

# North Sunflower Academy 2024-2025



## Policies & Guidelines

# North Sunflower Academy

## 2023-2024

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### Board of Trustees

(as of July 1, 2023)

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Mrs. Janet Ray  
Headmaster

## Statement of the Board of Trustees

The Board of Trustees has approved and adopted this Student Handbook as a guide for students and parents of North Sunflower Academy. This information is disseminated to you for the purpose of informing you of the rules, policies, and regulations by which you are to abide. Every organization must establish and maintain procedures and policies in order that it may be operated smoothly and efficiently. Thus, it is the feeling of the Board of Trustees that this handbook should be the guide of each student for a smooth, orderly transition, which will develop an atmosphere conducive to learning. Each student will be expected to abide by these rules and other policies established by the Administration and approved by the Board of Trustees.

This school was built and is maintained and operated by funds from parents and friends of North Sunflower Academy. It is truly your school, and the facilities belong to you. Let us keep these facilities as the prized possessions that they are. The only reason for the existence of this school is to give students a superior education. By putting your best into it, you can be assured of getting what is rightfully yours.

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## Faculty & Staff 2024-2025

Mrs. Janet Ray, Headmaster

Mrs. Baylee Aycock.....	K4
Mrs. Georgia Baughman.....	4 <sup>th</sup> Grade
Mrs. Kelsey Carver.....	1 <sup>st</sup> Grade
Mrs. LeeAnn Chamblee.....	K3
Mrs. Brenda Cummins.....	Math
Mrs. Barbara Dunavent.....	6 <sup>th</sup> Grade
Mr. Trey Goss.....	Athletic Director/Coach
Mrs. Tabatha Hood.....	Cafeteria
Mrs. Cecelia Joubert.....	Elem. Enrichment
Mr. John Land .....	Guidance
Mrs. Shawn Layman.....	HS English
Mrs. Pam McCool.....	JH Science
Ms. Eva Grace McCrory.....	K5
Mrs. Holly McKee.....	2 <sup>nd</sup> Grade
Mr. Adrian Martin.....	Facilities
Mrs. Kelly Martin.....	Cafeteria
Mr. Bobby Newsom.....	Softball/Baseball
Mr. Keith Patt.....	Maintenance
Mr. Anthony Rivera.....	History/Coach
Mrs. Ann Tackett.....	5 <sup>th</sup> Grade/Elem. Music
Ms. Hilari Tackett.....	Elementary Lead Teacher
Ms. Patti Tidmore.....	Business, Chemistry, HS Lead Teacher
Mrs. April Walker.....	K4
Mr. Gordon Walls.....	Facilities
Mrs. Colleen Williams.....	Art
Mrs. Lisa Willingham.....	Financial Secretary
Ms. Jody Wine.....	3 <sup>rd</sup> Grade
Ms. Shannon Woodward.....	English

## Elementary Daily Schedule

7:30 – 7:50	Breakfast
8:00 – 9:30	Instructional Time
9:30 – 9:47	Recess
9:50 – 11:20	Instructional Time
11:20 – 11:45	Lunch
11:45 – 1:33	Instructional Time
1:33 – 1:48	Recess
1:48 – 2:45	Instructional Time
2:50	Dismissal

Art is taught to all students in kindergarten once a week and students in first and second grades twice a week. Art is available once a week for those students in grades 3 through 6 who choose to enroll at an additional cost. Computer, music, library, and will be taught once a week. Physical education varies from week to week.

## Junior High & High School Daily Schedule

7:50 – 7:55	Home Room
7:55 – 8:50	1 <sup>st</sup> Period
8:53 – 9:45	2 <sup>nd</sup> Period
9:45 – 10:00	Recess
10:03 – 10:55	3 <sup>rd</sup> Period
10:58 – 11:50	4 <sup>th</sup> Period
11:53 – 12:45	5 <sup>th</sup> Period
12:45 – 1:15	Lunch
1:18 – 2:10	6 <sup>th</sup> Period
2:12 – 2:50	7 <sup>th</sup> Period

**School will be dismissed at 2:50 every day unless parents are otherwise notified.**

**Notice to all parents, students, and patrons  
of North Sunflower Academy:**

**The NSA Policies and Guidelines, as set forth in this handbook may not address every situation that occurs in a school year, and, situations addressed in this handbook may have extenuating circumstances that need to be considered. Per the approval of the Board, the Headmaster is granted the discretion to address each individual situation on a case by case basis and make decisions as he/she sees fit in the best interest of all involved. The Headmaster's decision will be final.**

# GENERAL INFORMATION & POLICIES

## **North Sunflower Academy Mission Statement**

The mission of North Sunflower Academy is to provide quality education in a close-knit Christian environment so that all students gain the knowledge they need in order to become productive citizens of integrity in a rapidly changing world.

## **North Sunflower Academy Beliefs**

1. Each student is a valued individual created by God with unique intellectual, physical, emotional, social and spiritual needs.
2. The chief priority and primary focus of all decisions impacting the work of the school is student learning.
3. Teachers, administrators, parents and the community must work together and share the responsibility for encouraging students to develop knowledge, character and integrity so that they can become persons guided from a moral center.
4. Students can better achieve goals when they are guided with a safe and orderly learning environment.
5. All students can learn when they are provided the opportunity to learn in a supportive environment that provides a variety of instructional approaches.
6. Positive relationships and mutual respect among and between students and staff promote student learning.
7. Students learn best when they are actively engaged in the learning process and are challenged to produce quality work in meaningful context.
8. Assessments of student learning should provide students with a variety of opportunities to demonstrate their knowledge.
9. An outgoing process to evaluate and improve the school must be a priority so that all students will become productive citizens in a rapidly changing society.

## **NON-DISCRIMINATORY STATEMENT**

North Sunflower Academy does not discriminate on the application and admission of students or employment of individuals on the basis of race, color, religion, creed, national origin, ancestry, disability, gender, or sexual orientation.

In the case of suspected discrimination, North Sunflower Academy will take action to investigate the complaint and take corrective/preventative actions needed to rectify the situation. Anyone suspecting discrimination and reporting it will not be punished nor will anyone be punished for

participating in a discrimination investigation. The confidentiality of a person reporting discrimination will be protected to the greatest extent possible.

### **ACCREDITATION**

North Sunflower Academy is accredited by the Mid-South Association of Independent Schools (formerly the Mississippi Private School Association). The MAIS is recognized as a regional accreditation organization by the State of Mississippi Department of Education.

### **APPLICATION FOR ENROLLMENT**

North Sunflower Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Attendance at North Sunflower Academy is a privilege, which may be forfeited by any student, parent, or guardian who does not conform to the rules and regulations of the school.

The Board reserves the right to investigate the past record of any transfer student. The applicant's former school may be called to verify that the applicant was not a habitual discipline problem. All transfer students accepted will attend on a 90-day probation period.

Any child that has been home-schooled that applies for admission to NSA will be given a placement test. After the test has been scored, it will be at the discretion of the Headmaster and/or the Board to grant or deny admission, or, to place the child in a grade other than what was requested.

### **TUITION**

The tuition at North Sunflower Academy is as follows:

K3-K4	\$4600 per child
K5	\$4800 per child
Grades 1 – 6	\$5400 per child
Grades 7 – 12	\$5500 per child

For families with 3 or more students, the tuition cap will be \$13,000. The cap will only be applied in the instance of students having a common parent. By having a signed contract, registered families will be able to vote for the Board of Trustees members.

### **FEES FOR THE SCHOOL YEAR**

The following fees will be assessed for the 2024-2025 school year:

Book Fee/Activity Fee	\$150 per student
Technology Fee	\$150 per student
Science Lab Fee	\$100 (per student taking Biology I and higher)
Athletic Fee	\$200 (per student participating in athletics)*
Graduation Fee	\$200 per senior
Art Supply Fee	\$100.00 per student
Prom Fee (11 <sup>th</sup> Grade only)	\$200.00 per student

\*Athletic Fee will not be added into monthly tuition payments.

### **TUITION PAYMENT SCHEDULES**

Tuition payments may be made according to one of the following schedules:

1. Yearly – total tuition due the first day of school
2. Bi-annually
  - a. half the tuition due the first day of school
  - b. half the tuition due January 6<sup>th</sup>
3. Monthly
  - a. 12 payments starting July 1<sup>st</sup> and going through June 1<sup>st</sup> unless a student is a senior. Payments for seniors will be made in 11 payments (July- May) with tuition paid in full prior to graduation.
  - b. Postdated pre-printed checks only - NO counter checks
  - c. Postdated checks are to be dated on one of the following days: 1<sup>st</sup> or 15<sup>th</sup> of the month
  - d. Checks will be held until the date on the check unless the date falls on a weekend. In that case, checks will be deposited on the Friday preceding the date.
  - e. There will be a \$30 charge on any returned checks. The parent/guardian will need to pick up any returned check within one week of notification.

If tuition is not paid per the terms of the family's contract on a regular monthly basis, the children will not be allowed to attend school. Any days that a student misses due to non-payment are unexcused absences and count against the unexcused days allowed per school year.

**Families with a history of slow-payment of tuition may be required by the Board to pay tuition in full, or, pay one-half of the tuition at the beginning of school.**

### **FINANCIAL AID**

NSA offers a limited amount of financial aid on tuition. An application for assistance must be submitted to the office along with any appropriate/required documentation. There is no guarantee that applying for financial aid will result in any financial assistance. Applications are submitted to a third party for review and determination. Any financial aid granted to a family must be kept confidential by the receiving family. Failure to do so will result in immediate revocation of the financial aid. Students of families receiving financial aid must maintain a passing average in classes. Financial aid will be revoked immediately if the students are not passing.

### **PAST DUE ACCOUNTS**

Monthly tuition is due by the date of the check. When accounts are one month past due the parents/guardians will be notified that their child/children will be unable to attend school until satisfactory payment arrangements have been made, unless financial hardship has been applied for and granted by the Board. Hardships that will be considered are serious illness of the parents/guardians or temporary loss of employment of the parents/guardians.

For students to take mid-year exams in December and final exams in May, payments **must be current** unless a hardship has been granted.

Students that transfer to another school must meet all financial arrangements with North Sunflower Academy prior to leaving. No records will be sent until all finances are clear.

Final report cards will not be issued to any family who has an unsatisfactory financial history with the school until all finances are clear.

### **WORK FEE**

Each family will make a \$200.00 work fee deposit paid in full at the time of registration or with a \$200.00 postdated check dated July 1. This program begins when the oldest/only child begins K5. If the parents volunteer to work 10 hours per year, the deposit will be carried over to the next year or refunded at the time of graduation or withdrawal of the last child in the family.

Events that can count for work hours are:

- working the gate at softball, football, baseball games
- working the concession stand for any sports event
- working the chain at football games
- chaperoning the homecoming dance or any other event in which the whole school is involved. (For example, any work involved with the prom is not considered work hours due to the limited scope of the prom.)

Work hours earned may be transferred to another family only if the hours are designated in advance for transfer due to a hardship approved by the Headmaster and/or the Board.

### **REGISTRATION**

Pre-registration for the next school year begins the first Monday in March and will last two weeks. During this period, the NSA office will be open for registration between 9:00 a.m. and 2:00 p.m. Registration fees DO NOT apply toward tuition. The registration fee for the 2024-2025 school year is \$200.00 for returning students and who were registered before March 1<sup>st</sup> and \$350.00 for returning students who registered after March 1<sup>st</sup>.

The Board of Trustees will determine the registration fee for the 2025-2026 before registration begins in March, 2025. The Board reserves the right to change the registration dates each year.

### **FUND RAISING**

All fundraising activities for the school must have the approval of the Board and/or the Headmaster.

Each family is responsible for either raising the \$400.00 yearly fundraising assessment fee or paying the \$400.00 fee. The fundraising assessment program applies to all families, regardless of the grades of the children. The assessment can be raised by participating in the school sponsored fundraising events. A list of these events is sent home at the beginning of the school year in order for families to designate projects in which they wish to participate. Only money raised in school sponsored events will count toward the assessment. Money collected while working tables at the spring auction does not count toward the assessment.

Fundraising events will be assigned a certain percentage of sales that will apply to the fundraising assessment. If the percentages are available in time, the percentage of sales that will

apply to the fundraising assessment will be designated on the list of events that is sent home. The percentages will be determined by the organization (Board, PTA, etc) that is sponsoring the event.

Should a family not raise the \$400.00 assessment, the family will be responsible for remitting the balance to the school by April 1, 2025, or the child/children will be not be able to participate in school activities. Should the funds not be remitted to the school by May 1, 2025, the child/children will not be allowed to return to school, take final exams, or graduate.

If parents/guardians wish to do a fundraising project on their own to raise the assessment fee, the school name is not to be used in association with the fundraiser. The school name is only to be used in association with fundraisers in which the whole school is participating and benefiting from the sales.

Money that a family has accumulated for the fundraising assessment is not transferable to another family.

Fundraising for the senior trip is not to interfere with school-wide fundraising or to be a type of fundraising that competes with school-wide projects. It is to be limited to bake sales, car washes, yard sales, etc. It is not to be done through a fundraising company (ex. – Yankee Candle) that would take money away from school-wide projects. If there is any question as to whether a project is acceptable, the senior class should consult the Headmaster.

**NO SENIOR TRIP MONEY MAY BE RAISED ON CAMPUS AND THE SCHOOL NAME IS NOT TO BE USED RELATIVE TO SENIOR TRIP FUNDRAISING.**

### **DAILY ANNOUNCEMENTS**

Announcements will be made for the benefit of the school as a whole and will appear on the morning report. Students, teachers, and organizations desiring to have announcements made should write them in the form desired and turn them in to the office. Announcements should be as brief as possible and handed in prior to the first bell.

