



STUDENT HANDBOOK 2022/2023

Sylva-Bay Academy, Inc.
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Sylva-Bay Academy, Inc.
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I. Introduction

Vision

Sylva-Bay Academy seeks to provide the resources and opportunities to equip students to become lifelong learners who are able to maximize their God-given talents, and realize their full potential - both as individuals and as members of society.

Mission Statement

By utilizing an innovative curriculum, relevant technology, and creative methodology which are continually evaluated and modified to meet the needs of each student, Sylva-Bay Academy will prepare students to become lifelong learners, responsible citizens, and productive members of society. The school and related stakeholders will cultivate each student's potential with a well-qualified and caring staff, challenging curriculum, strenuous and competitive athletics, and extracurricular activities.

Philosophy

Our philosophy is centered on the following thoughts:

- A student is the most important person at any school.
- A student is not an interruption of our work - he or she is the purpose for it.
- A student is not just a statistic. He or she is a flesh-and-blood human being with feelings and emotions like us.
- A student is one who comes to us with needs and/or wants. It is our job to fulfill them.
- A student is deserving of the most courteous and attentive treatment that we can provide.
- A student is the lifeblood of this and every other school.

With the help and cooperation of concerned parents, students, and faculty, we can achieve this goal. Because of the nature of this educational institution, by law, this handbook and its rules of conduct extend to all school functions **on or off** the campus.

The Ten Commandments

Exodus 20: 3-17

1. Thou shalt have no other gods before me.
2. Thou shalt not make unto thee any graven image.
3. Thou shalt not take the name of the Lord thy God in vain.
4. Remember the Sabbath day to keep it holy.
5. Honor thy father and thy mother.
6. Thou shalt not kill.
7. Thou shalt not commit adultery.
8. Thou shalt not steal.

9. Thou shalt bear false witness against thy neighbor.
10. Thou shalt not covet.

II. School Personnel

Board of Directors

President: Jamie Holder
Vice President: Maury Hull
Secretary: Sam Blakeney

Directors

Jody Dolan
Bobby Hinton
Tommy Jones
Ronnie Phillips

Administration

Head of School: Jerel Wade
Assistant Headmaster: Steve Hampton
Counselor: Lydia Hatcher

Office Staff

Secretary: Dina Cannon
Bookkeeper: Hope Hull
Student Affairs: Hope Hull

Faculty/Staff

A complete listing of SBA's faculty and staff can be found on the FACTS directory and the school's website: www.sylvabayacademy.com.

III. Operation Policies

Nondiscrimination Policy

Sylva-Bay Academy admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality, and ethnic origin in the administration of its educational, employment, or admissions policies, its athletic or other school-administered programs.

Admissions

All students, parents, or guardians will fill out a registration (application form) and contract for tuition and fees. All students should be registered and all registration, tuition, and fees paid before attending classes. Proof of guardianship should be brought to register the child in order to document who is responsible for the child's well-being and family orientation.

Sylva-Bay Academy reserves the right to refuse admission of any student. All applications for admission are considered conditional pending approval of the board of directors of Sylva-Bay Academy.

All students entering Sylva-Bay Academy for the first time must submit with their registration application a copy of their birth certificate, social security card, and a current Certificate of Immunization Compliance No. 121. All new students in grades 7-12 must also submit to a drug test at their own cost prior to the first day of school.

Any student entering Sylva-Bay Academy from a non-accredited school must take a placement test as determined by the headmaster and appropriate faculty members.

Students will not be admitted to Sylva-Bay Academy during the second semester of their senior year.

Withdrawals

Withdrawals from school must go through the office. Students having attended one day or more of any month will owe the full month's tuition. Tuition only is refunded on a prorated basis if the student and/or family move to a locale outside Jasper County or in the case of debilitating sickness. Other fees (activity, book, capital improvement, FACTS, membership, supply, technology, etc.) are non-refundable.

Tuition and Fees Payment Policy

1. All initial fees for enrollment such as registration, book, activity, and capital improvement (CI) fees, as well as the first month's tuition are due before your child will be admitted to attend class. The week prior to the first day of school each year is the designated period to make these initial payments.
2. All monthly fees (tuition, CI fees, etc.) may be paid over a 10-month or 12-month schedule. The 10-month payment schedule will begin prior to the first day of school in August, then on the first day of each following month ending on May 1st of the following year. The 12-month payment option would start on June 1st and end on May 1st of the following year.
3. All monthly fees are due on the first day of each month.

4. All accounts (tuition, cafeteria, after-school, raffle, library, etc.) are due on the first of each month. After accounts reach 10 days past due, a late fee of \$40 will be added. After five school days past the 10th, the person who signed as the application and/or guardian will be asked to remove the student(s) from school until their account is paid in full, including all fees.
5. Permanent removal of a student does not remove the liability from a parent/guardian for the past due account. Collection of these funds will be obtained by legal action or use of a collection agency if necessary.
6. Unsold raffle tickets are past due 10 days following the date of the raffle. Past due raffle tickets are treated just as any other past due fees and subject to all late fees, interest, and requirements for continued enrollment.
7. All tuition and other fees must be paid current in order for a family to pre-register for the next school year during the pre-registration period each spring.
8. All tuition and other fees from prior school years must be paid in full before a child may enroll for a new school year.
9. Tuition is only refunded on a prorated basis if the student and/or family move to a locale outside Jasper County or in the case of debilitating sickness.
10. All fees (tuition, raffle, cafeteria, after-school care, library, etc.) on accounts are required to be paid in full a week prior to semester and final exams. Students will not be allowed to take 1st or 2nd semester exams unless their accounts are paid up-to-date.

Textbooks

Sylva-Bay Academy utilizes digital textbooks in many of its core courses in 7-12th grades. In some courses, students are issued a print textbook. Any student that has lost or damaged a textbook will be assessed for the cost or damage. The parent's account will automatically be assessed before a replacement book is issued. It is the student's responsibility to keep up with their books, notebooks, papers, backpacks, and other school related materials.

The Good School Citizen

The administration of Sylva-Bay Academy is based on the theory that all pupils are young ladies and gentlemen, and as such, should be capable of conducting themselves in accordance with accepted standards of conduct. If so, then pupils should conduct themselves at all times in such a manner as to reflect pride upon themselves, their parents, and their school.

The foundation on which you base your school career is your school record. Make your record reflect a picture of dependability, loyalty, honesty, punctuality, and your best effort

on school subjects. Make your objective the right one for you; then stick to it; work to make an earnest effort to succeed.

Grievance Procedure

The school recognizes that parents and other patrons have a fundamental right to discuss grievances that they might have with SBA. However, it is also recognized that there must be an orderly procedure for carrying out the grievance.

If the grievance is directed toward a teacher, the parent should make an appointment to visit with the teacher. After this initial meeting, if the grievance is not settled, the parent should discuss the problem with the Headmaster. After exhausting all of these available channels, the parents may appeal to the board. The board's action shall be a final determination of the grievance. Frivolous matters will not be heard by the board. The contact person for a legitimate grievance is the Headmaster.

IV. Attendance

Attendance Policy

Regular and punctual attendance on the part of all students is necessary for success in schoolwork. Frequent absences affect scholarship, interest in school activities, and eventually a student's whole attitude toward school. Attendance, tardiness, and dismissals are reported on the permanent records in the office where they may be reviewed by college authorities or employers. It is, therefore, important that pupils are 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 school day.

