiah Academy for at least one semester.
- Student must maintain an 85 yearly average in each math course taken and continue to be in a math class to remain a member.
- Members are required to be at meetings and take part in any activity of Mu Alpha Theta.
- If a student is dismissed from Mu Alpha Theta, he is not eligible to rejoin.
- Seniors' math grades are checked at the end of second semester to determine eligibility for honors at graduation.

## **CLASS OFFICERS**

- Class Officers consist of a president, vice president, secretary, treasurer, and reporter. Candidates must have a cumulative academic GPA of 85 or above, through the previous semester and including any 8th grade academic accredited courses. Averages will NOT be rounded. Candidates are required to make a speech before their respective grade.
- The electorate for class officers will be their respective grade. Students who skip a grade (7-12) are ineligible for class officer for one year.
- Students who repeat a grade (7-12) are ineligible for class officer for one year.
- Students who transfer to Copiah Academy from another school are ineligible for class officer for one year from the date of enrollment.
- The student body president (student council president) and any state student council officers will serve as class officers at large.
- Any state honor society members will serve as class officer at large.



## **DANCE POLICY**

Dances at Copiah Academy are social events intended for the enjoyment of Copiah Academy students in grades 7-12. All non-C.A. guests must be signed up in the office by noon Friday.

Dates must not have turned twenty-one (21) by the date of the dance. Identification will be checked. Anyone may invite dates of the opposite sex to the dance. No one may invite same sex guests to the Dance. Students who have been declined admission to Copiah Academy cannot attend any dances sponsored by Copiah Academy as a guest.

The guest policy is as follows:

- 7th - 9th graders may not bring a guest.
- 10-12 grade C.A. students may each bring one non-C.A. guest.
- Guests must come to the dance with their C.A. host. Guests may not come into the dance alone.
- C.A. students must register their guest when they come into the gym and pay.
- C.A. students should advise guests of all rules, especially those regarding dress, mode of dancing, alcohol, and tobacco.
- Both the C.A. student and the guest will be asked to leave the dance if rules are violated.
- Students who have been declined admission to Copiah Academy cannot attend any dances sponsored by Copiah Academy as a guest.
- Cell phones are not allowed at Prom or other school sponsored dances.
- This policy will be strictly enforced so that we can ensure proper conduct at our dances. Any violations will result in dance privileges being suspended.
- Any student not at school ALL day the day of a dance may not attend.

## AWARDS QUALIFICATIONS & SELECTIONS

### MR. P'S AWARD

Copiah Academy has utilized Accelerated Reader since January 1993. Mr. Pillai, better known to all of us as "Mr. P" has made a pledge to present a monetary award to any elementary student who sets a new school record for points earned in a single year. The first record was 802.1 points set by Vinod Kannu in 2002. Mason Shannon set a new school record of 1,338 points in 2020. There may only be one winner each year. If two or more students should break the record, the student with the most points will receive the award. The new record will then be the number to exceed for the next year. This monetary award will be set up in a bond or CD for payment upon graduation, to be used as a scholarship to the college of their choice.

### MR. P'S ACT SCHOLARSHIP

To recognize the outstanding achievement of students, Mr. Pillai or Mr. P has established a scholarship of \$1,000 to be given to students who make a perfect score on the ACT. The money will be given to the student by Mr. P.

### DEPARTMENTAL AWARDS (7-12)

Teachers may choose the one student in his or her class who best exemplifies the most outstanding student in that subject. Factors to be considered include grades, interest in the subject, and a willingness to go beyond the requirements of the course.

### STUDENT COUNCIL SPONSORED ELECTIONS

- Students that have been suspended will not be eligible for honors or elected positions at Copiah Academy for 90 consecutive "school days" from the time of suspension. Refer to Code of Conduct section of the handbook.
- Students who skip a grade (7-12) are ineligible for Beauty and Beau, Who's Who, or Prom King or Queen for one year.
- Students who repeat a grade (7-12) are ineligible for Beauty and Beau, Who's Who, or Prom King or Queen for one year from the date of enrollment.
- Students who transfer to CA from another school are ineligible for Beauty and Beau, Who's Who, or Prom King or Queen for one year from the date of enrollment.