### **BAD WEATHER ALERTS**

When in doubt about the opening of school, please do not call the administration or faculty. Turn into WABG – Channel 6 or WXVT - Channel 15, or, to radio station 107.5 fm. Also, Mrs. Ray, Ms. Patti and Ms. Hilari will post closing announcements on their personal Facebook pages and it will be posted on the school Facebook page.

Announcements of school closings will be called in as soon as a decision is made during bad weather. In the case of winter weather, administration will have to make the decision in the early morning in order to check the condition of the roads before making a decision.

### **ASBESTOS NOTICE**

North Sunflower Academy has had all its buildings appropriately inspected for asbestos containing materials, and a management plan for each building has been developed pursuant to the rules and regulations of the Environmental Protection Agency and the Asbestos Hazard Emergency Response Act. The copy of the results of the inspection and completed management plan are on file and available for inspection in the school office.

## **HEAD LICE**

Head lice are a serious problem in Mississippi schools and North Sunflower Academy will take periodic measures to prevent the spread of the problem should a child have an infestation.

1. Periodically, teachers or staff members that are knowledgeable about infestations will screen all children.
2. If an infestation is suspected, two or more teachers or staff members will examine the child to confirm the infestation.
3. The child's parents/guardians will be called and instructed to pick up the child/children and administer a suitable treatment (such as RID, A200, R & C Shampoo, etc. )
4. The child can be re-admitted to school the following day provided the parents present evidence of treatment with a suitable product. Evidence may consist of a box top, label, or other identifying feature from the treatment product along with a statement from the parent that the product has been used.
5. Seven to ten days after re-admittance, the child is to be re-examined and re-treated if evidence is again presented.
6. If an infestation is found in a classroom, weekly examinations of all children will be conducted to prevent the spread of the infestation. Parents/guardians will be notified of an infestation in their child's room and will be asked to also examine and/or treat their child as a precaution.
7. A child will not be allowed to continue to come to school with nits (eggs) in their hair after two treatments. The parents/guardians must take appropriate action to have their child treated so the infestation will not be passed to other children. The Headmaster will notify the parents/guardians if the infestation continues and will inform them the child must remain out of school until the infestation is cleared, and must be checked by two teachers and/or staff members and found clear of the infestation before being re-admitted to school.

## **VISITORS TO THE SCHOOL**

Parents/guardians and other visitors are welcome to come to the school. They should report to the office if they wish to see a student or teacher. Parents/guardians **SHOULD NOT** go directly to the classroom or down the halls. The teacher and/or student will be notified by the office that a visitor is in the office. Parents/guardians need to provide information to the office as to who may or may not pick up their child.

All visitors (includes parents, grandparents, siblings, etc.) must be wearing a visitor's badge at any time they are in the halls of the school. Any visitor not wearing a badge will be escorted by a member of the faculty/staff from the halls to the office. No visitor (includes parents, grandparents, siblings, etc.) may loiter on campus during school hours.

Teachers are not to have personal visitors in their rooms during their workday. Personal visitors are to be seen after 2:50 pm.

### **PARENTAL ETHICS**

Any parent/guardian who does not agree with a teacher and/or his/her method of teaching should discuss these concerns with the teacher and the Headmaster – NOT WITH THE CHILD. Parents are asked not to bypass the teacher or the Headmaster and go directly to a board member. The person to contact first is the classroom teacher. Parents'/guardians' attitudes and feelings about teachers reflect in their child's attitude toward the teacher and also in the child's work.

### **PARENTAL CONTACT WITH ADMINISTRATION AND TEACHERS**

Parents should not call or text the Headmaster, coaches, or teachers at night. With the convenience of cell phones, people think one call or text will not be an inconvenience to an administrator, etc. but our administration and faculty have become bombarded with phone calls and texts, often late at night. Their personal lives and off-hours are to be respected.

If a parent needs to contact them, please call the school office for an appointment or leave a message, message them through [myschoolworx.com](http://myschoolworx.com), or private message them through social media. They can return a message during the school day if they have a free period, or, at their convenience.

### **HANDLING OF COMPLAINTS**

The North Sunflower Educational Board of Trustees promotes good communication between patrons, administration, teachers, parents, and students. If anyone wishes to discuss a problem with a member of the faculty or staff, you are to schedule an appointment with that person through the school office. Any complaint or misunderstanding between parties is to be directed to the Athletic Director (sports issues) or the Headmaster. In those cases where satisfactory solutions cannot be found through proper channels, the person may air his/her grievance with the Board of Trustees by a written request to meet with them. The request should be directed to the President of the Board. Such hearings will be held during the regular monthly meeting of the Board of Trustees and the Board will make a final decision.

### **PERSONAL CONDUCT**

Administration, faculty, staff, parents, and students are expected to behave in an acceptable manner, both on and off campus. Personal conduct reflects upon the school and NSA will review any instances involving violations of law, the filing of charges, and the subsequent results of such instances to determine if any action should be taken by the Board. Prior records will be examined when parents/guardians apply for admission for a child or a person applies for employment with NSA.

### **CONFLICT OF INTEREST POLICY**

North Sunflower Academy will not participate in a conflict of interest situation involving a member of the Board or faculty, spouse/significant other of a school employee, or, a parent of a student regarding purchasing supplies, purchasing materials, or providing a service needed by the school. Vendor selection will be based on the best possible price for NSA.

### **RELIGIOUS/PERSONAL ISSUES:**

Any transgender/nonbinary students that enroll in NSA will abide by the dress code of the student's gender at birth and will use the restrooms of the student's gender at birth.

A student of the Islamic faith/culture who enrolls at NSA will abide by the NSA dress code. A student's head and/or face will not be covered in school. No special arrangements will be made for prayer time or prayer mats.

A student of the Jewish faith/culture who enrolls at NSA will abide by the NSA dress code. Yarmulkes will not be worn in school.

### **INTERNET SOCIAL NETWORKS POLICY**

Social networking is a useful tool for connecting with classmates, family, and friends, but, should not be used as a tool for harassment, criticism, or slander.

Students and parents/guardians are not to use internet social networks as a venue for criticism, harassment, slander, etc.

The Board of Trustees will not tolerate the harassment, criticism, slander, etc. over the internet of the following by anyone associated with NSA:

1. students of NSA
2. faculty and staff of NSA
3. Board of Trustees
4. Headmaster
5. students of other schools

NSA will not tolerate out-of-school issues posted on social networks to cause disturbances in the school. Legal issues relating to social networks are changing daily. Students and parents/guardians could find themselves in court due to inappropriate, harassing, or slanderous comments posted on the internet.

Violations of this policy will result in disciplinary action.

### **SOCIAL MEDIA POLICY FOR STAFF AND FAMILIES**

Social media is hereby defined as Facebook, Twitter, Snapchat, Instagram, Vine, blogs and any and all other forms of electronic communication/data share methods that exist now and in the future.

Social media, in any form, is not the place for school issues to be discussed at any time. Issues tend to become enlarged and distorted after being posted which leads to a small issue which can be easily handled becoming a major issue in the community with incorrect information being disseminated.

Inappropriate behavior or action by staff, parents, guardians, alumni, or patrons posted on any social network site that portrays North Sunflower Academy, any student of North Sunflower Academy, or, any staff or faculty of North Sunflower Academy in a manner that may cause harm or distress, including bullying, threats, harassment, gossip, or similar actions are prohibited.

Any employee of North Sunflower Academy must adhere to this policy in regard to social media, web sites, blogs, etc.

An employee is not to use personal insults, insinuations, profanity, ethnic slurs, or disrespectful language when posting to social media sites which can be linked in any way to North Sunflower

Academy, its students, its faculty/staff, or its affiliates. This prohibition applies to any and all statements that may be directly/indirectly related to a situation or person. This can also occur when posting to personal sites with North Sunflower Academy logos on shirts or any other objects and when referenced in information cover pages that you are an employee of North Sunflower Academy.

Families who commit any of these violations may be banned from academy events and programs. A second violation may result in their children being suspended or expelled. Teachers or staff members who commit these violations will be suspended without pay for the first violation. A second violation may result in termination.

The prohibitions of social media also apply to reactions (such as liking) to a post that has negative connotations toward NSA.

### **SOCIAL MEDIA POLICY FOR STUDENTS**

Social media is hereby defined as Facebook, Twitter, Snapchat, Instagram, Vine, blogs, and any and all other forms of electronic communication/data share methods that exist now and in the future.

Students will be reprimanded for any inappropriate behavior or action as defined by school guidelines, either directed stated or insinuated toward other students, faculty, or their families . This includes items posted on social networks as defined above. Students will be reprimanded as per school guidelines, which may include suspension or expulsion.

Students are **not** allowed to video another student **at all** on campus and/or when a student is representing North Sunflower Academy. This includes hours which are defined as the school day 7:30 a.m. – 3:30 p.m. and/or including sports practices, travel to and from games, or supervised events, or special events such as Beauty Review. This includes behavior defined as horseplay and roughhousing also. This also includes the areas of classrooms, restrooms, locker rooms, and hallways.

This does not include actual sports events/games when the student is participating.

The prohibitions of social media also apply to reactions (such as liking) to a post that has negative connotations toward NSA.

**ALL PARENTS AND STUDENTS ARE REQUIRED TO ABIDE BY NORTH SUNFLOWER ACADEMY'S SOCIAL MEDIA POLICY. FAILURE TO ABIDE BY THE TERMS OF THE POLICY COULD RESULT IN THE SUSPENSION OR EXPULSION OF THE STUDENT AND THE PARENT BEING BANNED FROM THE NSA CAMPUS.**

### **COMPUTER/INTERNET POLICY**

North Sunflower Academy's computers are for the enhancement of education and for the administrative work of the school. All users must be responsible and use the computers in a considerate, ethical, and lawful manner.

The following guidelines will be adhered to by students, teachers, and administrators.

1. Copyright laws will be followed. These laws apply to papers, reports, music, software, and all written communications.
2. No software will be illegally copied and/or distributed.
3. No food or drinks are allowed in the computer facilities.
4. All users are prohibited from using NSA's computers and internet access to:
  - a. write or publish material that is inappropriate and/or harmful to others
  - b. upload or create a virus
  - c. send chain letters
  - d. conduct any type of harassment
  - e. "hack" into other sites
  - f. provide private information about himself/herself or anyone else
  - g. commit identity theft
  - h. plagiarize material or misrepresent someone's work at his/her own
  - i. attempt to harm another student's work
  - j. access material considered inappropriate for children
5. Students are to report any inappropriate access to a teacher or the Headmaster immediately.
6. The administration of NSA reserves the right to use its judgment as to what material is deemed inappropriate.
7. Users' personal files stored on school computers are not guaranteed any privacy by NSA.

Parents/guardians will be financially responsible for any physical damage to the actual computers done by their child/children, and, will be financially responsible for all costs associated with repairing and restoring computers to original configurations if their child/children intentionally load any viruses/worms/Trojan horses/malware/root-kits etc. onto NSA computers or intentionally damage any of the hardware. Failure to abide by the above guidelines will result in disciplinary actions from the Headmaster, and, possible loss of computer privileges.

### **RECORDING OF ANY PERSON**

Students and parents are not to record a class/conversation/meeting with administration, faculty/coaches/staff without first obtaining the permission of the other party/parties with which the class/conversation/meeting is being held. Secretly recording anything without permission will result in a minimum punishment of out-of-school suspension. Depending on the severity of the situation, it could result in expulsion of the student.

### **STUDENT PHOTOGRAPHS**

By signing the form acknowledging the receipt and reading of this handbook, parents/guardians give NSA permission to use their child/children's photo in newspaper advertisements, school brochures, and on social media in order to promote NSA and/or events that occur at school. Permission is also given to display class activities or projects on social media or in newspapers.

### **AFTER-SCHOOL PROGRAM - Elementary**

An after-school day care program is available for students of K3-6<sup>th</sup> on the elementary end of the building. The fee for this service is \$5 per day for an individual child and \$2 per day for any additional children in the family. All students are to be picked up by a designated person **by**

**5:30 pm.** If a student is not, a late fee of \$10.00 per 15 minutes late will be assessed and added to the daily fee. The late fee will be assessed starting at the beginning of the 15 minute periods.

The 5:30 deadline includes game days in which the parent may be working the gate or concessions. The after-school director has responsibilities at games and must be free by 5:30 to be in place.

Payment for the after-school program is made directly to the after-school director. For parents/guardians that utilize the program every school day, payment will be made in advance on Friday for the upcoming week. If a parent/guardian chooses, payment may be made in advance several weeks at a time or for an entire month at a time.

Parents/guardians that have a delinquent account with the director will be called and instructed to come pick their child up immediately. Failure to do so and failure to remit the delinquent amount will result in the parents/guardians meeting with the Headmaster. Progress reports, reports cards, or other school records will not be released if a parent/guardian has a delinquent account with the after-school director.

An after-school snack is included in the fee for the program. Students attending the program will receive a snack daily upon entrance into the after-school area. Snacks will be unavailable after the first 30 minutes of the program.

Students attending the program will be entered into a log by the after-school director every day. The parent/guardian or other designated person that picks up the child must sign this log and indicate the time child was picked up.

### **AFTER SCHOOL FOR JUNIOR HIGH AND HIGH SCHOOL STUDENTS**

Students in grades 7-12 are not allowed to “hang around” after school unless they are involved in a sport and are attending practice. After practices, parents/guardians are to promptly pick students up. Transportation to non-school events should be arranged so that students are not waiting at school unattended.

Insurance requirements do not permit students to remain on campus unattended for any reason. It is not fair for teachers and coaches to have to remain on campus after their work day has ended to supervise students and parents/guardians should not expect them to do so.