Seniors are allowed two (2) personal days to visit a college. Juniors are allowed one (1) day to visit a college. This will be considered an excused absence. College days must be approved by SBA prior to the college visit and official documentation should be provided to the SBA office showing proof of the college visit upon the student's return to school. Normal school hours are 8:00 am - 3:00 pm. Children may be brought or left at school as early as 7:30 am and should be picked up by 3:15 pm. Any student remaining on campus after 3:15 will be required to wait with "after-school care" located on the back of the campus until they are picked up.

Excess Absences

A student who accumulates more than 20 absences in a year-long course or more than 10 absences in a semester course will forfeit credit for that class. After 10/5 accumulated absences, the student's parents will be required to have a conference with the headmaster. After 15/8 accumulated absences, the student's parents will be

required to have a conference with the school board. The administration may waive this standard if, and only if, it is determined that the absences resulted from unusual circumstances or extended illness. Parents will be notified at appropriate intervals should a student begin to accumulate excessive absences.

Planned Trips

If a student will be absent for a period of one or more days because of an out-of-town trip or vacation, the parent must contact the office in advance to make arrangements. The work to be missed during a *planned* trip will be made up after the trip.

Tardiness

All students are expected to report to the school and class on time. The 5th and 6th tardies will result in a 7:15 am detention on a designated day of the week. The 7th and 8th tardies will result in in-school suspension on a designated day of the week. This policy will begin anew each nine weeks.

Leaving School Before Dismissal

If a student needs to leave school early and has brought a written note from home, the note must be turned in to the office prior to 9:00 am. Otherwise a parent must call the office or be present to check their child out.

Any student who leaves school without permission may be suspended. In order to be readmitted, the parent or guardian must accompany the student to the headmaster's office. Students are expected to be in school from 8:00 am until 3:00 pm. A student cannot simply sign the sign-out sheet in the office and leave. He or she must have the headmaster's permission.

Absences and School Activities

A student who is absent from school cannot participate in school activities or events that day or night. A student attending at least four periods of the day and has an excused absence for the remainder of the day will be allowed to participate. The policy includes all school activities and athletics. Extenuating circumstances can be approved by the headmaster.

V. Grading Policies

Grading Policy

SBA operates on a nine-week term for the school year. Progress reports and report cards will be sent home via FACTS.

Semester averages will be calculated as follows: Term 1 - 40%, Term 2 - 40%, Semester Exam - 20%. Yearly averages will be obtained from averaging the two semester grades.

Number of Recorded Grades per 9 Weeks per Subject

Objective and fair evaluation of a student's work and progress is critical in any educational endeavor. Reliability and validity are important criteria in determining a student's grade. A sufficient number of evaluations, tests, quizzes, homework, assignments, daily grades, projects, etc. should be included in each 9 weeks average. The Board of Directors of SBA requires a teacher to have a minimum of 9 grades (homework, quizzes, tests, projects, daily work, etc.) to be given per 9-week period. Teachers may give more grades but no less and are required to give at least 4 tests per nine weeks. This is not optional.

Grading Scale

A	90 - 100
B	80 - 89
C	70 - 79
D	65 - 69
F	0 - 64

Rounding Grades

Nine weeks, semester, and yearly averages will only be rounded up to the next whole number if the average is 0.5 or higher. For example, an 89.5 will be rounded to a 90. An 89.4 will remain an 84.

Homework Policy

Homework is given in every grade and should be age appropriate. As students advance from grade to grade, homework should become progressively challenging and longer in length.

Each teacher has his/her own homework policies. The teacher will inform the class of the details of that policy at the beginning of each course.

If a student is absent the day an assignment is due, but was present when the assignment was made, the assignment must be turned in when the student returns to school.

Make-Up Work/Test Policy

Students will have a maximum of three days to complete missed assignments upon their return to school. However, the teacher will use his/her discretion as to how many days a student may get to make up the assignment depending on how many days the student missed and what was covered in class while the student was absent. If work was assigned before the student's absence, the work will be due the day he/she returns to school.

The teacher is not responsible for tracking down individual students. It is the student's responsibility to ask about any missed assignments. Students who know in advance that they are going to be absent need to discuss with their teachers the assignments they will miss and the length of time they will be given to make up those assignments.

If a student needs to make up a test, he or she may be given the option to make up the test on Tuesday or Thursday mornings at 7:00 am.

FACTS Management

Sylva-Bay Academy will use an online communication tool with parents via FACTS Management. The Sylva-Bay Academy App may also be downloaded from the Apple or Google Play Store for convenience. Among the many features offered by FACTS Mgt., parents will be allowed to communicate with teachers and continually monitor their child's classroom progress.

Cheating

Any student caught cheating on a test, examination, or project for the first time will be given a zero for that work. On the next occurrence, the student will be disciplined at the discretion of the Headmaster and receive a zero for that work. The student's parents will be notified each time.

Exemption Policy

Only students enrolled in the 7th - 12th grades may be exempt. All students are required to take mid-term exams (1st semester exams) for those classes that meet for a full year. A student may be exempt from final exams according to the following:

- 1 Semester Course ($\frac{1}{2}$ units)
 - 90 average or higher with no more than 4 absences
 - 85 - 89 average with no more than 2 absences
- 2 Semester Course (1 unit)
 - 90 average or higher with no more than 8 absences
 - 85 - 89 average with no more than 4 absences

Any student who has been issued in-school suspension or out-of-school suspension cannot be exempt from any class.

Passing and Failing

A student cannot be promoted to the next grade if he/she fails two (2) or more of the major subjects. A student cannot pass the course or be promoted to the next grade if he/she misses more than twenty (20) days or course periods in a given school year. (Refer to *Excess Absences*.)

VI. Course Reference

Major Subjects

A major subject is defined as one that carries **academic** credit ($\frac{1}{2}$ or 1 unit) and meets accrediting standards. Non-academic courses such as physical education, athletics, driver's education, band, and other such activities shall NOT be considered major subjects.

Credits

Credits, major units, or what is sometimes referred to as simply "units" are completed and passed in association with major subjects.

Credit Classification

10th Grade - Five or more accumulated credits.

11th Grade - Ten or more accumulated credits.

12th Grade - Fifteen or more accumulated credits.

VII. Graduation Requirements

Graduation Requirements

Twenty-two credits are required for graduation. At least twenty credits must come from academic credit bearing courses.

Students who fail to meet all requirements for graduation will not be allowed to march with the graduating class. All fees and tuition must be paid before a graduating senior will receive their diploma.

Required Courses

English	4 Units
Mathematics	4 Units

Science	4 Units
Social Studies	4 Units
Computer	1 Unit
Fine Arts	1 Unit
Academic Electives	2 Units
Other Electives	2 Units

- English - Must include English I, II, III, IV
- Mathematics - Must include Algebra I; two of the other three remaining credits must be higher in rigor than Algebra I
- Science - A laboratory-based biological science is required
- Social Studies - Must include Mississippi History, Geography, World History, US History, US Government, and Economics.
- Computer - Must include keyboarding and applications
- Fine Arts - May include art/music appreciation, theater, photography, etc. Does not include band, chorus, show choir, etc.

Institutes of Higher Learning (IHL)
College Preparatory Curriculum (CPC)

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

English - 4 Carnegie Units

- Units must require substantial communication skills (i.e., reading, writing, listening, and speaking).
- Compensatory Reading and Writing may not be included.

Mathematics - 4 Carnegie Units

- Algebra I or its equivalent
- Math higher than Algebra I (2 units)

Science - 3 Carnegie Units

- Biology I or its equivalent
- Science higher than Biology I (2 units)

Social Studies - 3 Carnegie Units

- Units must include integrated courses of social sciences and humanities promoting civic competence.

Arts - 1 Carnegie Unit

- Includes any one Carnegie unit (or two ½ units) of visual and performing arts course(s) meeting the requirements of high school graduation.