### WHO'S WHO

Students in grades 7-11 may receive only one honor. Seniors may receive two honors. There is no grade point requirement. The electorate for Who's Who will be the respective grade.

### BEAUTY AND BEAU

Students in grades 10-12 are eligible for Beauty or Beau. There is no grade point requirement. The electorate for Beauties and Beaux will be composed of both students in grades 10-12 and the faculty. Fifteen beauties and Fifteen beaux will be elected by students. Five beauties and five beaux will be elected by the faculty. Students chosen as Copiah Academy's Most Beautiful or Most Handsome will not be eligible for future pageants at Copiah Academy.

## **HOMECOMING COURT**

The Homecoming Court will be composed of 5 senior maids, 2 junior maids, and 2 sophomore maids. The 5 senior maids will be the Homecoming Queen, Miss Copiah Academy, the football maid, and 2 maids at large.

Miss Copiah Academy is elected by grades 10, 11, and 12 and by the faculty. Student vote counts 75% and the faculty vote counts 25%. New faculty members do not vote. Miss CA is not eligible for Homecoming Queen or for Prom Queen.

The Homecoming Queen is elected by grades 10, 11, and 12. The Homecoming Queen is not eligible for Miss CA or for Prom Queen.

The football team elects the football maid. Miss CA and Homecoming Queen are eligible for football maid.

- Their respective classes elect the 2 senior, 2 junior, and 2 sophomore maids. The homecoming maids choose the flower girl and crown bearer from the first grade.
- \*Students who skip a grade (7-12) are ineligible for Homecoming maid or Queen for one year.
- \*Students who repeat a grade (7-12) are ineligible for Homecoming maid or Queen for one year from the date of enrollment.
- \*Students who transfer to CA from another school are ineligible for Homecoming maid or Queen for one year from the date of enrollment.
- \*Students who have been suspended are not eligible for any honors and awards for 90 consecutive school days.

## **PROM**

Juniors must participate in the Prom fundraisers to attend prom their junior and/or senior year.

The Prom Queen must be a senior. Neither Miss C.A. nor the Homecoming Queen is eligible for Prom Queen. The Prom King must be a senior. Mr. C.A. is not eligible for Prom King. The electorate for Prom King and Queen is the junior class.

Students who skip a grade (7-12) are ineligible for Prom King or Queen for one year.

Students who repeat a grade (7-12) are ineligible for Prom King or Queen for one year.

Students who transfer to C.A. from another school are ineligible for Prom King or Queen for one year beginning on the date of enrollment.

Seniors who have skipped their junior year at Copiah Academy and any student who transfers to Copiah Academy for or during their senior year must participate in the same fundraising requirements as set for the junior class in order to attend the Prom or pay prom fees.

Dates must not have turned twenty-one (21) by the date of prom. Identification will be checked. Students in the ninth grade and younger may not attend the Jr.-Sr. Prom. Juniors and seniors may invite dates of the opposite sex to the Prom. Juniors and seniors may not invite same sex guests to the Prom. Students who have been declined admission to Copiah Academy cannot attend any dances sponsored by Copiah Academy as a guest. More information concerning prom rules and regulations will be given juniors and seniors closer to the date of prom.

Cell phones are not allowed at Prom or other school sponsored dances.

## **MR. AND MISS COPIAH ACADEMY**

Mr. and Miss Copiah Academy are the highest honors to be obtained at Copiah Academy in the combined-areas of academics, athletics, and leadership. The criteria for candidate eligibility and selection are as follows:

Candidates must have a cumulative academic GPA of 90 or above, through the previous semester and including any 8th grade academic accredited courses. Averages will NOT be rounded.

Candidates must be involved in at least one of the following during grades 10, 11, or 12 at Copiah Academy: 1) Football, 2) Softball, 3) Soccer, 4) Band, 5) Cheer, 6) Dance, 7) Basketball, 8) Cross-country, 9) Baseball, 10) Tennis, 11) Golf, 12) Track, 13) Shooting Team, 14) Archery, 15) Fishing team.