An after-school study hall is held by Ms. Patti in the library beginning at 2:50 p.m. **Any student in grades 7-12 that is not picked up immediately after school or immediately after practice is required to go to the study hall.** Students may only leave study hall with their parents or person designated to pick them up. Students with unacceptable behavior will no longer be allowed to stay and must be picked up immediately.

Any student in grades 7-12 that does not report to study hall after school or practice and is unsupervised on campus will receive a day of ISS.

Students that do have transportation are not to use after-school study hall unless they have been told to report there by a coach/teacher/administrator after practice. It is not to be used as a socialization time for students that have a ride.

Students are to be picked up by **5:30 pm**. Failure to do so could prohibit you from using the service. The 5:30 deadline includes game days in which the parent may be working the gate or concessions. The after-school director has responsibilities at football games and must be free by 5:30 to be in place. During other sports seasons, if the director is needed at home games, the students in after school will be in the gym or at the field and can be picked up there.

### **SUPPLIES FOR SALE**

Students may purchase pencils (\$0.25), pens (\$0.50) or poster board (\$0.50) in the office. Band-aids are available if needed.

### **SYMBOLS OF THE CONFEDERACY**

It is the policy of North Sunflower Academy that no symbols associated with the confederacy will be placed on any t-shirt, decal or other item that will leave campus, with the exceptions of official athletic uniforms worn during competition only and the Confederate flag when used by cheerleaders during sports events. This policy is in the interest of student safety. The Board of Trustees does not want any student harassed or put in possible danger when in the general public wearing NSA apparel or in possession of any other NSA items.

### **VULGARITY**

As approved by the North Sunflower Academy Board of Trustees, there will be not vulgar or indecent printed material (tags, decals, magnets, etc) on vehicles on this campus. This applies not only to students' vehicles, but also to teachers, parents, guardians, visitors, etc. Music considered vulgar by administration will not be played anywhere on campus.

### **RESTROOMS**

Restrooms are provided for student use. Students are not to be in the restrooms during class time.

The restrooms are not lounges or play areas, and all personal grooming is to be done quickly in the restroom between classes.

All students are expected to keep the restrooms clean. Anyone who damages facilities, marks on the walls, destroys toilets, sinks, or stall walls, etc. will be required to clean up the mess and/or pay for the repairs.

### **TEXTBOOKS**

Textbooks supplied by the school are to be treated with the utmost care. The average cost for a new textbook is well over \$100 per book.

Textbooks will be issued at the beginning of the school term and will be returned prior to taking the final exam for a class. Students who damage their textbooks will be assessed a fine and final grades will be held until the fine is paid.

Textbooks are to be kept in the lockers and/or backpacks. Any textbooks found on the floor (classrooms, halls, cafeteria, gym, field house) will be taken to the office. The student to which the textbook was issued will not be allowed to go to morning break for two days per book (ex. – 2 books = 4 days of missed break).

Students who lose a textbook will be assessed a fine of \$75 per lost textbook which must be paid before exams may be taken and final grades disclosed.

### **INSURANCE**

A supplemental insurance policy will be provided for all students in the school. This policy covers the student while at school, and on the way to and from school. It also covers the child for field trips, peewee football and junior high football. High school football is not covered and the child is not covered at any times not related to school attendance and activities.

This policy is supplemental to the parents'/guardians' coverage for the child. If parents have no coverage, the policy will become the primary coverage but will still only cover the child in the activities detailed above.

Parents/guardians are responsible for filing all forms for insurance claims. Forms may be obtained from the office for those who need to file a claim. No bills should be sent to the office. All issues with the coverage or payment of claims are to be handled directly by the parents with the insurance company. NSA does not file the claims.

### **SMOKE FREE**

North Sunflower Academy has a smoke-free/vape-free policy inside the buildings. There are designated smoking areas outside the buildings for anyone over 21 years of age. There are also designated areas at all athletic fields and near the gym.

Smokers/vapors will be respectful of others and will not smoke in the areas directly around the doors to the school, gym, cafeteria or field house.

### **SCHOOL CALENDAR**

All school events must be approved by the Headmaster and placed on the two official calendars, one in the secretary's office and one in Mrs. Ray's office.

### **LOST & FOUND**

All articles found in or about the school building or grounds should be taken to the office. Anyone who has lost an article should check with the office to see if it has been turned in. Articles will be kept only six weeks after they have been received by the office.

### **COPIES**

The cost of copies made in the office is \$0.25 per page. Class notes, etc. will not be copied without the teacher's written permission and the office personnel's permission and payment of the per page charge must be paid in advance for the copies to be made.

Students are not allowed to use the copier. A teacher or the school secretary will make all copies.

### **OFFICE TELEPHONE**

**Students will not be allowed to use the office telephone for personal calls except in emergencies and only with faculty/staff permission.** In the event a student receives an emergency call, the secretary will take the name and number of the caller and the student will be allowed to return the call as soon as possible.

Students will not be allowed to call parents/guardians if they have forgotten an assignment or uniform/clothes needed for pictures. Students are to take responsibility for themselves and their belongings and have them at school when needed.

The school phone is not to be used to make alternative arrangements for after-school. Students are to make prior arrangements if they want to go home with someone else.

During exams, students are not allowed to call for a ride when they complete their exams. Arrangements are to be made prior to arriving at school.

### **STUDENT CHARGES**

A small amount of money is available in the office for students to borrow in case they forget their money for breakfast or lunch. Students will not be allowed to charge and receive cash. All charges will go to the purchase of a cafeteria ticket (grades 7-12) or on a child's lunch account (K3-6<sup>th</sup>). The maximum that a student may charge is \$10.00. Any student charges must be paid in full the next morning. A student may not charge again if he/she the outstanding balance is paid. A student may be subject to losing morning break or detention if the charge is outstanding for more than one day.

**At no time will an outstanding balance be allowed to go over \$10.00.**

### **DELIVERIES**

Deliveries of flowers, balloons, etc. may be sent to students during a school day, but, will not be given to the student until 2:50 pm. Deliveries will be kept in the office until that time.

### **SPOKESPERSON FOR NSA**

The Headmaster is to be the official spokesperson for North Sunflower Academy at all times (in cases of emergency, in dealing with the press, etc.) Teachers and students are to refer all issues to the Headmaster.

### **BOOK FAIR**

The NSA Elementary School periodically has a week-long book fair. An excellent selection of books for all ages is available from which students may purchase selections. The book fair will be advertised in advance and parents are welcome to attend.

### **FIELD TRIPS**

Field trips will be taken if or when a teacher can implement an appropriate trip in connection with the teaching process. Teachers will coordinate any field trips for their classes. Parents may be asked to help provide transportation for the field trip.

Permission slips for any field trip will be sent home and MUST be signed and returned before a student will be allowed to leave school on the field trip.

### **FIRST AID/MEDICAL SUPPLIES**

The school will provide basic first aid supplies such as band-aids, Tylenol, Pepto-Bismol, and first aid spray. A record of the type of medicine and the time the medicine was given is kept in the Elementary Supervisor's room for grades K3 – 6 and in the office for grades 7 – 12.

Students should not attend school if they are running a fever, vomiting, or if the parent suspects that the child has a contagious disease such as chicken pox, pink eye, flu, etc.

### **ELEMENTARY ROOM MOTHERS**

Room mothers are responsible for coordinating two parties during the school year – Christmas (12/18/24) and Easter (4/17/24). These parties usually involve providing a light meal with sandwiches, chips, dessert, and drinks. A few parents are usually needed at the school to help with parties in each classroom.

A Halloween Party (10/31/24) and a Valentine’s Day Party (2/14/25) are minor occasions for our school. Each class usually takes the last part of the day to enjoy refreshments. Any parent who would like to volunteer to send light refreshments (cookies, cupcakes, drinks) would be appreciated. The teachers will serve the refreshments.

**Before making plans for a class, room mothers should talk with the teacher and work with her to coordinate all plans.**

Students in grades 7-12 **are not** allowed to go to elementary class parties for any reason.

### **BIRTHDAY PARTIES**

There are **no** birthday parties at school. No birthday party invitations should be given out at school unless the entire class or all the boys or all the girls in the class are invited. No invitations will be given to students in other classes. These invitations should be mailed or delivered at another time. There will be no exchanging of birthday presents at school.

If a parent/guardian wants to send cupcakes for their child’s class, he/she must first check with the child’s teacher.

### **SENIOR PRIVILEGES**

Senior privileges must be earned during the fall semester. Beginning in January of each school year, seniors may leave campus after their final class of the day.

During the fall semester, all seniors will have a 6<sup>th</sup> period class. Those earning senior privileges will not be required to take a 6<sup>th</sup> period class in the spring semester, unless the student needs the class to graduate.

Seniors that must remain on campus 6<sup>th</sup> and/or 7<sup>th</sup> period during the spring semester due to transportation or other problems, will either take a 6<sup>th</sup> period class or be assigned work by the Headmaster. Seniors that remain on campus must be under the supervision of an adult and will not roam the campus in the afternoons.

The following must be adhered to in order to have Senior Privileges. Any privileges can be temporarily suspended or permanently revoked at any time per the Headmaster’s discretion.

1. Seniors must be passing all classes at all times.  
The privilege of leaving campus will be automatically revoked after the review of progress reports and/or report cards by the Headmaster if there are any failing grades or unacceptable conduct grades. The Headmaster retains the right to check grades at any time during a nine weeks and is able to suspend or revoke senior privileges at that

time also.

2. Seniors that are not passing will remain on campus and have a study hall 6<sup>th</sup> and 7<sup>th</sup> periods until they are passing.
3. If a senior returns to campus after having left, the following will apply:
  - a. dress code is still in effect
  - b. all rules in the handbook (cell phones, vaping, behavior, etc.) are still in effect
  - c. no food, drinks, etc. are to be brought back for underclassmen
  - d. there will be no loitering in the office or classrooms. Go to practice or go the classroom where you are to be making up work, etc. Classes will not be disturbed by seniors that return to campus.
4. Seniors must sign out in the office every day in his/her handwriting . Failure to sign out means the loss of three days of privileges.
5. Seniors will not “bump” music, squeal tires, spin out, cut donuts, drive at excessive speeds, etc. when leaving campus. Failure to follow these guidelines will result in the loss of one week of privileges.
6. Seniors that receive a “U” in conduct in any nine week period will lose senior privileges immediately and they cannot be reinstated.
7. Seniors having a conduct grade lower than “S-” in any class during the spring semester will lose senior privileges immediately. Reinstatement of them will be at the discretion of the Headmaster.
8. Any senior that is suspended (ISS or OSS) for any reason during the fall semester will be on probation for receiving senior privileges. If that student’s behavior improves and the student is not involved in any more incidents, the Headmaster may grant senior privileges.

A senior that is suspended (ISS or OSS) during the spring semester will have senior privileges suspended immediately. Privileges may be reinstated after four weeks, if the Headmaster sees fit to reinstate them.

**A senior who is suspended (ISS or OSS) will not be eligible for exam exemptions for the semester in which the infraction took place.**

9. Any senior that is taken to the Headmaster’s office more than twice in the fall semester is ineligible for senior privileges. A senior taken to the Headmaster’s office during the spring semester will have senior privileges suspended immediately. The length of the loss of privileges will be per the schedule below:
  - first occurrence to Headmaster’s office - 2 days privileges suspended
  - second occurrence - 5 days privileges suspended
  - third occurrence - privileges revoked for the semester

# ATTENDANCE POLICIES

Both public and non-public schools in the State of Mississippi operate within the guidelines of the Mississippi Compulsory School Attendance Law (MS Code #37-13-91). By state law, compulsory school-age children are required to attend school. As a result, North Sunflower Academy requires that parents/guardians provide a valid excuse for any temporary nonattendance of a student enrolled in the school according to the following guidelines.

Parents are to call the school by 8:00 a.m. on the day their child is absent. In addition, students are to bring a written excuse from the parent/guardian when they return to school in order to confirm the absence and to receive an admission slip to class. A student arriving late for school or late returning after checking out will receive an absence for a class if he/she arrives for class 15 minutes or more after the tardy bell has rung. The Headmaster has the discretion to remove an absence of this type at his/her discretion.

The school attendance law states that absences will be excused:

1. when the absence results from illness or injury that prevents the child from physically being able to attend school
2. when isolation is ordered by the county health officer, by the State Board of Health or appropriate school official
3. when the absence results from the death of serious illness of a member of the immediate family of the child (immediate family members include children, spouse, grandparents, parents, brothers and sisters, including stepbrothers and stepsisters)
4. when the child has a medical or dental appointment
5. when the child must be in attendance at the proceedings of a court or an administrative tribunal if the child is a party to the action or under subpoena as a witness
6. when the absence is due to religious observations when the parents adhere to a religion where observations occur during a school day unless the observance is of such a duration that it would interfere with the education of the child
7. when the purpose of the absence is to take advantage of an educational opportunity, when the head of school has granted prior approval
8. when the head of school is satisfied that conditions are sufficient to warrant the nonattendance.

NSA requires adequate/official documentation for an excused absence to be granted per the reasons listed above. In order to properly designate the dates of illnesses as excused absences, NSA requires a doctor's excuse with the specific dates that the child is to remain home from school. Dates missed but not listed on the doctor's excuses will be unexcused.

In cases of isolation, NSA requires a document from the county or state detailing the illness and the specific dates of isolation. Obituaries, subpoenas or other court documents are also forms of adequate documentation.

All other absences will be considered **UNEXCUSED**. Suspensions due to school disciplinary reasons are considered unexcused absences.