Advanced Electives: 2 Carnegie Units

- Option 1 - Foreign Language I and Foreign Language II
- Option 2 - Foreign Language I 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 (b) any Advanced Placement (AP), Academic or Career and Technical Dual Credit (DC), International Baccalaureate (IB) or Advanced Technical course may count as one unit. *Example: Completion of both Health Sciences I & II will count as an advanced elective.*

Technology or Computer Science Course - 1 Carnegie Unit

- A technology course is defined as one 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. A computer science course emphasizes computational thinking to solve problems. Courses will involve the study of computers and algorithmic processes, including their principles, their hardware and software designs, their applications, and their impact on society and should include focus on one or more of the following core concepts: computing systems, networks and the Internet, data and analysis, algorithms and programming, and impacts of computing. Course equivalent or additional advanced electives may be acceptable for non-Mississippi residents.

Total Carnegie Units - 18 ½ Carnegie Units

Notes:

- The required CPC for full admission aligns with the course recommendations for the Mississippi Department of Education Endorsement.
- The recommended CPC for full admission aligns with the course recommendations for the Mississippi Department of Education Distinguished Endorsement. Visit <http://www.mississippi.edu/admissions/curriculum.asp> to view the Recommended CPC.
- 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 (AICE) courses may be substituted for each requirement in the CPC.
- 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 still maintains the MDE Secondary Course Manual with CPC classifications for each course.

Secondary Subjects

Sylva-Bay Academy offers credit-bearing course work that makes the College Preparatory Curriculum (CPC) available to all its high school students each year. While all classes required for high school graduation are made available each year, other specific academic courses will be offered on a year-by-year basis. *Example: Physics, Psychology, etc.*

Students who participate in athletics at Sylva-Bay Academy will receive a ½ non-academic credit for their participation. In order to receive this credit, a student must participate the full length of the sport they belong to. A student will only receive ½ credit for athletic participation regardless of the number of sports they participate in.

SBA Dual Credit Academic Guidelines

A student wishing to enroll in a dual credit course must meet all of the criteria for enrollment set forth by the community college. The student must also agree to the additional terms and guidelines mandated by Sylva-Bay Academy.

- Dual credit classes will be taken as an online format during designated class periods during the school day.
- Students are expected to maintain regular attendance during their dual credit class and work each day on issued assignments.
- A senior may take no more than two dual credit courses per semester.
- The number of dual credit courses taken in the fall must equal the number of courses taken in the spring.
- One high school credit will be issued for each dual credit course taken.
- The GPA for a dual credit course will be weighted accordingly:
 - A - 5.0
 - B - 4.0
 - C - 3.0
 - Credit will not be given for a D.
- The numerical grade received for the class will be reported as is on report cards and transcripts. 10 points will be added to the grade for ranking and honor recognition purposes only.

Dual Credit Amendments - November 1, 2021

- A student may enroll in a dual credit course that is being taught through the hybrid format at the Jasper County Learning Center. The student will be given a designated period during the school day in which he/she will work on their hybrid dual credit coursework. Regular attendance is required both at SBA and the Jasper County Center.
- A junior may enroll in a dual credit course as long as he/she meets the criteria for enrollment set forth by the community college.
- A junior is limited to 1 dual credit class during the fall semester and may take no more than 2 dual credit classes the spring semester.

- Comp I and Comp II may only be taken during a student's senior year and the student must have a 17 on the English portion of the ACT.
- College algebra may only be taken after the student has successfully completed algebra I, geometry, and algebra II. The student must have a 19 on the math portion of the ACT.
- A student will be limited to 2 summer dual credit classes. It is the student's responsibility to make sure he/she regularly communicates with SBA's counselor about his/her performance in the dual credit class through CANVAS. Failure to adequately communicate academic performance with SBA's counselor will result in forfeiture of high school credit.

Things to consider when choosing dual credit:

- While dual credit classes may replace some traditional high school classes, students may be required to take additional, traditional classes in order to have a full junior/senior schedule. In other words, a student can't take a period or day off. He/She will take a class to fill in the gap.
- Dual credit classes cannot expedite or excellerate graduation.
- Students are required to pay (to the community college) any fees/tuition that are associated with the class. Jasper and Smith County students receive free tuition as long as a 2.5 college GPA is maintained.

Online Courses

A student may take an online course for the following reasons: (1) the student is seeking credit recovery for a particular course, (2) the student wishes to take a class that is not offered by Sylva-Bay Academy, or (3) the student's transcript may lack the necessary classes that would allow the student to enter the appropriate classes for their grade level. Students may not take online courses to accelerate their graduation. All exams taken through an online course must be proctored by a faculty member of Sylva-Bay Academy.

Junior High/Elementary Requirements

For two or more core (English, math, science, social studies) subjects failed, the student will have to repeat the grade. The student may complete a summer school program in the subjects failed through an accredited school or summer school program. In order to advance to the next grade, the student will have to complete and pass the summer school program by August 1st. Official documentation of the grades earned is required. Sylva-Bay Academy exercises the right to determine whether or not grades will be accepted from certain institutions. Students may be required to regularly work on their summer school program on the Sylva-Bay Academy campus.

VIII. School Honor Requirements

Valedictorian, Salutatorian, and Historian

Selection of Valedictorian, Salutatorian, and Historian are based on the student's overall numerical averages for courses in which the student received academic credit.

Valedictorian, Salutatorian, and Historian must meet all the same academic requirements. To be eligible for one of these awards, students must have taken four years of science and math up to an advanced math course such as Pre-Calculus and/or DC College Algebra and an advanced science course. These awards will only be given to those who register prior to the beginning of their junior year and attend Sylva-Bay Academy for four semesters (full junior and senior years). Additionally, students must be on track to graduate with honors or highest honors. Courses that SBA recognizes as being advanced such as Human A&P, Pre-Calculus, etc. will be weighted where 1.025 points will be added to the student's average each 9-week term.

Honor and Highest Honor Graduates

Honor and Highest Honor graduates will be selected according to the following criteria:

- Students with a cumulative average of 90 to 94 that have earned credits from the required course list below will graduate with Honors.
- Students with a cumulative numerical average of 95-100 that have earned credits from the required course list below will graduate with Highest Honors.
- When selecting Honor or Highest Honor graduates, SBA will utilize those grades from accredited schools only.
- Students must have a sufficient number of electives in order to meet all other graduation requirements.
- Students must have a cumulative average of 90 or higher by the end of the third nine weeks of their senior year.
- Students must have an average of 70 or higher in each class.

English: English I, II, III, IV

Social Studies: MS History, Geography, World History, US History, US Government, Economics

Mathematics: Algebra I, Geometry, Algebra II, additional advanced math course

Science: Biology I, Chemistry I, two additional advanced science courses

Other Electives: Computer/Technology, Fine Arts, Foreign Language I

Exceptions

- Students may substitute an AP course for one or more of those listed above.
- A dual credit student may substitute Comp I for English IV.
- A dual credit student may substitute College Algebra for advanced math.

- Exceptions may be made for a transfer student who has displayed academic excellence in rigorous coursework if the above courses were not taken at the previous school.

Mississippi Scholars

Sylva-Bay Academy encourages all high school students to work toward becoming a Mississippi Scholar. The school counselor will maintain a record of those students who are on track to graduate as a Mississippi Scholar. For full details of this program, please visit <https://msmec.com/public-education-forum/curriculum/>.