Candidates must be proven positive leaders at Copiah Academy.

Candidates must have attended Copiah Academy for a full school year in each of grades 9,10,11, and 12. Students transferring during or after the 9th grade are ineligible. Students who skip a grade are ineligible.

\*Students who skip a grade (7-12) are ineligible for the Homecoming Court or any other honors or awards for one year.

\*Students who repeat a grade (7-12) are ineligible for the Homecoming Court or any other honors or awards for one year.

\*Students who transfer to CA from another school are ineligible for the Homecoming Court or any other honors or awards for one year from the date of enrollment.

\*Students who have been suspended are not eligible for any honors and awards for 90 consecutive school days.

The electorate for Mr. and Miss Copiah Academy will be students in grades 10-12 and the faculty in grades 7 - 12. Results will be determined by 75% of the student vote and by 25% of the faculty vote.

The student council will sponsor a scholarship to be awarded to both Mr. and Miss Copiah Academy. The amount of the scholarship will be based on the student council funds available each year. Scholarships will not exceed \$500.

## **SENIOR AWARDS**

Students must have attended seven semesters (9-12 grades) at Copiah Academy to receive an award that carries a monetary scholarship. Monetary awards will be given when funds are available. Awards that are given by sources from outside of the school are given at the discretion of the organization sponsoring the award and may be discontinued. Seniors cannot wear any decorations (stoles, honors cords, etc.) unless they have been issued by Copiah Academy.

## **HALL OF FAME AWARD**

Seniors are voted on by the high school faculty for the Hall of Fame Award. New faculty members do not vote. These are seniors who are outstanding in any area such as sports, bands, clubs, organizations, leadership, and/or scholarship. A student is not automatically given this award based on any other awards or honors.

## **TEACHERS' CHOICE AWARD**

One of the most distinguished honors a graduating senior can receive is to be chosen by the high school faculty for the Teachers Choice Award. This student has the qualities considered necessary to be a dependable student and a student who possesses a cooperative attitude and a desire to learn. This is the one senior who best exemplifies the characteristics most desired of a Copiah Academy student, both in and out of the classroom.

## **CLAYTON E. DAY SCHOLARSHIP**

The Clayton E. Day Scholarship Award was established in 1991 by Claytons family and memorial gifts from friends. The recipient of this scholarship is selected by the Day family. This scholarship is awarded to a graduating senior of Copiah Academy who meets the following criteria:

- Academic consideration but not necessarily honor roll.
- Actively involved in at least three extracurricular activities on campus.
- Is a proven leader.
- Has contributed to the spirit of Copiah Academy by being positive and ambitious.
- Has enhanced student life through the building of good friendships.

## **DOUGLAS M. AKIN SCIENCE SCHOLARSHIP**

The Douglas M. Akin Science Scholarship was established in 2001-2002 by Doug's family. This scholarship is awarded to a graduating senior of Copiah Academy who meets the following criteria:

- Student must have attended seven semesters (9-12 grades) at Copiah Academy.
- Student must have a cumulative academic average of 90 or above for the seven semesters.
- Student must have successfully completed or be currently enrolled in a minimum of five science courses. Two of these courses must be classified as advanced. (Anatomy and Physiology I or II, College Biology, Physics, or Chemistry II)

## **STAR STUDENT AWARD**

The Mississippi Economic Council and its M.B. Swayze Educational Foundation sponsor the Student Teacher Recognition (STAR) Program to encourage scholastic achievement among the state's high school students. The student must have an ACT score of at least 25 and an overall average of 93 or above. In case of a tie then steps are used to break the tie. The December ACT testing date is the final eligible score. Requirements are set by the Mississippi Economic Council and is subject to change.

## **DAR AWARD**

The National Society of the Daughters of the American Revolution presents a certificate and pin to the senior who has demonstrated the qualities of dependability, service, leadership, and patriotism. The winner is selected by vote by the high school faculty. New faculty members do not vote.