Students are subject to receiving a grade of 0 for every unexcused absence in every class at the discretion of the headmaster. If a 0 is not assigned by the headmaster, students receiving an unexcused absence will have one point for each unexcused absence deducted from their final nine weeks average. Per state law, a student may have only 12 unexcused absences and 18 absences are considered chronic absenteeism.

Students having more than 10 unexcused absences in a school year are not eligible for academic awards at the end of the school year. Students having more than 12 unexcused absences will not be eligible to be exempt from exams for any reason.

Teachers are responsible for keeping an accurate record of all excused and unexcused absences. Consequently when absent students (grades 7 – 12) return to school, they must secure an admission slip which must be signed by the teachers in each of the students' classes and turned in to the student's last classroom teacher of the day. Students who present a written note signed by the parent/guardian stating the reason for the absence will pick up an admission slip in the office from 7:30 a.m. to 7:50 a.m. Failure of a student to obtain an admission slip results in an unexcused absence and the appropriate point penalty will be applied by the teachers.

To arrange in advance for an excused absence, parents must contact the Headmaster by phone at least one day in advance stating the date and reason for the absence. The Headmaster will determine whether the absence is excused. Excused absences arranged for in advance by the parents/guardians will be counted in the total number of days/classes missed. Absent students whose parents/guardians arrange for an excused absence in advance must still provide a note when they return to school. Students who know in advance that they will be absent are required to consult with each of their teachers about class work/tests that will be missed while they are out of school.

A student who is absent from school (K5 – 6) more than 12 days, from a two-semester course (7-12) more than 12 days, or 6 days from a one-semester class (7-12) must make an appeal to the school board in order to receive credit for the class or pass to the next grade. An absence is anything not related to an MAIS/school function. MAIS events such as ballgames, spelling bees, etc. MAIS events in which a school employee is with the students will not be counted in the required 12 day limit. The Board will decide whether the student will receive credit for the grade or class. **A student may make only one appeal to the school board for excessive absences while he/she is in grades 7 – 12. Students that have excessive absences will not be allowed to try-out for cheerleader or participate in extra-curricular activities after reaching the excessive absence threshold, unless there have been extenuating circumstances such as a lengthy hospital confinement.**

Students in grades 7- 12 will not be considered to have perfect attendance unless they are present for 5 class periods of the day. Being present for roll call for first period on every school day in not considered perfect attendance.

Students in grades K3 – 6 that are absent from a school day for more than three hours will be considered absent for the day if this has occurred more than one time.

**Students with excessive absences (in the opinion of the administration of NSA and/or per the regulations above) will be reported to the county attendance officer in compliance with state law. Parents can face legal consequences for not abiding by school attendance laws.**

### **TARDIES**

School starts at 7:50 a.m. each day. If your child arrives at school past 7:55 a.m. they are considered tardy.

### **Junior High and High School**

Three tardies to school will equal one unexcused absence in all classes per nine weeks grading period. All tardies to a student's first period class are unexcused unless the Headmaster/designee grants a waiver due to weather conditions. However, no grade penalty will be assessed until the student has accumulated three tardies per nine week grading period. After a student has received three tardies during a nine week grading period, one point will be deducted from the nine weeks average in that class for every three tardies thereafter. Teachers will document the tardies and deduct the points.

A student arriving to school in time for second period (or later) is still considered tardy to school unless a doctor's excuse is turned in to the office or a parent has called the office staff with a legitimate reason for the tardiness.

Tardies to second through seventh period classes are unexcused unless a teacher or staff member has detained the student and sends a note to the classroom teacher. After a student has received three tardies in a nine weeks grading period, one point will be deducted from the nine weeks average in that class for every three tardies thereafter. The teacher in the class will document the tardies and deduct the points.

Students who have acquired three tardies to school in a nine weeks grading period are required to appear with their parents/guardians for a conference with the Headmaster to discuss the problem. Tardies to school and the penalties for them apply to all students in grades 7-12, whether they drive themselves or are driven to school by someone else.

For any student arriving at school late or returning to school to be considered tardy to class, he/she must be in class within 15 minutes of the ringing of the tardy bell. Any student over 15 minutes late will be counted as absent. This is to be used in the instances of student's returning from doctor appointments, orthodontist appointments, etc. – not for students already at school.

Any student who is in the restroom, loitering somewhere, etc. will be counted absent if they are more than 5 minutes late to class after the tardy bell. Restroom visits, office visits, etc. are to be made as quickly as possible.

For **ANY** tardy, a student will attend afternoon detention from 2:50 until 3:50. Students will not be allowed to miss detention in order to attend practices or games. Seniors receiving detention will not be allowed to leave school and then return to serve detention. Seniors must stay at school until detention is over. After-school detention will be priority punishment for being tardy.

Up to two tardies may be removed by attending early morning tardy detention, if available, which begins at 7:00 a.m. Any student wishing to attend tardy detention should discuss with the

Headmaster on which day detention will be held. This punishment for being tardy will only be used at the Headmaster's discretion.

Any student that is absent for the beginning of the school day but arrives later must take all tests and/or quizzes that had been scheduled for class periods the student missed. Arriving late will not be an excuse to miss scheduled work and it is the student's responsibility to schedule a time with the teacher to complete the work that day.

### **Elementary**

Elementary students are allowed five tardies to school without penalty. After the initial five excused tardies every three tardies will equal one absence and will count in the total number of days absent. Students with six or more tardies cannot be considered for perfect attendance.

### **EARLY DEPARTURE FROM SCHOOL**

Except in cases of illness or emergency, all doctor and dental appointments, excluding appointments with the orthodontist, should be made after school hours. If possible, orthodontist appointments should be scheduled so that the student does not miss the same class for every appointment.

**Parents/guardians are discouraged from picking up children early or allowing them to leave early except in the case of emergencies.**

For elementary students, a note from the parent/guardian stating the time leaving and the reason for leaving should be turned in to the classroom teacher upon the student's arrival at school

**For junior high and high school students, a note from the parent/guardian stating the time leaving and the reason for leaving must be turned into the office prior to first period. No student will leave school early unless a note is given to office personnel and the student is listed on the daily announcement sheet. All arrangements for leaving early should be made early and not during a school day.**

Students who need to leave school early after becoming ill during the school day or for any other reason must secure approval in advance from the Headmaster. Parents should contact the school by phone, e-mail or fax in advance of the departure. The following criteria will be used to determine if the early departure is excused: nature of the absence, total number of prior absences, classes that will be missed, and academic record of the student.

Students are **not** to leave school early to get a haircut, to tan, to be fitted for a tuxedo, or to shop, etc. These are activities that can be done after the student is through with classes for the day or on the weekends.

**During school hours, students may not call parents/guardians to come to school to get them or to get permission to leave school without approval from the Headmaster or from his/her designee.**

Students will not be allowed to leave school early in order to attend an off-campus athletic event if they are not members of the team or its manager. Students attending off-campus athletic events during a school day must be on the list submitted by the coaches and approved by the headmaster.

Students are not allowed to leave school early to eat lunch off-campus.

A sign-out sheet is kept by the school secretary to record all students who leave school during the day. The sign-out sheet will have the following information:

Student's signature, time leaving, reason for leaving, and time returning (for students absent for only part of a day)

Any student that is leaving early must take all tests and/or quizzes that have been scheduled for class periods the student will miss. Leaving early will not be an excuse to miss scheduled work and it is the student's responsibility to schedule a time with the teacher to complete the work before leaving.

**STUDENTS WHO LEAVE SCHOOL WITHOUT PERMISSION AND WITHOUT SIGNING OUT WILL AUTOMATICALLY RECEIVE ONE DAY OF IN-SCHOOL SUSPENSION.**

### **WORK RELEASE**

Only those students with parents/guardians permission will be allowed to leave school prior to the end of the school day to attend work. NSA must have a note from the parents/guardians and from the employer. The employer must provide a valid phone number for the workplace.

Periodic checks will be made with the employer to see that the student is on the job as scheduled. Students not on the job as scheduled will not be allowed to leave school prior to the end of the school day.

# **PARKING, DROP-OFF AND PICK-UP** **POLICIES**

## **Elementary Early Morning Delivery**

After the first two weeks of school students in grades K5- 6<sup>th</sup> should come into the school alone. Parents should not walk students in the building after that unless there is a need to talk to the child's teacher. When a child arrives in the morning., he/she can will sit by his/her classroom door and wait. The duty teacher will dismiss students for breakfast and to enter the classroom when ready.

## **Junior High and High School**

Students are to wait in the courtyard until the first bell, weather permitting. When there is rain or cold weather, students will wait in the hall by the library.

**Students are not allowed to sit in their vehicles after arriving at school.** Upon arriving, they are to immediately exit their vehicles and go to the designated areas.

## **Elementary After-School Pick-Up**

School is dismissed at 2:50 p.m. Monday through Friday. Students should be picked up no later than 3:00 p.m. If an emergency arises, parents/guardians should make arrangements to have their child/children picked up or should call the school and let the duty teacher help make arrangements. **If arrangements for late pickup are not made in advance, any student remaining at school after 3:00 p.m. will be sent to the after school program and the parents/guardians will be responsible for paying the after-school director.**

**PLEASE BE CONSIDERATE. OUR TEACHERS HAVE FAMILIES AND OTHER RESPONSIBILITIES ALSO.**

## **PARKING & TRAFFIC REGULATIONS**

The following regulations are in effect for the safety of our students.

**No one should park in the driving lanes (front and back) or under the awning at any time to come into the school.**

### **Drop-off:**

When bringing children to school in the morning (regardless of grade) parents should enter the north gate and let students out at the main entrance of the building under the awning.

### **Pick-Up:**

Parents/guardians should enter the south gate and form a line going to the front entrance under the awning.

Teachers will be outside to assist at drop-off and pick-up. **No student will be allowed to cross the parking lot alone to get into a vehicle. The parent must get out of the vehicle and walk to get the student.**

Parents/guardians who are dropping off or picking up students should not stop in the driving lanes at any time. They should park in the parking lot so as not to block traffic.

**Students and parents/guardians picking up children in the rear of the building should NOT park anywhere except in the parking lot north of the field house.** All vehicles will be parked with the front of the vehicle facing east. Students are to park as straight as possible to allow room for others and to not block other buildings.

Seniors will park along the rear of the building or between the gas tanks and pump house. Junior will park in the first row (west side) next to the asphalt drive. Sophomore will park behind the juniors, leaving a lane open in front of their vehicles. Any freshman will park behind the sophomores. No vehicle will be parked on the asphalt! Also no vehicles should be parked any closer than one car width next to the field house.

Students who drive to school **MUST** have a driver's license and must fill out a parking form in the office in order to receive a parking permit. The parking permit must be displayed in the student's vehicle whenever that vehicle is on campus during school hours. The parking permit is necessary for security and insurance purposes. Students not displaying the permit will not be allowed to park on campus.

**Students ARE NOT allowed to sit in their vehicles after arriving at school.** Upon arrival, they are to exit their vehicles and go to the assigned areas (courtyard or hall by the library) to wait for the first bell.

Students **MAY NOT** drive on campus in the morning and then leave. Once a student arrives on campus, he/she may not leave again unless he/she has received permission to check-out or the school day ends.

Students **MAY NOT** return to their vehicles during school hours. **Parking areas are OFF-LIMITS during school hours.** Students in the parking lot without permission will be punished at the discretion of the Headmaster.

Students who violate school parking regulations will be subject to the following penalties:

First offense: Warning

Second offense: Lose privilege of a car on campus for one week

Third offense: Lose privilege of a car on campus for the semester

**PLEASE LEAVE THE DRIVING LANES IN THE FRONT AND BACK OF THE BUILDING OPEN AT ALL TIMES IN CASE OF AN EMERGENCY!!!**

**PARENTS/GUARDIANS AND STUDENTS ARE NOT TO PARK BETWEEN THE FIELDHOUSE AND THE MAIN BUILDING AT ANY TIME!!!!**

**PLEASE BE CONSIDERATE AND DO NOT PARK BEHIND ANYONE PREVENTING THEM FROM LEAVING. IT IS VERY ANNOYING WHEN SOMEONE NEEDS TO LEAVE BUT IS BLOCKED BY ANOTHER'S VEHICLE, ESPECIALLY BETWEEN THE MAIN BUILDING AND THE FIELD HOUSE.**

# CAFETERIA POLICIES

Student behavior in the cafeteria should be based on courtesy and cleanliness. This means talking quietly, using proper table manners, and leaving the area in a clean condition. All students are expected to place trash in the provided containers when breakfast and lunch are completed. Proper respect will be given to any adult working in the cafeteria.

Students will go through the cafeteria line single-file. There will be no “cuts” in line and no large groups blocking the line.

Failure to use proper behavior in the cafeteria will result in appropriate punishment from the Headmaster.

**At no time are students allowed to take food, drinks, or cups of ice from the cafeteria. No food or drinks are allowed in the classrooms, the courtyard, the field house or the gym during school hours.**

Students who purchase drinks on the way to school are **NOT** to bring them into the building. Those drinks are to stay in the students’ vehicles – not in the building and not in the lockers. They **MAY NOT** be retrieved from vehicles on the way to lunch.

Students are not allowed to bring food from a commercial vendor (McDonald’s, Wendy’s, Sonic, etc.) for breakfast or lunch. Students may bring food prepared from home if they do not wish to eat the items available in the cafeteria.

## **CAFETERIA TICKETS:**

Cafeteria tickets must be purchased by students wishing to eat in the cafeteria. For high school students, tickets will be purchased in the office **BEFORE SCHOOL ONLY**. For elementary students, classroom teachers will handle the purchase of tickets.