MAIS Honor Society

The MAIS Honor Society is reserved only for students in the 10th, 11th, and 12th grades. Students wishing to join the MAIS Honor Society may only do so by meeting certain criteria set forth by the MAIS Honor Society By-Laws. A copy of these by-laws can be viewed on the MAIS website. The MAIS Honor Society gives each chapter school the right to implement higher criteria for initiation into the school's chapter than the minimum requirements outlined in the MAIS Honor Society By-Laws.

Expectations of the Sylva-Bay Academy chapter of the MAIS Honor Society

- To promote academic achievement
- To create an enthusiasm for scholarship
- To stimulate a desire to render service
- To promote worthy leadership
- To encourage the development of character in all students

Criteria for Induction into the Sylva-Bay Academy chapter of the MAIS Honor Society

- A student may not be inducted until the spring semester of his/her sophomore year.
- At the time of induction, a student must have a cumulative average of 90 or higher through the 1st semester of his/her sophomore year.
- A student must have a final average of 80 or higher in each credit bearing class that SBA considers to be college preparatory.
- A student must have an average of 80 or higher in each credit bearing college preparatory class during the 1st semester of his/her sophomore year.
- A student must currently be working toward completing the criteria for graduation with honors/highest honors.
- A student may be inducted as a junior if the above criteria has been completed through the first semester of his/her junior year.

Criteria to remain a member of the Sylva-Bay Academy chapter of the MAIS Honor Society

- A member shall maintain a cumulative average of 90 or higher.

- A member shall take courses that are aligned to the Sylva-Bay Academy honors/highest honors requirements.
- A member shall attend all regularly scheduled meetings.
- A member shall participate in any service projects agreed upon by the chapter.
- A member who fails to meet one or more of the above requirements will have their case reviewed by the sponsor and headmaster. Action will be taken in the form of placing the student on probation for a determined period or dropping that student from the member roll.

Mu Alpha Theta

Mu Alpha Theta is a math organization reserved only for high school students who have shown academic excellence in their upper math classes. Students meeting the following criteria are eligible for membership:

- High school students in grades 9 through 12, at the school where their permanent record resides, who have completed the equivalent of two years of college preparatory mathematics and in addition have completed or are enrolled in a third year of college preparatory mathematics are eligible for membership, providing their mathematical work was done with distinction. On the 4-point grading scale, this shall mean at least a 3.0 grade point average.

STAR Student

The steps for designating the STAR Student are as follows:

- Determine which senior has the highest score on the ACT. Only ACT scores on file in the high school office are to be considered.
- Check to see that the student with the highest ACT score meets the minimum requirements for a STAR student which have an ACT score of at least 25 and an overall average of 93 or above in 9th, 10th, 11th grades, and the first semester of the 12th grade in the following subject areas: English, foreign languages, mathematics, science, and socials studies. If the student meets the minimum requirements, he or she should be declared the STAR student.
- In the event of a tie on the ACT score, select the student having the higher overall scholastic average as the school's STAR student. If a tie still exists, use the first semester senior scholastic average as the deciding factor. Should a tie still exist, compare scholastic averages for prior years until the tie is broken.
- If the student who has the highest ACT score does not have an overall average of at least 93, name the student with the second highest ACT score as your school's STAR student if he or she has an overall average of at least 93 on the designated subjects.

STAR Teacher

The STAR student will be asked to designate his or her STAR teacher. The student is to select as STAR teacher an active or retired classroom teacher who, in the student's opinion, has made the greatest contribution to his or her scholastic achievement. The STAR student may choose an elementary or secondary teacher. The STAR student and STAR teacher must attend the MEC banquet.

Honor Roll

Honor Roll lists for the 1st - 12th grades will be compiled at the end of each grading period (each nine weeks, semester, overall year, etc.). Students may make the President's List, All A's list, or All A's & B's list by meeting the following criteria each grading period.

- Nine Weeks/Semester Honor Roll
 - President's List: The student earns a 95 average or higher in each subject.
 - All A's: The student earns a 90 average or higher in each subject.
 - All A's & B's: The student earns an 80 average or higher in each subject and must have at least 1 A in an academic subject.
- End-of-Year Awards:
 - President's List: The student earns a 95 yearly average or higher in each subject.
 - All A's: The student earns a 90 yearly average in each subject.
 - All A's & B's: The student earns an 80 yearly average or higher in each subject and must have at least 1 A yearly average in an academic subject.

General Elections

Rules

- All elections are secret ballots (Google Forms).
- Only eligible persons will be listed on ballots where qualifications are required.
- Students who are elected to the presidency of any offices are limited to 2 offices.
- Students elected must receive 50% plus 1 vote in the **first primary of elections**.

Class Officer Elections

- Each class will elect a president, vice president, secretary/treasurer, reporter, and representative. These students must have a 75 in each subject at the end of the previous year, maintain a 75 in each subject after being elected, and have attended SBA for one full year prior to elections.
- Students running for offices will be required to obtain academic teacher recommendations that will count 50% of their overall score, with the remaining 50% from the popular vote in their respective grade.

Student Government Association

- Includes grades 7-12 and consists of each grade's class officers.
- SGA vice-president - must be a junior and elected from SGA members.
- SGA president - must be a senior and will inherit the position from his/her junior year as vice president.

Who's Who?

- A student is limited to two honors, which do not include Mr. and Mrs. SBA **or** teacher elected positions. If elected to more than two positions, the student may make his/her choice.

*Mr. & Miss SBA

- Must be a senior and have attended SBA for the 10th, 11th, and 12th grades. Candidates must have a cumulative yearly average of 85 or higher for each of their 10th and 11th grade years. Candidates must have a 12th grade cumulative average of 85 or higher at the time of voting their 12th grade year. This is voted on by 10th, 11th, and 12th grade students.

*Mr. & Miss SBA Jr. High

- Must be in ninth grade and have attended SBA for the 7th, 8th, and 9th grades. Candidates must have a cumulative yearly average of 85 or higher for each of their 7th and 8th grade years. Candidates must have a 9th grade cumulative average of 85 or higher at the time of voting their 9th grade year. This is voted on by 7th, 8th, and 9th grade students.

*If no one qualifies, the election will fall to the next lowest grade. However, that student will not be eligible the following year to hold that honor.

Teacher Elected Honors

- These are elected from the teaching staff and may be nominated from 10th, 11th, and 12th grades.
 - Most Intellectual*
 - Most Likely to Succeed*
 - Most Dependable*
 - Most Athletic
 - High School - Chosen from 10th, 11th, and 12th grades and is chosen by all coaches.
 - Junior High - Chosen from 7th, 8th, and 9th grades and is chosen by all coaches.

*Must maintain an 85 overall average.

Class Favorites

- With the exception of the kindergartens, all students are eligible after attending SBA for one full year prior to elections.

Homecoming

Homecoming Maids and Queen:

- Homecoming Queen
 - The homecoming queen is selected from the senior class and must have attended SBA for 10th - 12th grades.
 - The student body, grades 7-12, will choose the homecoming queen by secret ballot.
- Class Maids
 - 7th-12th grade class maids are selected from their respective classes by secret ballot and must have attended SBA one full year prior to elections.
 - Any class maid selected must skip a year before she is eligible to be chosen again as a class maid with the exception of the homecoming queen. She may be selected even if she was the junior class maid.
- Other Maids
 - The Football Maid will be selected by secret ballot by the football team from grades 10 - 12. She must have attended SBA one full year prior to elections.
 - The Honor Society Maid will be selected by secret ballot by the Honor Society members. She must have attended SBA one full year prior to elections.
 - The Student Government Maid will be selected by secret ballot by the student government members. She must have attended SBA one full year prior to elections.
 - The Mu Alpha Theta Maid will be selected by secret ballot by the Mu Alpha Theta members. She must have attended SBA one full year prior to elections.
- Crown Bearer and Flower Girl
 - The crown bearer and flower girl are chosen by the Homecoming Queen and must be from K4, K5, or 1st grade. They can only be chosen once as crown bearer and/or flower girl.

Dress Code for Homecoming:

- Girl's Pep Rally Attire:
 - Dress length cannot be higher than four inches above the knee

- Undergarments must not be visible
- Cleavage must not be visible and dress cannot expose the lower back
- Dresses may not be sheer or see-thru
- Dresses must fit properly and not skin tight
- No one shoulder or strapless dresses
- No side cut-outs or bare midriff
- Heels are not to exceed 4 inches
- Girl's Homecoming Gown Attire:
 - Cleavage must not be visible and dress cannot expose the lower back
 - No side cut-outs or bare midriff
 - No splits in the gown above the knee
 - Undergarments must not be visible
 - Recommended a wide heel or wedge; heels sink in the grass and make walking difficult
- Boy's Pep Rally Attire:
 - Dress pants; all pants must be secure around the waist and must be belted if the waistband falls below the hips
 - No holes in pants or shirts
 - Tucked in button-up shirt with tie
 - Clean shaven and hair appropriate length
- Game Escort's Attire
 - Dark suit and tie or tuxedo are recommended

Failure to abide by the dress code will result in the student not being permitted to participate in Homecoming. Attire must be appropriate.

IX. Athletic Participation

Inter-School Athletic Competition

Sylva-Bay Academy and its administration will adhere to all MAIS Academy Activities Commission rules for participation in inter-school competition. A copy of these rules and guidelines is on file and available for public viewing in the school office. Sylva-Bay Academy supports and encourages well-regulated, ethical, and sportsmanlike conduct in inter-school competition.

Player Ejections

Players

- Any player ejected from an athletic contest for the first time will have to sit out the next game.
- Any player that is ejected for the second time in a school year will not be allowed to participate in athletics for two weeks.

- Any player ejected for the third time in a school year will be banned from participating in athletics for the remainder of the school year.

*The School

- Schools that have a player ejected will receive a letter of warning informing them of the consequences of additional ejections.
- Schools that have a second player ejected will be fined \$300.
- Schools that have a third player ejected will be fined \$500 and will be required to appear before the Affairs Committee.
- Schools that have a fourth player ejected from this point forward will be fined \$1000 and will be required to appear before the Affairs Committee. The right to participate in post-season play could be taken away should a fourth ejection occur.

*The ejected player will be responsible for paying MAIS fines.

Fan Ejections

Any fan ejected from an athletic event will be responsible for paying their fines and school fines.

Extracurricular Activity Eligibility

Extracurricular activity is defined as any school activity that a student chooses to take part in other than academic curriculum based activities. To be eligible to participate in extracurricular activities a student must have accumulated four major (***academic***) units or credits the previous academic year. Major units or credits are completed and passed major subjects. (Refer to “Major Subjects”) Previous academic year is interpreted to be a complete year or any part of a school year in which a student is enrolled at either a member school or non-member school.

An ineligible student may become eligible for the second semester if he or she passed four major subjects during the first semester of the same academic year.

Courses taken in summer school shall be considered as an extension of the school year and credits earned this way may be used in determining scholastic eligibility of students. Accredited correspondence sources started in the spring or summer may be accepted for establishing eligibility for the first semester (eligibility beginning on completion date). Accredited correspondence courses started after the beginning of the first semester may be accepted for the second semester (eligibility upon completion date).

Athletic Awards, Letters, and Jackets

High school students meeting the criteria for lettering in a sport will be awarded a varsity letter. The athletic booster club of Sylva-Bay Academy will pay \$35 toward the

purchase price of an athletic jacket for those students who meet the criteria for earning an athletic jacket.

Rules for Earning an Athletic Jacket

- Must have participated in at least one athletic spot and complete that season in good standing (exception of an injured player)
- Must be in at least 10th grade
 - A 9th grade student earning a letter will not receive the athletic jacket until the 10th grade.
- The coach, athletic director, and headmaster will compile the names of athletes earning an athletic jacket and submit to the booster club annually. The above faculty/staff will sign this request.
- Return of equipment or payment for unreturned equipment is due prior to receiving the athletic jacket.

Rules for Earning an Athletic Letter in High School are Determined by:

- Extent of game participation during the season
- Number of years in athletic competition
- Dependability on and off the field
- Attitude toward practice and training rules
- Team spirit
- Sportsmanship
- Attitude and behavior in the class and on campus
- Return of equipment or payment for unreturned equipment prior to presentation of letter
- Completion of season, with the exception of an injured player who missed considerable time or who was unable to complete the season

Athletic Awards

- The coach, athletic director, and headmaster must approve the booster club awards.
- Name of award, size, and number of awards must be approved by the athletic director and headmaster.
- Awards will be presented annually at the athletic banquet.

Cheerleader Requirements

Grades 7-12

Cheerleaders must adhere to MAIS guidelines and Sylva-Bay Academy's Extracurricular Activity Policy for eligibility. All tuition, raffle tickets, and other fees must be paid current. The pre-registration form must be completed and the fee paid for the upcoming school year before cheerleader tryouts.

X. Dress Code

Appropriate Dress

The way a student dresses is just another way of showing his pride in his school and in himself. Sylva-Bay Academy would like to set a tradition of the students being known for their neat and appropriate dress, not only at school, but also on any occasion.

Students should look their best when they represent their school.

- Boys should be clean-shaven at all times.
- Boys' hair should be neat, clean-cut, and groomed above the eyes, earlobes, and collar.
- Boys' shirts must be tucked in pants. If belt loops exist, a belt is mandatory.
- Girls' hair should be neat, clean, and well-groomed and of natural color.
- Pants/jeans/shorts should be neat, with no holes, properly fitted, and worn above the hips.
- Shorts (boys' and girls') and girls' dresses and skirts must be hemmed and must exceed past the fingertips and past mid-thigh.
- Shoes or appropriate sandals must be worn at all times. Boys must wear visible socks with sandals. Regular shower shoes may not be worn.
- Girls' blouses should be long enough to cover their midriff even when arms are raised above their head.
- Proper underclothing must be worn.
- All shirts, blouses and tops designed to be tucked in will be tucked in at all times.
- Caps, headbands, or hats cannot be brought to school nor worn at school except after regular school hours.
- No body piercings allowed except for girls' earlobes only.
- No wallet chains allowed.
- All visible tattoos must be covered at school and all functions. The Board and Headmaster understands that parents must approve tattoos for all students under the age of 18.

On days the SBA Headmaster deems as a "Uniform Free Day," the following additional policies should be followed:

- Tank tops, muscle shirts, bodysuits, crop tops, midriffs, halter-tops, or leggings cannot be worn.
- Mesh tops/jerseys can be worn if another appropriate T-shirt or shirt is worn underneath.
- Girls' sleeveless shirts or dresses must cover undergarments.
- Any type of clothing with writing or pictures must be approved by the administration.
- No pajamas will be worn including dress style pajamas.

- No clothing will be allowed that advertises alcohol, drugs, or violence.

Uniform Policy

The dress code as stated in the SBA handbook is still enforced. The following requirements are in addition to the stated policy.

*Button-Up Oxford Shirt

- Solid color: white or blue
- Long or short sleeve
- White long sleeve turtleneck or white t-shirt underneath will be permitted.
- Must be embroidered with SBA logo

*Knit Polo Shirt

- Solid color: white, royal blue, or gray
- Must have collar
- Long sleeve or short sleeve
- Girls cut are available in limited colors at a higher price
- White T-shirt or turtleneck may be worn underneath

*All shirts, polo or oxford, must be purchased from Uniforms and Accessories of Meridian, MS and be embroidered with the SBA logo. Boys' shirts must be tucked in pants. Pants must be belted if belt loops exist.