Tickets can be purchased in the amounts of \$5, \$10 or \$20 each and the cost of each item from the cafeteria will “punched” from the ticket when the item is received. No cash will be in the cafeteria and no charges will be made in the cafeteria. When a ticket is low or completely used, a new card can be purchased. **Students are to be aware of their card balances and get a new card, if needed, before going to the cafeteria.**

Each card will have the student’s name, date of purchase, and the name of the faculty/staff/administrator that issued the card. Only the student to which the card is issued will be able to use it.

## **Elementary Breakfast:**

Breakfast items are available for elementary students to purchase starting at 7:30 a.m. and ending at 7:50 a.m. Students will be allowed to put their backpacks, etc. by their classroom, and then go to the cafeteria if they wish breakfast. A teacher will be on duty during this breakfast time. A bell will ring at 7:50 a.m. telling the students it is time to go to their classroom.

**Junior High and High School Breakfast:**

Students in 7<sup>th</sup> through 12<sup>th</sup> will go to break at 9:50 a.m. and will be allowed to purchase breakfast items.

No one is to remain in the main building during the morning break.

**Elementary Lunch:**

K3/K4, and K5 students eat lunch starting at 11:00 a.m. with other students following in grade order. Elementary students may bring their lunches from home, or they may purchase lunch in the cafeteria. No elementary student will be allowed to go without lunch unless a parent/guardian writes a note explaining why the student is skipping lunch. **If by chance a student forgets his/her lunch from home or his/her lunch money, lunch will be provided and payment is required to be made the next day.**

Elementary students will not be allowed to buy candy, which is considered a snack, unless they have brought lunch from home or have purchased lunch from the menu. The only drinks in the cafeteria available for elementary students are water, tea and milk.

**Junior High and High School Lunch:**

Lunch period begins at 12:45 p.m. All students will eat lunch in the cafeteria. No student will be permitted to leave the school grounds for lunch regardless of the distance he/she lives from school or the distance to an eating establishment.

No one is to remain in the main building during the lunch period. Home Ec. class (if offered) may periodically cook and eat in the Home Ec. room only if supervised by the teacher.

Seniors who have earned senior privileges may not leave the campus at lunch and return with food for underclassmen at any time.

# ACADEMIC INFORMATION & POLICIES

## **CHILDREN WITH LEARNING DISABILITIES**

North Sunflower Academy does not have a special education/resource program for children which need these types of programs.

Our teachers are willing to help all students as much as time allows, but, cannot be expected to provide special education/resource services to an individual student.

New students accepted for admission and those already attending NSA will follow the regular curriculum and will be required to meet grade-level standards before being promoted to the next grade and/or receiving a Carnegie credit for a class.

North Sunflower Academy does not use Individual Education Plans (IEPs) for students with learning disabilities, ADD, or ADHD. All students will be required to follow the regular classroom lesson plans and activities, and do so without the use of extra accessories such as fidget spinners or any other accessory that may be suggested. Accessories such as fidget spinners are a distraction to other students and become a source of disagreement among students. Accessories will be taken from students if they are brought to school and returned at the end of the day, only for elementary students. High school students should have the maturity not to bring them to school, and if taken, will not be returned.

Parents/guardians of children who are unable to achieve and maintain grade-level standards are encouraged to arrange for after-school tutoring to help children progress in the regular curriculum.

## **PROGRESS REPORTS**

Teachers will send home a progress report at the end of 4 weeks of each nine week grading period. These are to be signed by the parents/guardians and returned the next school day by student.

For the 2024-2025 school year, progress reports will be sent home on September 4<sup>th</sup>, November 6<sup>th</sup>, February 5<sup>th</sup>, and April 16<sup>th</sup>.

## **REPORT CARDS**

At the end of each grading period, NSA will send report cards home to the parents/guardians. If for any reason this report card is not brought home, the parents/guardians should communicate with the Headmaster and ascertain the standing of that grading period. Report cards are to be signed by the parents/guardians and returned the next school day by the students.

If students in grades 7 – 12 have not returned report cards or progress reports by the third school day after they were issued, one (1) point per day will be deducted from the student's grade in all subjects.

For the 2024-2025 school year, report cards will be sent home on October 9<sup>th</sup>, January 8<sup>th</sup>, and March 19<sup>th</sup>. Final report cards will be mailed when all tuition checks have cleared unless prior arrangements have been made with the Headmaster.

### **HONOR ROLLS**

There are three (3) levels of recognition for student achievement for each grading period - Academy Honors, Headmaster's List, and Honor Roll. The criteria for determining each level is as follows:

Academy Honors	Students having no grade lower than 95 in any subject and receiving satisfactory conduct grades.
Headmaster's List	Students having an overall 95 average with no grade lower than 90 in any subject and all satisfactory conduct grades.
Honor Roll	Students having an overall average of 90 with no grade lower than 87 in any subject and all satisfactory conduct grades.

### **GRADUATION HONORS**

Students who have a cumulative actual average of 90 (not rounded to 90) for all classes in which a Carnegie unit are awarded will be allowed to graduate as an Honor Student. (A student having an average of 89.9999999999 will not be allowed to graduate with honors)

It is the student's responsibility to make an appointment with Miss Patti or Mrs. Ray to clarify the student's status relative to the possibility of graduating with honors, or, being valedictorian or salutatorian.

To be eligible for the honors of valedictorian and/or salutatorian, a student must meet the following requirements:

1. be enrolled in North Sunflower Academy for the entire junior and senior years
2. qualify to graduate with honors (see above)
3. be enrolled in the college preparatory curriculum (classes such as Physics, Advanced Math, Chemistry, and any other accelerated classes periodically offered)
4. have received by the date of graduation a minimum of 2 credits from the college preparatory curriculum

### **GRADUATION REQUIREMENTS DEADLINE**

Whether a senior will not graduate will be determined on April 25, 2025. If a senior is not passing all classes for the year on that date and/or has incurred excessive absences, he/she will no longer attend school and will not participate in Senior Recognition Day, Graduation, or other special events for graduating seniors.

Seniors will also not qualify for graduation if spring exam grades cause them to fail a class. Seniors are to make every effort to ensure they will graduate. NSA administration and faculty will not make extra credit work available for a senior when the student has had every opportunity during the school year to pass.

## ELEMENTARY

### Elementary Grading:

Each student will have a minimum of one grade per subject per week. These grades may be for class participation, oral reports, tests, homework, projects or class work.

To arrive at the grade for the nine weeks, the teacher will average all the grades together. To find the semester average, the two nine week's grades will be averaged together.

The following grading system is used:	A.....100 – 90
	B.....89 – 80
	C.....79 – 70
	D.....69 – 65
	F.....below 65

A student will not be promoted to the next grade if he/she fails two major subjects. Major subjects DO NOT include handwriting, Spanish, music, PE, art or a subject taught for only one nine (9) weeks.

### Weekly Papers

On Monday of each week, students will take home their graded papers or other special class work for parents to see. Parents should sign the papers and return them to school the next day.

## JUNIOR HIGH & HIGH SCHOOL

The possession of a diploma from any high school is not a guarantee of entrance to all colleges and universities. The entrance requirements of the different colleges vary widely. Very few colleges require the same distribution of Carnegie units in English, mathematics, science, social sciences, foreign languages, and other approved courses. In addition, more and more colleges are requiring successful scores on scholastic aptitude tests. Once a student has selected a college or university to attend, the student's curriculum selection should reflect the entrance requirements of the college or university. The courses offered at North Sunflower Academy include the courses required for admission to Mississippi public universities.

**Payment of tuition and attendance of classes do not guarantee the receipt of a high school diploma from North Sunflower Academy.** A student must have successfully completed 24 Carnegie units to be eligible for graduation. A student will not be allowed to participate in any graduation activities without having successfully completed the required 24 Carnegie units.

Students in the seventh and eighth grades must pass four out of five major subject areas to advance to the next grade. Any class taken for which a Carnegie unit is awarded (grades 8 – 12) must be retaken if failed. In the case of classes not required for admission to the student's choice of college, an alternative class may be taken to replace the credit.

## COLLEGE PREP CURRICULUM FOR ADMISSION TO MISSISSIPPI PUBLIC UNIVERSITIES

The following courses are required for admission to Mississippi's public universities for high school graduating classes that will enter college in the summer of 2010 or later:

English	4 Carnegie Units - English I, II, III, and IV
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Mathematics	4 Carnegie Units - Algebra I, Geometry, and Algebra II and an additional Carnegie unit of comparable difficulty and content (ex. Algebra III or any other advanced mathematics course such as Trigonometry or Pre-Calculus)
Science	4 Carnegie Units - Biology I, Chemistry and two additional units of comparable difficulty and content (ex. Biology II, Anatomy & Physiology, and Physics)
Social Studies	4 Carnegie Units – World History, U. S. History, World Geography, U. S. Government, Economics, and Mississippi Studies)
Fine Arts	1 Carnegie Unit (ex. Music Appreciation or Art Appreciation)
Comp. Applications	½ Carnegie Unit
Advanced Electives	2 Carnegie Units Must include 2 Foreign Language credits (ex. Spanish I and Spanish II) OR 1 Foreign Language credit and Advanced World Geography OR 1 Foreign Language credit and a 5 <sup>th</sup> unit of English, Math, or lab-based science of comparable difficulty and content to those listed above.
Other Electives	4 ½ Carnegie Units

### **STANDARDS FOR ADMISSION TO MISSISSIPPI'S PUBLIC UNIVERSITIES**

There are three ways to gain full admission to a university in Mississippi.

1. Complete the College Prep Curriculum with a minimum 3.2 GPA.
2. Complete the College Prep Curriculum with a minimum 2.5 GPA AND score at least 16 or higher on the ACT (at least 650 on the SAT) OR rank in the upper 50% of the class AND score at least 16 or higher on the ACT (at least 760 on the SAT)
3. Complete the College Prep Curriculum with a minimum 2.0 GPA AND score 18 or higher on the ACT (at least 850 on the SAT)

Students who do not meet the qualifications for full admission should contact a university admissions counselor about the specific admissions program.

### **NSA MINIMUM REQUIREMENTS FOR GRADUATION**

The following courses are required for graduation from North Sunflower Academy beginning with the class of 2010:

English	4 Carnegie units (English I, II, III, and IV)
Mathematics	4 Carnegie units – must include Algebra I, Algebra II and two additional units. Students must take a minimum of one math class per year to prepare them for college.
Science	4 Carnegie units – must include Biology I, Biology II, Anatomy & Physiology, Chemistry, Physics, or General Science
Social Studies	4 Carnegie Units – must include World History, U. S. History, American Government, Mississippi Studies, Economics, & World Geography
Electives	6 Carnegie Units – must include a foreign language credit and 1 credit in Computer Applications.

Students participating in varsity sports beginning with the 9<sup>th</sup> grade will receive ¼ of a Carnegie unit per sport. Students who elect to take only the minimum requirements will be eligible for enrollment in Mississippi community colleges only. University admission requires that mathematics courses include Algebra I, Algebra II and two additional units of comparable difficulty.

Courses possibly offered at North Sunflower Academy for the 2024-2025 school year:

English	English I, II, III, IV, Creative Writing
Mathematics	Algebra I, II, III, Geometry, Advanced Math, Trigonometry, Pre-Calculus
Science	Biology I, Biology II, Chemistry, Advanced Chemistry, Physics, Anatomy & Physiology, General Science, Environmental Science
Social Studies/ Social Sciences	World Geography, World History, U. S. History, American Government, Economics, Mississippi Studies, Civics, Psychology, and Sociology
Business	Introduction to Business, Business Law, Accounting, Consumer Math
Foreign Language	Spanish I
Other	Computer Applications, 7 <sup>th</sup> Computer, Home Economics, Music Appreciation, Speech, Family Living, 7 <sup>th</sup> Enrichment, Career Education, Drama, 7 <sup>th</sup> Health, HS Health

Additional courses that may be offered after the publication of the handbook will be announced to students as soon as possible.

It is required that students to learn to type to gain a level of typing proficiency while taking Computer Applications.

Art lessons are available for students in grades 7-12 and will be arranged by the art teacher and the student.

A student may earn NO MORE than a total of 6 academic credits per year to apply toward graduation requirements, unless approved by the Headmaster.

### **OVERLOAD SCHEDULES**

Students who have failed one or more classes and/or those who have transferred to NSA may find themselves needing additional classes to graduate per the standards stated in the NSA policies and guidelines handbook. Students may have an overload schedule (one in which courses are not taken per the regular class schedule) with permission of the Headmaster.

Teachers at NSA are not required to accept overload students. If a teacher agrees and the Headmaster approves, an additional fee of \$200 per class will be charged in addition to the regular tuition in order to offset the costs of administering these classes. The Board and the Headmaster reserve the right to waive this fee per their discretion.

Students with overload schedules are responsible for making all arrangements with the teacher to complete class work, tests, projects, etc. that are required for the class. Students will follow a schedule set by the teacher and will be required to complete the work without prompts/reminders from the teacher. It is the student's responsibility to have the necessary initiative to work on his/her own. Any work not completed per the pre-determined deadlines will automatically receive a grade of "0".

Any student not wishing to follow these guidelines is welcome to take a needed class through an accredited high school program on-line program administered by the MAIS or by a distance learning/continuing education department of a university or another program accredited and/or accepted by the State of Mississippi and the MAIS.

The MAIS offers online classes that can be taken to assist a transfer student in meeting graduation requirements. The fee for a course is set by MAIS and must be paid in addition to tuition. All tests must be proctored by Miss Patti or Mrs. Ray, and, must be completed by a deadline to be determined when the student enrolls in the class.

### **SUMMER SCHOOL/CORRESPONDENCE COURSES**

Students must have any summer school or correspondence work approved by the Headmaster **before** enrolling in the course. Courses completed without permission and/or from a non-accredited school (any school that is not accredited by the State of Mississippi or the MAIS) **will not** be accepted for credit toward graduation from North Sunflower Academy.

Tests for correspondence/home-school summer courses must be taken at NSA in the presence of a proctor. NSA will not accept courses if the tests are not taken at NSA.

The MAIS allows only two correspondence/home-school summer classes to count toward a high school diploma from an MAIS accredited school. NSA will abide by this requirement. This is not meant to punish students. Rather, it is to encourage students to take full advantage of the opportunities presented to them in the classroom. Students should make their best effort to pass all courses in the regular school term instead of relying on summer courses.

Summer school and/or correspondence classes are not to be used to avoid taking a class at NSA during the regular school year. These classes are only acceptable to make-up a prior credit or to take a class not offered by NSA.

Any correspondence classes taken during a student's senior year are to be completed in time for the final grade for the course to be received by NSA by April 1<sup>st</sup>.

The Headmaster and the Board of Trustees reserves the right to require other classes to not be made-up through summer school and/or correspondence, but rather are to be re-taken at NSA.

### **CREDIT RECOVERY**

Students who not pass a class during the regular school may obtain credit recovery through the MAIS in online classes during the summer. Fees for classes must be paid prior to the classes beginning and are set by the MAIS. NSA will charge a fee for the administration of the class and proctoring of tests. These classes may be utilized only for classes which do not require a lab.

Tests may be taken with 24 hours prior notice on Tuesday – Thursday, from 9:00 a.m. to 1:30 p.m.

### **STUDENT SCHEDULES**

The curriculum a student chooses must meet the approval of the parent/guardian and the Headmaster.

Junior high students participating in athletics may only take 5 subjects. Seniors are required to take 6 classes in the first semester of their senior year and 5 in the second semester, unless a full sixth class is needed to graduate.

Sophomores and Juniors must take 6 subjects. Junior high students not participating in athletics may have a sixth class added to their class schedule.

Students will NOT be allowed to change their class schedules without approval of the parents/guardians AND the Headmaster. Before a student can be added to or dropped from a class roll, the Headmaster must notify the teacher about the change.

### **GRADING SCALE**

The grading scale utilized by North Sunflower Academy is as follows:

A	90 – 100
B	89 – 80
C	79 – 70
D	69 – 65
F	below 65

### **METHOD OF ARRIVING AT GRADES**

Each student will receive a minimum of two grades per week. These grades may be on oral reports, tests, or class work. The teacher will average the grades for the nine weeks average.

Test grades will be recorded in the grade book twice and daily grades once. If an assignment is counted in the average for one student, it must be counted for all students in the class.

To calculate the semester average, the teacher will average the two nine week's averages together for one average. Then, that calculated average will be counted three times (75%) and the semester exam will be counted once (25%) to reach a final semester average. The first semester and second semester averages are average together to reach the yearly average.

### **MAKE-UP WORK**

It is the student's responsibility to find out about the work that needs to be completed after an absence. Makeup work should be completed **within 2 days** after the student returns to school. Teachers will work with the student to select a time that is advantageous to both the student and the teacher, but **IT IS THE STUDENT'S RESPONSIBILITY** to approach the teacher for arranging the time. Students who do not make up tests or graded daily work will receive a zero for the work.

If the student fails to appear to take a make-up test as scheduled, the test will be immediately rescheduled and ten points will be deducted from the grade received by the student. A second failure to appear for a make-up test will result in the student making an appointment with the Headmaster to take the test for a maximum grade of 65.

A day's absence does NOT excuse a student from the responsibility of completing assignments or taking tests assigned prior to the absence. The student is responsible for finding out about any class work or notes taken the day of the absence.

Projects and/or assignments that are not submitted at the scheduled time will be given a grade of zero (0) unless the student has an excused absence. In that case, the teacher may accept the assignment on the day the student returns to school. No late assignments will be accepted after that point unless there are extenuating circumstances of which the Headmaster and the teachers are aware.

### **CLASSIFICATION OF HIGH SCHOOL STUDENTS**

Students will be placed in a high school grade according to the number of Carnegie units they have earned.

5 units	Sophomore
10 units	Junior
16 units	Senior

The classification of a student as a senior does not necessarily mean the student is a candidate for graduation

### **TRANSFER STUDENTS**

A tentative grade will be assigned a transfer student until a transcript arrives from the school formerly attended.

Grades given as letter grades on a transcript for a transfer student will be converted using the following chart:

A+	98	B	85	C-	70	F	64
A	95	B-	80	D+	69		
A-	90	C+	79	D	67		
B+	89	C	75	D-	65		

Seniors transferring into NSA must have taken the ACT on national test date and provide documentation of having a minimum composite score of 15. A senior transfer from a public school must also have documentation of where the student has passed all state tests required for him/her to be classified as a senior at his/her previous school.

## **TEST SCHEDULES**

Mid-term tests may be given for all junior high and high school classes during the first and third grading periods. Semester exams will be given at the end of the first and second semesters. The Headmaster will determine and announce the schedule for the exams.

Exams for grades 7 – 12 are to test the students' knowledge of the subject area. They are a tool for preparing the students for the future – either future classes at NSA or college exams. They will be designed to cover the material in a thorough manner.

Exam schedules will be followed. No exams will be given early unless there is a special circumstance that has been approved by the Headmaster.

Exams will be designed to take a minimum of 45 minutes for any student to complete.

## **EXEMPTIONS**

Seniors may be exempt from second semester exams or a one-semester course during the first semester if they have an overall 90 average in the course. For two-semester courses, the first semester average cannot be lower than 85. For a one semester course, the first nine week average cannot be lower than 85. Seniors also must not have any U's in conduct, or, more than two (2) tardies per 9 week grading period.

Students in grades 9-11 may be exempt from individual class spring exams if the student has an overall average of 90 for the course as long as the first semester average is not lower than 85 for a two semester course or the 3<sup>rd</sup> nine weeks average is not lower than 85 for a one semester course

Students in grades 9-12 cannot be exempt from any exam if:

- a. the student has been suspended (either ISS or OSS) during the school year
- c. the student has received any U's in conduct
- d. the student has excessive absences for the class
- e. the student has been sent to the office (includes being taken to Ms. Patti or Coach Kitchings) more than twice for disciplinary reasons during the school year

## **DUAL ENROLLMENT**

If a student meets the college or university's requirements, a student may take dual enrollment classes through a community college or university only with the permission of the Headmaster.

Dual enrollment is an excellent opportunity to take basic college classes during high school but, students must be able to handle the added stress and pressure of it. Dual enrollment classes will be SECONDARY to the student's classes at NSA. Even though mid-terms and finals are scheduled during the school day, students are to return to NSA upon completion of mid-term and finals and are to finish their school day. If a student does not return to school, it is an unexcused absence and the student will be given a zero (0) on any missed work for that day.

Any tests that are scheduled in a student's regular classes at NSA are to be taken as scheduled. Dual-enrollment students will be given extra time to take scheduled tests only if the college testing center does not have an available time slot that does not conflict with an NSA test.

## **TRANSCRIPTS**

NSA will furnish a transcript of a student's record at the student's request. A student requesting a transcript to be sent to a college or university must furnish a complete mailing address.

Transcripts for graduating seniors will be mailed free of charge. Transcripts will also be provided free of charge for anyone graduating in the previous graduating class. Any transcripts after that time will require a \$10 fee paid in advanced.

**Final report cards and/or transcripts will be mailed when all of the tuition checks for the student have cleared unless prior arrangements are made with the Headmaster and all other amounts owed for fundraising, work fees, etc. have been cleared, and, all grades have been posted and checked for accuracy after end-of-school teacher workdays are completed.**

## **GRADUATION**

NSA will decide on the format for graduation exercises. The color of the gown for graduation will be blue.

Graduation exercises will be held on May 16, 2025 at 7:00 p.m. in the gymnasium.

## **AWARDS DAY**

Sixth grade graduation will be held on May 13, 2025, at 8:00 a.m. in the NSA gymnasium. A 6th grader who is not passing will not be allowed to participate in graduation.

Elementary Awards Day will be held on May 13, 2025, at 9:00 a.m. in the NSA gymnasium. The following awards will be among those presented on that day.

Elementary Hall of Fame - The Elementary Hall of Fame can consist of 1/3 of the sixth grade class. The students are selected by the elementary faculty on academic achievement, a good moral character and a cooperative, respectful attitude.

Jenelle Norwood Citizenship Award – One member of the Hall of Fame who is considered the most outstanding citizen will be selected by the elementary faculty to receive this award.

Highest Academic Achievement Award - The students in grades four, five, and six who have achieved the highest overall grade average receive the award.

Improvement & Effort Award – One student in grades one through six who in the opinion of the teacher has demonstrated the greatest improvement during the year is selected to receive this award.

Honor Student Certificates - Certificates will be awarded to students who have made Academy Honors, Headmaster's List, or Honor Roll all terms of the school year.

Perfect Attendance Certificates – Certificates will be awarded to students who have been present every day of the school year.

High School Awards Day will be held on May 13, 2025, at 10:00 a.m. in the NSA gymnasium. The following awards will be among those presented on that day.

Senior Hall of Fame - The Hall of Fame can consist of up to 1/3 of the senior class. The students who, in the opinion of the high school faculty, have exemplified outstanding academic success in the classroom and/or who possess outstanding characteristics of leadership can be elected to the Hall of Fame. The students must also have attended NSA two consecutive years. The students must receive a majority vote from the high school faculty. (Presented at Senior Recognition program)

Junior Hall of Fame – The Hall of Fame can consist of up to 1/3 of the junior class. The students who, in the opinion of the high school faculty, have exemplified outstanding academic success in the classroom and/or who possess outstanding characteristics of leadership, can be elected to the Hall of Fame. The students must also have attended NSA two consecutive years. The students must receive a majority vote from the high school faculty.

Joe Carpenter Memorial Accounting Award - This is presented to the most outstanding student who is taking accounting.

Highest Academic Attitude - This is presented to the student or students with the highest average in each subject, as of Awards Day.

Academic Attitude Award – Teachers have the option of selecting one or more students from each other their classes for this award. This award is intended to recognize students who have a positive attitude about school and school work, don't complain, and, are always trying to do their best, or, have shown improvement in their work. This award is not based on grades or honor roll. Teachers may opt not to present this award.

Academic Betterment Competition Certificates – Students who participated will receive a certificate from the MAIS. District and/or State winners in the competition also receive a certificate. (The ABC competition has been suspended by the MAIS. Should it be reinstated, certificates of participation will be presented again.)

# CONDUCT & DISCIPLINE POLICIES

## DISCIPLINE STATEMENT

The administration of this school is based on the theory that the students are ladies and gentlemen and are capable of conducting themselves in accordance with accepted standards of good conduct. Academic honesty, as well as moral integrity, is expected of every student at North Sunflower Academy. Every student is expected to keep in mind that his/her conduct should not interfere with others.

NSA students are expected to abide by the rules and regulations established by the faculty, administration, and the Board of Trustees. Parents/guardians are expected to be familiar with the school's disciplinary policies and lend support to the administration at all times. It is the desire of the administration and faculty that the lines of communication between student and teacher be maintained even when a student must be punished.

Teachers are encouraged to handle disciplinary problems within the classroom whenever possible. When a discipline problem becomes serious enough, a child may be sent to the office or the Headmaster.

Parents/guardians of students agree to the administration of corporal punishment when they sign an educational contract with North Sunflower Academy. Corporal punishment will be administered by a person who is of the same sex as the student. The people designated for administering corporal punishment are Janet Ray, Headmaster, Patti Tidmore, High School Supervisor, and Todd Kitchings, Athletic Director. A member of the staff will be present as a witness when corporal punishment is administered.

Corporal punishment can be administered for, but not limited to, the following offenses:

1. talking in class
2. cheating
3. fighting
4. inappropriate attitudes exhibited toward students, teachers, and staff
5. failure to turn in homework
6. rude or inappropriate actions in the classroom or grounds
7. any other action by the student where he/she has been previously warned about the continuance of inappropriate behavior

Records of corporal punishment will be maintained in the school office and will detail the offense and how many licks were administered.

## CONFISCATION OF ITEMS

Any toy, gadget, weapon, etc. that is taken from students in grades 7-12 will not be returned to them. Students should have the maturity to not bring items to school that will cause any type of disruption anywhere on campus.

## DETENTION – Junior High and High School

Misbehavior on campus can be punished by afternoon detention served from 2:50 to 3:50. The student should be seated and prepared at 2:50. If the student is not, the beginning time of

detention will begin when he/she is seated and ready. Misbehavior during detention will automatically mean the student has detention again on the next school day.

Detention can be assigned by Mrs. Ray, Ms. Patti, or Coach Goss after a student has been sent to them by a teacher. Detention can and will be assigned for behavior problems, no homework, multiple occasions of being tardy to class, etc.

Students will serve detention sitting for 60 minutes with no talking, no sleeping, etc. The administrator keeping detention will assign “busy work” to the student during detention.

Students will not skip detention to attend practices or games. Seniors receiving detention will not be allowed to leave school and then return to serve detention. Seniors must stay at school until detention is over. Detention takes precedence over all other activities. Athletes missing practices or games are subject to additional consequence from coaches for being late or missing the event.

Students late to detention will automatically receive an additional day of detention to be served on the following day. Students will not check out of school early to avoid detention. Any student doing so will still serve the original detention and will receive any additional day to be served on consecutive days.

If any student has received detention 3 times, the student will automatically receive a day of in-school suspension and will lose ALL exemption privileges. The parents/guardians will also be required to attend a conference with the Headmaster and the student.