Jackets/Coats

- Solid color: royal blue, gray, or black
- Must be worn with uniform shirt underneath
- SBA Letterman Jackets are allowed

SBA Only

- No clothing will be allowed bearing another private or public school's logo or name.

Sweatshirts/Hoodies

- Solid color: royal blue, gray, or black
- Zipper front or pullover
- Emblems, trademarks, or logos no larger than two inches in size
- Must be worn with uniform shirts underneath

Vests/Sweaters

- Solid color: royal blue, gray, or black
- Cardigan, V-neck, crew-neck, or scoop neck
- Long sleeve or sleeveless
- Vests and sweaters are to be worn over polo or oxford shirt
- Emblems, trademarks, or logos no larger than two inches

Pants

- Only khaki or denim pants may be worn

- Cuffed or uncuffed, pleated or flat front
- Capri pants (worn below the knee - girls only)
- With or without elastic (see belt section)
- No baggies, corduroys, yoga, or sweatpants
- Must be worn securely around the waist with a belt through all loops
- Undergarments must be worn appropriately
- No pants will be allowed with holes/rips/shreds in the fabric

Belts

- Solid color: brown, black, or white
- If belt loops exist, a belt is mandatory
- No visible emblems, trademarks, or logos

Skirts, Skorts, Jumpers

- Solid color: khaki, navy, black, or plaid
- Plaid must be purchased from Uniform and Accessories of Meridian, MS.
- No wrap skirts or slits
- Length must extend past fingertips
- Boots may be worn with skorts or skirts

Leggings

- Solid color: black, white, or navy
- May be worn under skirts or jumpers. May not be worn as pants.

Walking Shorts

- Solid color: khaki, navy, or black
- Cuffed or uncuffed, pleated or flat front
- With or without elastic (see belt section)
- No denim or stretch fabric
- No cargo pockets
- Length must extend past fingertips
- No gym/athletic shorts

Shoes

- Navy, white, brown, black, gray, royal blue, or a combination of these colors
- All shoelaces must be the same color as one of the colors of the shoes
- All lace-up shoes must be laced and tied
- No shower shoes
- No house shoes
- Heels - 2 inch maximum
- No Crocs or slides
- Boots are allowed. Boy's pants cannot be tucked into boots

Scarves

- Solid color: white, royal blue, or black

Socks

- Must be worn
- Limited to solid colors: white, brown, tan, black, navy, or royal blue
- Ankle, crew, or knee high
- Tights/hose for girls only

Jewelry

- Jewelry should not pose a safety hazard (i.e. no spiked jewelry, oversized chain, etc.)
- Authorized jewelry items may not be replicas of weapons, or contraband, nor contain inappropriate language
- Pierced jewelry is limited to the ears (earrings for boys are not permitted)
- Earrings no more than two inches long

Hair Accessories:

- Ribbons, barretts, headbands, ponytail holders, and clips are acceptable for girls
- No bandanas, caps, hats, do-rags, skull caps, cloth sweatbands, rubber headbands, head wraps
- Toboggans may be worn outside on cold days

Please note: Any item of clothing that is a distraction (based on the administrator's discretion) will not be allowed.

XI. School Rules and Conduct

Rules

School Rules

- Visitors must go to the office and obtain approval to proceed further on campus during school hours.
- Chewing gum and chewing tobacco will not be allowed in any of the school buildings or on the campus.
- If anything is left at home, put your child's name on it, take it to the office, and it will be given to your child.
- Eating will not be permitted in the building during class or between classes.
- Running inside any part of the building or when going from one part of the campus to another is not permitted.
- Any female student who is pregnant will not be allowed to attend school during the term of the pregnancy.
- Any male student involved in an illegitimate pregnancy will not be allowed to attend school during the term of the pregnancy.
- Students are not allowed to smoke/vape on campus or at any school function or activity.
- No alcoholic beverages or drugs will be allowed on campus.
- No student owing a book fine or any other fee will not be allowed to take exams.

- No students are allowed in the hall during a class without a hall pass. This includes all walkways on campus and the gym area. Teachers issue hall passes.
- A student can be held accountable for improper conduct away from school, whether or not it is a school function.

Cell Phone Policy

Cell phones, Apple watches, and other electronic devices are only allowed at the headmaster's discretion. The following procedure will be followed for any student found violating the cell phone policy:

- 1st Violation: The student will have the device taken up and it will be returned at the end of the school day.
- 2nd Violation: The student will have the device taken up and it will not be returned until a parent has picked up the device.
- 3rd Violation and on: The student will have the device taken up and will receive one day of out-of-school suspension. The device must be picked up by a parent.

School Lockers

School lockers are considered school property and may be searched by school administration at any time.

Conduct

The following is a list of expected conduct in school and at all school functions:

In the Classroom:

- You should give your teacher your attention and respect at all times.
- There should be no excessive noise.
- All students should be on time to class.
- Students should bring all necessary materials to class.
- Students should do their own work and expect the same of others.
- Students should have assignments before going to class.

In the Homeroom:

- Cooperate with your homeroom teachers and officers.
- Take an active part in homeroom activities.

At Lunch:

- All lunch will be eaten in the cafeteria. No one may take food or drink out of the cafeteria.
- You should leave the eating area clean and put away all trash and utensils, etc.
- No one will be allowed to leave the campus at lunch.

In Assembly:

- Enter the assembly and take your seat quietly.
- Give the speaker or performer your full attention.

- Don't talk or whisper during the program.
- Whistling, stomping, or yelling has no place in assembly.
- Eating and chewing gum are not allowed.

At the Game:

- You should not have fun at the expense of others. Do not put your feet against other people's clothes, jump up or down in front of other spectators, or crowd into your seat before others are allowed to rise for you to pass through.
- You are expected to follow the leadership of cheerleaders and do not engage in private cheers.
- You should welcome out-of-town adults and students. They are our guests.
- Always be a good sport no matter the score.
- Sylva-Bay students cannot leave during sporting events and expect to return.
- Never bring alcoholic beverages, tobacco, vapes, or drugs on campus.

On School Property:

- A good citizen should help keep the school grounds clean.
- Take care of school property. Deliberate damage, defacing of school property, or malicious mischief will result in suspension and restitution will be required.
- Observe all safety rules.

School Offices:

- The school offices are the administrative center of your school. Because of this, certain basic rules of conduct are necessary.
- Go to the school offices only when necessary.
- Be courteous to the office staff.
- Do not use the office phone without permission.
- Do not enter the offices unless you have official business.

During Devotional (Homeroom):

- Students should be attentive.
- Students should maintain a reverent attitude.

What to Do When:

- You need to leave class or a study group:
 - Explain your situation to the teacher in charge who will give you a hall pass if your situation warrants it.
- The teacher detains you and you are tardy for the next class:
 - The teacher who detained you will write you an excuse to give to your next teacher.
- You become ill while at school:
 - Report to the office secretary or principal. The school cannot be responsible for getting you home but we will cooperate in every way possible to see that you are properly cared for until your parents have

been notified. Students that are ill should remain at home for their health as well as that of others.

- You have found an article of value:
 - Take it to the office.
- You see or suspect someone of wrongdoing:
 - Report to the Headmaster's office.

Initiations and Hazing

Initiations into clubs, organizations, spots, or classes will not be permitted at SBA. This includes hazing or physical punishment.