### **SUSPENSION**

The Headmaster has the option of suspending a student if he/she deems the offense serious enough. The parents/guardians will be called. A conference between the Headmaster and parents may be scheduled if the Headmaster deems it necessary.

For students who receive in-school suspension, the student (under supervision) will take tests and do work separate from other students until 11:00 a.m. After that time, the Headmaster or his/her designee may assign the student to a work detail with the school janitor or coaching staff.

In-school suspension for elementary students may be from one to two days. One (1) point per subject will be taken off the nine weeks average.

Out-of-school suspension for elementary students may be from one to three days. The student will not be allowed to attend school or participate in school functions during this time. A parent must bring the student back to school and meet with the Headmaster. Zeros will be given for any work graded during the suspension. Two (2) points per subject will be taken off the nine week average.

In-school suspension for junior high and high school students may be one or more days, at the discretion of the Headmaster. There is no point penalty assessed on final averages.

Out-of-school suspension for junior high and high school students will last for a period of time per the schedule below, or for more serious offenses, for a period of time determined by the Headmaster. The student will not be allowed to attend school or participate in school functions

on the days of the suspension, including athletic practices/games. For an out-of-school suspension, the student will not be allowed to make up any work missed and will receive a zero on the work. One point per class per day of suspension will be deducted from the final nine weeks average of the student.

Suspension will be issued by the Headmaster for the following offenses:

Skipping School	- 1 day in-school suspension In addition, the student will receive a zero for any grade taken during the skipped absence.
Leaving school without permission of parent and school official	- 1 day in-school suspension
Alcohol use at school function	- 3 days out-of-school suspension
Physical Attack/Fighting	- 1 day minimum in or out of school suspension depending on the nature of the incident
Flagrant violation of rules/ Disrespectfulness (including Profanity)	- 1 day minimum in or out or school suspension
Excessive Electronic Device - Policy violations	- 3 day out-of-school suspension

**Students who are suspended for any reason (in-school or out-of-school) are not eligible for exam exemptions. The loss of exemptions will also be applied to exemptions earned by way of special programs offered to students.**

\* The use of any type of vaping or e-cigarette is considered to be the use of tobacco and will be treated as such.

### **EXPULSION**

Dismissal from school for the rest of the school year will be done only by the Board of Trustees. The student and the parents/guardians may meet with the Board for discussion. For parents/guardians to meet with the Board, all payments must be current.

**Attendance at North Sunflower Academy is a privilege which may be forfeited by any student or parent that does not conform to the standards of the school. Any student or parent engaged in any unbecoming conduct will make the student subject to dismissal.**

### **WEAPONS**

Students are prohibited from possessing a firearm, knife, mace, pepper spray, brass knuckles, or any other instrument defined as a weapon by Mississippi law on school premises or at any school-related event. The parents of the student in violation of this policy will be called

immediately with the student subject to possible suspension or expulsion after review of the incident by the Board of Trustees.

### **CHEATING**

Any student caught cheating will be given a zero on that assignment and parents/guardians will be notified. The term “cheating” includes the intent to cheat. The penalty for cheating will also apply to any student intentionally allowing another student to copy his/her work.

### **TOBACCO/VAPE USE**

If a student is caught with tobacco and/or vaping products (cigarettes, chewing tobacco, snuff, “dip”, tobacco/nicotine substitutes) including snuff cans in the pocket, the following penalties will be enacted:

First Offense - 1 day out-of-school suspension and a \$50 fine.  
Parents/guardians will be notified.

Second Offense – 3 days out-of-school suspension and a \$100 fine.  
Parents/guardians will be notified.

Third Offense – Parents/guardians and student will meet with the Board of Trustees to determine if the student may return to NSA.

These penalties are in addition to the stipulations imposed by the athletic department contract signed by both students and parents.

Students will also be subject to the above penalties if they provide tobacco/vape products to other students.

### **ALCOHOL**

The use or possession of alcoholic beverages on campus, on a bus or vehicle provided by the school, at dances, or any school-sponsored function regardless of location is prohibited and will result in suspension from school. The minimum out-of-school suspension is three (3) days and a \$100 fine. A second offense during the same school year will result in expulsion.

Adults in possession of alcohol on school grounds will be prohibited from attending any other function on the NSA campus.

### **DRUGS OR ILLEGAL CONTROLLED SUBSTANCES**

The use, possession and/or distribution of drugs/illegal controlled substances on campus, on a bus or vehicle provided by the school, at dances, or at any school sponsored activity are prohibited and will result in expulsion from school. All students in grades 7 – 12, administrators, Board members, and staff will be required to participate in random drug screening throughout the year. Refusal to cooperate in drug testing will result in disciplinary action. The first time any student tests positive to a drug test he/she will be required to seek professional help and complete the program prescribed by the professional. The second positive test, whether in the same school year or any future school years, will result in expulsion from NSA. A copy of the drug testing policy of North Sunflower Academy is available in the office from the Headmaster.

Parents and/or guests caught in possession of illegal substances and paraphernalia on campus (on the person or in the vehicle) will be immediately banned permanently from campus. NSA will not tolerate these substances on campus with anyone.

### **PHONES/ELECTRONIC DEVICES**

Students are not allowed to bring beepers, I-Pods, MP3 players, Game Boys, PSPs or any other type of music/computer/electronic game devices to school.

Cell phones may be brought to school but MAY NOT be used AT ANY TIME between the hours of 7:30 a.m. and 3:00 p.m. in any building or area of the campus. Any cell phones brought to school must be turned off and secured in a backpack, car, or locker. Phones may not be in a purse or pocket (either pants, shirt, or jacket).

### **Parents/guardians wishing to contact their children during the day should not text or call students on the student's cell phone. ALL messages/calls should come through the office**

Ear buds are not to be worn/used before or during school in any building on campus and will be confiscated if seen. The same penalties will apply to them as to cell phones.

Any of these devices seen in the possession of the student will be locked and taken by any teacher or staff member who will subsequently turn the device in to the office. Cell phones that are taken during the day are to remain in the office until 2:50 p.m. The fine may be paid prior to 2:50 p.m., but that phone will remain in the office for the rest of the day.

Punishment for these devices will be administered according to the following:

First Offense - \$20 fine and the device is held in the office. The device can be retrieved by the student after 2:50 pm upon payment of the fine.

Second Offense - \$40 fine and the device is held in the office for 1 week. The device can be retrieved by the student's parents upon payment of the fine.

Subsequent Offenses – Students will receive one day out-of-school suspension (unexcused absence to all classes). The Headmaster has the discretion to increase the amount of out-of-school suspension should there be a continual problem with the student with an electronic device.

The punishment for these devices will be applied to the student who brought the device to school as well as any student in possession of a device belonging to another student.

Any watch that can connect to the internet, text, connect to social networks, etc. (of any brand/model, etc) are banned from NSA and will be taken by teachers. These watches are a distraction for students and a temptation to help students cheat. They will be taken to the office and will remain there until 2:50 p.m. The fine for retrieving them is \$20 per watch. The fine may be paid earlier in the day but the watch will remain in the office until 2:50 p.m.

Students and parents/guardians will show proper respect for authority when paying fines for electronic devices. Fines will be accepted in currency only.

**GUM/CANDY**

NO gum chewing is allowed in any building at North Sunflower Academy.

NO candy or food of any kind is to be eaten during classes.

NO gum, candy, food, or drinks are allowed in elementary or high school classrooms without approval from the Headmaster. Teachers will not allow a party with food to be held within a classroom on the high school/elementary end of the building. Any party/food relative to a country the class is studying will be done in the cafeteria during the lunch period.

Students ARE NOT to bring candy, gum, or other items to school to sell for their personal profit.

**VANDALISM OF SCHOOL PROPERTY**

Students who vandalize school property will be subject to penalties, including possible suspension or expulsion. The student's attendance at NSA will be reviewed by the Board of Trustees.

The Board of Trustees does not tolerate the vandalism of property of other schools. Any student that vandalizes property belonging to another school will be expelled immediately. This will apply if the student is on official school business or if the student is visiting another school on his/her own time.

The term vandalizing will apply not only to the school's buildings, but also to any property, furniture, etc. that belongs to the school.

**CARE OF SCHOOL & PERSONAL PROPERTY**

North Sunflower Academy has facilities that many people have worked hard to maintain. Students are asked to protect this property by not littering, writing on desks or walls, or in any way damaging school property. Students who do not respect property will face appropriate disciplinary action and will pay for the damage. This policy includes student property on school grounds.

The facilities at NSA are for all students and groups associated with the school to use and enjoy. Any group/organization that uses any of our facilities is responsible for cleaning after the function. The group/organization is responsible for replacing props, furniture, etc. that may have been used or moved and for the removal of all trash. This should be done the next day unless arrangements have been made with the Headmaster.

**COURTSHIP/DATING/DEMONSTRATIONS OF AFFECTION**

**Young couples should conduct themselves in a manner which reflects good home training. Embracing and other demonstrations of affection should be reserved for some place other than the school, school functions, or any school facilities. Students hands must be seen at all times in the cafeteria . If there is a problem, the Headmaster may separate the students and call their parents/guardians.**

**PREGNANCY**

Students who become pregnant are subject to dismissal by the Board of Trustees.

**MARRIAGE**

Students who marry while attending NSA are subject to dismissal by the Board of Trustees. Married students may not participate in extracurricular activities or receive Who's Who honors.

### **STUDENTS WITH CHILDREN**

Students that have children may attend NSA only with the approval of the Headmaster and the Board of Trustees. They will be expected to carry a regular course load and maintain a respectable grade point average.

These students will not be allowed to receive Who's Who honors, be the Homecoming Queen, participate in the Beauty Review, be a cheerleader, be a class officer, or be a Student Council officer or class representative. They may participate in athletics (softball, football, basketball, baseball, track, and/or golf). They may participate in the MAIS Academic Betterment Competition, if selected, be a member of the Honor Society should their grades qualify them for membership, and/or receive any academic honor NSA awards. All conditions for this are subject to the Headmaster's discretion.

### **SEXUAL HARASSMENT**

Students are prohibited from using profane or obscene language or gestures, making sexually suggestive or offensive remarks, or possessing written material or pictures that convey offensive, obscene, or sexually suggestive messages.

Possessing this material or committing a sexual harassment act will result in immediate disciplinary action.

### **NON-DISCRIMINATION POLICY**

North Sunflower Academy will not tolerate discrimination against any person or group by its students.

### **BULLYING**

Bullying is behavior intended to physically harm or emotionally disturb a target.

Some bullying methods that have been used in schools include:

1. physical attacks
2. peer pressure and manipulation
3. cell phone text messaging and/or comments posted on internet social networks
4. teasing, gossip, rumors, and lies
5. e-mail and internet chat rooms
6. exclusion/isolation of students

The most common locations for bullying to occur are playgrounds, classrooms, hallways, bathrooms, locker rooms, gym, and areas where students are able to hide and not be directly seen at all times.

**NORTH SUNFLOWER ACADEMY WILL NOT TOLERATE BULLYING BY STUDENTS IN ANY FORM OR IN ANY PLACE ON THIS CAMPUS.** NSA recognizes the potential long-term psychological effects that bullying can have and will take action to prevent it.

NSA encourages students to combat bullying by:

1. refusing to join in

2. walking away from the bully
3. distracting the bully to stop an attack on a target
4. reporting it to someone
5. speaking out against it
6. standing with the target to send a message that bullying is unacceptable behavior
7. working with students and teachers to eliminate bullying on this campus

Students that are targets of bullying are encouraged to talk to an administrator or teacher with which he/she is comfortable as soon as possible to report an incident of bullying.

Students participating in bullying activities will be subject to suspension or other punishments determined by the Headmaster.

### **CONDUCT GRADES**

The following conduct grades will be given on report cards for students:

- O – Outstanding (The student has a respectful, cooperative attitude, and abides by school rules and regulations.) Outstanding is given to elementary students only.
- S – Satisfactory (The student has an acceptable attitude and generally abides by school rules and regulations.)
- N – Needs Improvement (The student’s attitude needs to improve. There may be infractions of school rules and regulations and classroom behavior codes.)
- U – Unsatisfactory (The student is uncooperative and his attitude is poor. The student disrupts the class and shows little respect for school rules and regulations and classroom behavior codes. Parents/guardians will be called for a conference.)

If a student is assigned detention, his/her conduct grade automatically becomes an S- in that class for the 9 weeks. Two instances for a 9 weeks will result in a conduct grade of N, and 3 detentions will result in a U in conduct for the 9 weeks.

# DRESS CODE

In order to have an appropriate academic setting, certain rules in regard to wearing apparel will be followed.

Beginning with the 2023-2024 school year, uniforms are required for students. Uniforms consist of navy blue, red, or white polo type shirts and khaki or navy blue pants or shorts with a brown belt. Dress khaki denim pants (ex. – Ariat) may be worn. Uniform shirts are to be worn **every day** – even if the student is wearing a sweatshirt. Shirts may be monogrammed with NSA on the front left, but, it is not required. Boys shirts must be tucked in at all times.

Girls may also wear khaki or navy skirts or skorts. A plaid skirt is also available for girls and the supplier information for them may be obtained from the office. Hemlines of skirts must be the same length all the way around the skirt.

Shoes are to be “tennis” shoes, boots, or a style of loafer. No open-toe shoes are allowed. No rubber hunting boots, Crocs, slides, sandals, or house shoes are to be worn. Boots may not be worn with shorts.

Sweaters, ¼ zip sweatshirts, or crew neck sweatshirts in navy blue, red, white, or grey may be worn over the uniform shirt during cool/cold weather. Sweaters (also required to be in uniform shirt colors) and sweatshirts may be monogrammed but is it not required. Sweatshirts may not have anything on them other than NSA or NSA sports teams. No other designs or logos are allowed on sweatshirts.