XII. Discipline

General Information

Discipline is an important part of the Sylva-Bay Academy program. This school will not tolerate constant and/or severe discipline problems. Disciplinary action at Sylva-Bay Academy can include extra schoolwork, corporal punishment, manual labor, after-school detention, suspension, and expulsion.

Students are subject to all discipline regulations during school and at school sponsored activities. The following offenses will constitute grounds for disciplinary action:

- Fighting
- Disruption of school operation, function, programs, and activities.
- Disobedience
- Smoking, vaping, or other use of tobacco products
- Alcohol or drug use and/or possession of such controlled substances; this will not be tolerated at SBA
- Possession or spraying of mace, pepper spray, or any other such chemical
- Vandalism
- Damage to school property
- Insults, defiance, or teacher abuse
- Leaving school without permission
- Truancy
- Indecent exposure
- Stealing
- Harassment, intimidation, or threats
- Driving an automobile recklessly on the school property
- Behavior detrimental to the reputation of the school or its student body
- Possessing a weapon capable of bodily injury
- An accumulation of offenses or repeated offenses

- Cheating
- Gambling
- Leaving class without permission
- Skipping or cutting class
- Improper language or gestures
- Inappropriate physical conduct, touching, etc.
- Littering on school grounds
- Throwing objects on school grounds or in class
- Tardiness to school or class
- Excessive talking in the classroom
- Not bringing class books and related material necessary for instruction
- Not completing assignments, homework, etc.
- Not paying attention in class
- Disrespecting any administrator, teacher, employee, volunteer worker, or board member
- Eating or drinking in the buildings with the exception of the cafeteria

Corporal Punishment

The following guidelines will be followed when involving corporal punishment:

- Parents will sign an enrollment contract which states corporal punishment may be used. Sylva-Bay Academy, being a private school, requires all parents to submit an application which contains a written contract.
- Teachers and the headmaster will use other forms of discipline with minor offenses before using corporal punishment.
- Only a certified teacher or the headmaster may administer corporal punishment.
- An SBA employee must act as a witness.
- Students shall not be paddled in front of other students.
- Corporal punishment must be administered in the privacy of an office.
- No more than 3 licks may be administered. It is suggested that the first administration be 1 lick with a paddle; the 2nd administration be 2 licks, the 3rd administration be 3 licks.
- Corporal punishment must be administered to the buttocks with a wooden paddle.
- The force of the corporal punishment will be in relation to physical factors such as age and size.
- All disciplinary forms must be completed and mailed home.
- All corporal punishment records will be maintained in the headmaster's office.

Suspensions

A student who has been given out-of-school suspension will have one point deducted from their nine weeks grade in each class at the end of that nine weeks. A student that has been suspended three times within an academic year will be expelled for the remainder of the school year. Registration for the following year must be approved by the board of directors.

Bullying Policy

SBA is committed to taking reasonable and appropriate steps to prevent a student from being subjected to bullying by other students. Any student who feels they are being subjected to bullying tactics from another student shall report the incident(s) to the person in authority - teacher, coach, administrator, or other staff member. These reports shall be forwarded to the appropriate administrator. The administrator shall investigate the report and take immediate corrective action steps with the offending party(s) as deemed necessary. Students who are found guilty of bullying shall be given the following discipline:

- 1st Offense: Warning and parent notification
- 2nd Offense: Detention
- 3rd Offense: 1-day in-school-suspension
- Subsequent Offenses: 2-day out-of-school suspension with possible expulsion

Parents are encouraged to bring bullying offenses to the attention of school officials if the child is reluctant to do so.

Definition of Bullying

“Bullying or harassing behavior” is a pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by an actual or perceived differentiating characteristic, that takes place on school property, at any school sponsored function, or on a school bus that places a student or school employee in actual and reasonable fear to his or her person or damage to his or her property or creates or is certain to create a hostile environment by substantially interfering with or impairing a student’s educational performance, opportunities, or benefits.

Guidelines

- School employees or students shall not be subjected to bullying or harassing behavior.
- No person shall engage in any act of reprisal or retaliation against a victim, witness, or a person with reliable information about an act of bullying or harassing behavior.

- A school employee who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior shall report the incident to the appropriate school official.
- Any student or parent who electronically posts derogatory or inflammatory language, video, or material about school administration, teachers, students, parents, or other employees shall be subject to administrative censure, including a conference with administration and possible disciplinary action at the discretion of the school board.

XIII. Drug and Alcohol Policy

Policy Procedures

All students in grades 7-12 are required to participate yearly in the drug-screen program at Sylva-Bay Academy. Any student who refuses to participate will be dismissed from school immediately. The purpose of the drug policy is:

- To educate the student concerning the dangers of drug abuses
- To help prevent drug abuse by students of Sylva-Bay Academy
- To identify any student who may be using drugs and to identify the drug
- To see that any chronic dependency is treated and addressed properly
- To provide reasonable safeguards in order to ensure that every student who attends SBA is medically competent
- To remove the stigma of drug abuse from those you are not users
- To reassure students, parents, and the community that the health and academic progress of each student is the primary goal of Sylva-Bay Academy
- To re-emphasize to the student his/her responsibility as a positive role model

Each student in the 7th-12th grades, and the parents or guardians of these students must sign a consent form, which authorizes the drug screening for the student.

Authority to administer the drug screen is also given to Sylva-Bay Academy by parent's or guardian's signature on the school application contract.

Anytime a 7th - 12th grade student enrolls to attend school at SBA and did not attend the previous school year, he/she will be subject to and be required to participate in SBA's Drug Screening Program as a part of their enrollment process. Temporary enrollment will be allowed until drug testing can take place as described in the following paragraph. Upon successfully completing SBA's drug screening process, the student would be extended the privilege of attending Sylva-Bay Academy, a drug free institute.

Students will be given information at temporary enrollment as to where and who to call to make appointments for drug testing. Drug screening must take place within 10 school days of temporary enrollment. Results of drug screening will be sent to the

headmaster of SBA and parents or guardians will be notified of pass/fail results. Students failing will be denied enrollment to SBA. Students that have a negative drug screening result will be allowed to enroll and subject to SBA's Drug Screening Policy found in the Student Handbook.

The testing procedure shall be:

- Every student in the 7th - 12th grades will be tested during the school year and will be subject to random testing at any time thereafter.
- The method of testing is in the form of urine analysis. Any positive drug results will be confirmed by an additional test at the laboratory selected by Sylva-Bay Academy.
- If a student fails to give a urine sample, a hair follicle test will be administered. The student's parents will incur the cost of the follicle test.
- The collection and coding of specimen samples are executed in a manner ensuring total confidentiality and identification.
- The urine samples will be collected and analyzed using the most up-to-date methods of pathologists.
- Any student testing positive for drugs will be ineligible for extracurricular activities until they have successfully completed certified drug counseling and retesting. Students will be ineligible for a minimum of six weeks or until completion of the program.
- The cost of the original drug screening and random testing is included in the Student Activity Fee.

All specimens showing a positive result will automatically be retested using the remaining available sample by the testing laboratory immediately to assure that no error has occurred. The second test will be a more specific test. If the first positive result is verified and confirmed, the following steps will be taken:

- The headmaster will be advised of the results.
- The student and the parent(s) or guardian(s) will be advised of their results.
- The student has a choice of attending the following center. Parents have seven days to enroll their child in an approved counseling program if tested positive for drugs.
 - Pine Grove, Hattiesburg
 - Alliance Health Center, Meridian
 - The headmaster must approve any other counseling program.
- The drug counselor will determine the length and manner of the program to best suit the student.
- If a parent refuses to complete a counseling program for his/her child, the student will be dismissed.

- After any positive confirmation and the completion of a counseling program, the student will undergo a probationary period for the remainder of the school year in which the student will automatically be included in any subsequent random samplings.
- If the student tests positive a second time during the school year the student will be dismissed from Sylva-Bay Academy.

Vaping

Any student who is caught with a vape on school property will be suspended for 5 days and will be banned from all extracurricular activities during that time. They will incur a fine of \$250 that must be paid before the student can return. Sylva-Bay Academy reserves the right to drug test the student and send the vape off for testing. (If any illegal substances are found, the student will be expelled for the remainder of the year.) For a second offense, the same steps for the first offense will be taken. For a third offense, the student will be expelled for the remainder of the year.

XIV. Student Safety Policies

Weapons

Prohibition of Weapons on School Property Senate Bill 3349

97-37-17 NOTICE: All schools must post a copy of this stute in public view.

- Educational Property: A public or private school building, bus, campus, grounds, recreational area, athletic field, or other property owned or actually used or operated for school purposes.
- Student: A minor or adult enrolled in or suspended or expelled within the last five years from a public or private school, college, or university.
- Felony: \$5000 and/or three years for possession of a gun, rifle, pistol, other firearm, dynamite, cartridge, bomb, grenade, mine, powerful explosive, or causing, encouraging or aiding a minor to possess the same.
- Misdemeanor: \$1000 and/or six months for possession of a BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade, blackjack, metallic knuckles, razor blades (except for shaving), any sharp pointed edged instrument (except instructional supplies, unaltered nail files and clips, and tools used only to prepare food, instruction or maintenance of school property), or causing or encouraging or aiding a minor to possess the same.

Non-students may possess or openly carry a concealed gun, rifle, pistol, or other firearm on school property if the firearm is in a vehicle and the person does not brandish, exhibit, or display the firearm in any careless, angry, or threatening manner.

Exceptions to the weapons prohibition include weapons used only for education or school sanctioned ceremonies, carried by persons as authorized by law, kept in a home school, and used in organized shooting events as well as certain non-prohibited weapons in vehicles and carried, concealed in whole or part, if going or returning from a “legitimate weapon-related sports activity.”

School Sponsored Trips

In cases where students are provided bus transportation for an activity, a student will ride the bus to and from the activity unless his parent or guardian has made a verbal and/or written agreement with the sponsor of the activity. Riding to and from the activity with anyone other than the parent or guardian will require written permission.

Emergency/Evacuation Procedure

In the case of severe weather outbreaks or other emergencies, students will be instructed to follow the guidelines as previously shown and practiced. (Tornado and fire drills are regularly scheduled so that everyone will be familiar with what to do in such emergencies.

In the event that Sylva-Bay Academy students must evacuate the premises, the following areas are denoted as pick-up points:

- Students will be evacuated to James Grocery in Sylvarena if a problem arises from the east side of school.
- Students will be escorted through the southeast woods to the Jack Aycock farm located just west of WHII-WXIY radio station if a problem arises from the west side of school.

Crisis Management

SBA has a crisis management plan that has been filed with County emergency officials.

XV. Services

Conferences

Conferences may be set up by calling the office for a definite day and time, and the teacher will present all grades, papers, etc. to the parent(s). Telephone calls at home and discussions of grades and/or behavior during classes, traffic patrol, and campus duty by the teacher do not result in productive exchange. Please do not walk into a classroom and expect to discuss your child with the teacher. Please call the office one day in advance of the desired conference to set up a parent-teacher conference. Please feel free to consult with the school office regarding problems or questions that concern your child.

Guidance Services

Students and parents are encouraged to take advantage of the guidance services. The counselor is available to all students. Seniors are encouraged to seek assistance with college applications, college financial aid, grants, scholarships, employment, college recommendations, etc.

The Library

The library is a place for study and will remain quiet. Books are checked out for two weeks. Books are checked out electronically and may be rechecked when necessary. Fines for late books are \$0.10 per day. If the total fine amounts to \$1.00, the student's name will be turned in to the headmaster. If the library is closed, books may be returned to the office. Lost or damaged books must be paid for. If a student is a discipline problem, he or she will be dismissed from the library and sent back to class.

No reference books may be checked out by students. Reference books may be checked out by teachers.

No student will be allowed to take final exams if he/she owes a library fine.

All faculty and staff encourage reading. An Accelerated Reading Program will be in operation during the school year.

The Office

The office is for the exclusive use of the secretaries, administration, and faculty in carrying on the business of the school. Only those students who are employed by the school, or persons who have a business transaction are allowed in the office without special permission. All visitors must go to the office and obtain approval to proceed further on campus during school hours. No student is allowed behind the counter without permission. Students are not allowed to use the office telephone without permission of the office staff. This is a business office, not a meeting place.

The Clinic

First aid materials are available in the office. Any persons injured should report to the office, if possible, to determine the degree of seriousness. All drugs sent by parents for the student must be kept in the school office and dispensed from there as instructed. Teachers are not to dispense any medications. Any student returning to school who has a communicable disease must have a doctor's release.

XVI. Student Privileges

Vehicles

Please abide by the following guidelines as it refers to vehicles at school:

- Only licensed drivers may drive on campus. (Driver's Ed students are the only exception.)
- In order to drive a vehicle on campus, students must purchase a \$5.00 parking pass.
- Campus speed limit is 15 mph.
- Students will not be allowed to sit in cars at any time during the day.
- Students may not return to their vehicles at any time unless the headmaster grants permission.
- Students will park in front of the school on the west side of the parking lot.
- Cars can and may be searched with the owner or student present if there is probable cause that a controlled substance or banned article is present in the car.
- Vehicles are not allowed on campus that advertise alcohol, drugs, or violence.

Class Organizations

Each class from grades 7-12 elects a president, vice-president, secretary/treasurer, reporter, and representative. Class meetings are held when class officers think it is necessary, at which time the class officers are present. Class meetings will be held during an assembly schedule. Elected officers will serve as the student council. All students desiring a student body office must obtain an application from the office. All students desiring to run for an office will obtain a petition from the office that will be presented in assembly and voted on by secret ballot and teacher recommendations. Only students registered for the coming year will be allowed to run for an elected position.

Clubs

Membership in the following clubs is open to students at Sylva-Bay Academy. Please note that certain criteria may have to be met before entry in the club.

- Midsouth Association of Independent Schools Honor Society
- Student Council
- Fellowship of Christian Athletes
- Mu Alpha Theta

Prom

Sylva-Bay Academy has no official involvement with a prom. The responsibility will be totally up to the parents and students. A prom cannot be held on campus. The

bookkeeper will not maintain funds for a prom. The school will not hold prom fundraising activities. Prom supplies and decorations cannot be ordered through the school nor charged to the school. The school will not store prom material. Parents are responsible for any and all associated activities including supervising functions. If the prom is held on a school day, the students may not leave until after the third block for hair appointments.

XVII. Schedules

Calendars and Schedules

A yearly academic calendar can be found at www.sylvabayacademy.com. Copies of the calendar are available in the school's main office.

The bell will ring at 8:00 am in the morning. The tardy bell will ring at 8:05 am. The dismissal bell will ring at 3:00 pm.

XVIII. Asbestos

Asbestos Notice

Sylva-Bay Academy has been inspected by an EPA-approved asbestos inspector and maintains a management plan file in the school office as required under the AHERA regulations. The file is available to any parent to view. Most of our suspect asbestos containing materials is in the form of floor tiles and ceiling material. These materials are non-friable (not able to crumble with hand pressure) and well maintained. The law requires that we make this notice to all students, faculty, and staff annually. Sylva-Bay Academy is proud to provide a healthy atmosphere for the students, faculty, and staff.