Coats worn in the colder weather will be left in the lockers during classes.

No camouflage apparel may be worn at school.

No fleece sweat pants are allowed.

## Jr. High/High School Girls:

1. Girls hemmed walking shorts, skirts, skorts are to be no more than 5 inches above the kneecap. To measure, the girl is to kneel on the floor and measure up from the floor. Tennis skirts are not allowed. Shorts worn in school must have a front zipper that is functional. Undergarments/skort/skirt liners are not to be seen if the girl bends over.
2. Black leggings may be worn under leggings on days where the morning temperature is below 60°F.
3. T-shirts are not to be worn over tights/leggings after any event in which a girl is representing NSA, with the exception of track meets when the weather is cool.
4. Proper undergarments are to be worn at all times.

## Jr. High/High School Boys:

1. Boys shorts are to be no more than 5 inches above the kneecap. All shorts worn by boys must have a zipper in the front that is functional.
2. Boys pants will be worn at the waist. Undergarments or skin are not to show when the

boy bends over. Zip-ties will be used to keep boys pants at the waist if boys do not voluntarily comply with this rule.

3. Boys may NOT wear earrings.
5. Boys are to be clean-shaven **EVERY DAY**.
6. Boys are to wear their hair no longer than the eyebrows in the front when combed straight down and no longer than the collar in the back. Ears will be uncovered. Braided hair is no exception to this rule. Boys will not wear their hair in a bun or pony tail when participating in athletics.
7. **If the Headmaster/Principal/Athletic Director informs a student to get a haircut, he will have 2 days to do so.**
8. Boys are not allowed to wear make-up or nail polish (on either fingers or toes).

#### All Junior High & High School Students:

1. Students may NOT wear caps, hats, or head bandanas. This includes toboggans, ski caps, skullcaps, rags, etc. Nothing is to be worn on the head in the buildings on this campus before, during or after school hours. Hats/caps worn in the building will be taken from the student and will be held in the office for two weeks.
2. Students may NOT wear jackets/clothing displaying or insinuating vulgarities or inappropriate phrases or symbols such as alcohol, tobacco, illegal substances, or meanings of questionable taste.
3. Students are NOT to display any gang, gothic, or satanic symbols with their bodies, jewelry, or clothing.
4. Students may NOT wear jeans or shirts with holes in them, purchased that way or otherwise.
5. All students' pants should be worn at the waist. Hip-huggers are NOT allowed.
6. Students coming to class from athletic practice will need to be dressed in their uniforms. **No athletic practice clothes may be worn in the classrooms.**
7. Students may NOT wear extreme hairstyles (such as rat-tails, spiked hair, Mohawks, etc.) or extreme hair colors (such as blue, green, etc.). The determination of what qualifies as extreme will be left to the discretion of the Headmaster.
8. Only shoes appropriate for outdoor wear may be worn to school – all shoes must have enclosed toes.
9. Students may **NOT** have any visible tattoos or body piercing with the exception of girls who wear pierced earrings, two earrings per ear lobe. Tattoos and body piercings (other than earring described above) may not be visible at any time the student is representing NSA (including ballgames, etc).  
**Tongue, lip and belly button piercings are NOT allowed.**
10. No items (such as chains, etc.) can be worn and hang from clothing.
11. No gloves or half-gloves can be worn during class.
12. Students should not wear anything that would be disruptive to class.

**Students that violate dress code are subject to detention and/or punishments listed below and will have to call a parent to bring them clothes that meet dress code. All teachers have the authority to write up a dress code violation.**

The following additional actions will be taken for those students who violate the dress code.

Improper Top:

First Offense – the student will call a parent/guardian to bring a suitable top.

Students will not be allowed to leave school to go home and change.  
Second Offense – Parents/guardians will be notified.

Improper Shorts:

First Offense – a warning will be issued, although in extreme cases the student will call a parent/guardian to bring a suitable replacement.

Second Offense – the student will lose the privilege of wearing shorts for the remainder of the semester. Parents/guardians will be notified.

Other Dress Code Violations:

The student will be corrected only once on policy. If full cooperation is not given, the student can be suspended until full cooperation is given.

If a student who has lost the privilege of wearing a certain type of clothing comes to school dressed inappropriately again, the student will have out-of-school suspension.

All teachers have the responsibility of enforcing the dress code and should take appropriate action to report a student for a violation. Appropriate dress for Awards Day, Athletic Banquet, assembly programs, field trips, academic trips etc. will be determined by the adults in charge and announced in advance. If there is no specific announcement – the school dress code will apply.

When the administration gives permission for a “no uniform day”, “jeans day”, or other designated day, jeans cannot have holes in them, no mid-drift tops may be worn, and no leggings can be worn.

**EXAM DAYS ARE NOT EXCEPTIONS TO THE DRESS CODE.**  
**STUDENTS THAT ARE EXEMPT FROM FINAL EXAMS BUT COME ON CAMPUS DURING EXAMS ARE REQUIRED TO ABIDE BY THE DRESS CODE.**

# Extracurricular Activities

## **STATEMENT FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**

North Sunflower Academy follows MAIS policy for student eligibility for participation in extracurricular activities. To be eligible for the first semester of a school year, a student must have accumulated four major credits the previous academic year. A student who is ineligible the first semester can become eligible the second semester if he/she passes four major subjects during the first semester of that academic year.

Students cannot be failing two or more subjects to participate in any extracurricular activities. This includes not only sports and cheerleading, but Homecoming Court and Beauty Review as well. The priority of students is to be academics – not extracurricular activities.

Only students who are current NSA students or who have registered for the following year may run for student offices, try-out for cheerleader, or participate in spring training.

## **ATHLETIC ELIGIBILITY – ACADEMICS**

This policy shall apply to all sports, including cheerleading.

A student who failed two subjects in the prior school year is ineligible to participate in any sport, unless the student attends summer school and earns a passing grade for at least one of the failed classes. The summer school chosen must be approved by the Headmaster. Failure to get approval and/or attending a summer school program not accepted by NSA will not regain athletic eligibility.

After progress reports and report cards are issued, the Athletic Director will review the grades of all athletes and will take a list of all D's and F's to the Headmaster. The Athletic Director and Headmaster will discuss these students and grades, after which the Athletic Director will inform the students with unsatisfactory grades that he/she is ineligible. The Athletic Director will also inform the parents the same day of the ineligibility. Students who are struggling in more than one class will be ineligible until they are passing and are highly encouraged to obtain the assistance of a tutor. If at the end of the nine weeks in which the students was pulled from competing the student is still failing, the student will still be ineligible. The beginning of a new nine-week period does not mean automatic re-eligibility for failing students who were being held from competing.

The Headmaster and Athletic Director have the discretion to issue more stringent penalties for unsatisfactory academic performance, if they see fit.

Coaches, at their discretion, can assign after-school study sessions in the library for unsatisfactory/failing grades. The students will sit in after-school with Ms. Patti and study until a certain time determined by the coaches. No phones will be allowed during these study sessions.

Any student who “quits” a sport will not be allowed to participate in the next sport offered.

## **CHEERLEADERS**

### **General Rules**

1. The use of alcohol, drugs, or any tobacco products during any school function that a cheerleader must attend will result in immediate suspension from school and dismissal from the squad.
2. Cheerleaders will not use profanity or vulgar language.
3. Cheerleaders are required to be at all football games and home basketball games.
4. Cheerleaders must attend cheerleader camp and pay for their attendance at the camp.
5. Cheerleaders must buy all uniforms and supplies deemed necessary by the sponsor and approved by the Headmaster.
6. Cheerleaders must attend all practices, workdays, and functions. The sponsor must approve absences in advance.
7. Cheerleaders are required to ride to out-of-town games with persons designated by the sponsor and approved by the Headmaster.
8. Cheerleaders must have pride in their school and spirit for their team.
9. Cheerleaders must constantly think of the other members of the squad. They should willingly share all work and responsibility and accept graciously the majority vote even if they do not agree with the decision.
10. Cheerleaders will be kind and considerate to other members of the squad, the student body and faculty of the school, and above all, to opposing teams, their cheerleaders, and their fans. They should be role models of good sportsmanship.
11. **Cheerleaders are directly responsible to the cheerleader sponsor in all matters pertaining to the squad or its activities. All activities of the squad must have permission of the sponsor prior to the activity.**
12. Cheerleaders will NOT do anything that reflects poorly on him/her, the squad or the school. Since many small children idolize them, they should never do anything that would adversely influence a young mind.
13. Cell phone/electronic device use is prohibited during games and all practices.
14. **Cheerleaders may not have exceeded the excessive absence limit to participate in cheerleading activities.**
15. All cheerleader money will go through the school office. Bank statements are monitored by the Headmaster and bills incurred by the cheer squad are paid by office personnel.

**A cheerleader's failure to comply with the cheerleader rules could result in probation or dismissal from the squad. Any exemption to a rule or dismissal from the squad may only be made by the Headmaster except where specified.**

### **Try-outs**

1. Students who try out for cheerleader must have a passing average in four major subjects at the time of try-outs. In order to participate in the fall, they must have passed four major subjects the prior academic year.
2. Cheerleaders will be selected by adult judges who will make their decision during try-outs on a point-scale system based on coordination, appearance, enthusiasm, poise, cooperative spirit, acrobatics, voice projection, and personality.
3. Before try-outs, students wanting to try-out for cheerleader must be rated according to scholarship and citizenship criteria by the Headmaster and two teachers of the students' choice.

4. Students trying-out for cheerleader must have parental/guardian permission to try-out, and, students and parents/guardians must sign a form indicating their understanding of all requirements for being a cheerleader.
5. **Students may not have exceeded the excessive absence threshold in order to try-out for cheerleader.**

### ATHLETICS

Our diversified athletic program includes football, basketball, baseball, track, cheer, and girls' fast-pitch softball. Students are encouraged to take part in athletics because they serve to encourage responsibility and promote working together to achieve a common goal.

All teams at NSA are operated in accordance with the Constitution and bylaws of the MAIS.

The athletic program has the following guidelines:

1. No student will be permitted to participate in inter-school contests for more than 4 years in high school.
2. No student will be permitted to participate in inter-school contests if he/she has reached the age of 19 prior to August 1.
3. A student (including cheerleaders) who is absent from school more than three academic class periods on the day of the game will be ineligible to participate in games or practices unless that student was absent for school business.
4. A student must be in grades 7-9 to participate in junior high sports.
5. Special permission must be obtained for students below the 7<sup>th</sup> grade to participate.
6. Letterman jackets are awarded to rising juniors and seniors who have participated in any sport or combination of sports for at least two years starting in the 9<sup>th</sup> grade.
7. Student/athletes must not have exceeded the excessive absence threshold to participate in sports during the school year.
8. No games or practices will be scheduled with teams who are not members of the MAIS without permission of the MAIS.
9. No games or practices will be scheduled for the day prior to the days of exams.
10. Teams may not participate in more games per week held on the day preceding a school day than permitted by the MAIS.
11. Teams and team members will travel to and from competitions in school-arranged transportation, or, with permission of the Headmaster, with the student's parents/guardians or with another team member's parents/guardians. Under no circumstances are students allowed to drive or ride with anyone else.
12. Student eligibility according to the MAIS will be strictly followed. This includes academics and transfer issues.
13. Students participating in sports must obtain a satisfactory physical examination to participate in practices and/or games.
14. All students participating in athletics must be academically eligible.

No unregistered student is allowed to participate in conditioning/practices for sports to be played in the next school year after June 30<sup>th</sup>. This includes off-season weight-lifting, conditioning practices, and scrimmages. Students not passing 2 or more classes will also not be allowed to participate in these activities.

Student-athletes must arrive at school no later than the beginning of second period in order to participate in practice of play in a game. If a student is too sick to come to school, the student is too sick to practice or play.

Student participating in athletic events are to ride the bus/van provided by the school (if being utilized) or ride with a parent/guardian. Students are not allowed to take personal vehicles to events if they are not accompanied by a parent/guardian.

Perceived problems in athletics must follow the proper chain of command. All athletic problems/grievances are to go directly to the Athletic Director (T. Kitchings). The Athletic Director and Headmaster meet daily and if the problem needs the Headmaster's attention, it will receive it then. If necessary, the Athletic Director will schedule a conference with the student, parents, and coaches to resolve the issue.

### **CLASS OFFICERS**

Class officers in grades 11-12 will be elected during the first nine weeks of the school year. These classes shall elect a president, vice-president, secretary-treasurer. Students elected as class officers must have an overall average of 85 for the previous semester.

### **HONOR SOCIETY**

Students in grades 8-12 are eligible for membership in the NSA chapter of the MAIS Honor Society. Students must have an overall average of 90 for the two consecutive semesters prior to eligibility for membership. Students must have attended NSA for one complete semester to be eligible for induction.

If a student's grades fall below a 90 overall average for a semester, the student will be placed on probation. At the end of the next semester if the student has not obtained a 90 overall average, the student will be dropped from membership. A student may be re-admitted to membership by achieving an overall 90 average for two consecutive semesters but may be re-admitted only once.

### **STUDENT COUNCIL**

The name of the organization shall be the North Sunflower Academy Student Council. Elections will be held at the beginning of the school year.

The officers shall be as follows:

- a. President
  1. The president shall preside over meetings.
  2. The president shall appoint all committees and serve as an ex-officio member.
- b. Vice-President
  1. The vice-president shall preside in the absence of the president.
  2. The vice-president shall help arrange assembly programs.
- c. Secretary-Treasurer
  1. The secretary-treasurer shall record notes at all meetings.
  2. The secretary-treasurer shall keep permanent records in a notebook.
- d. Class Representatives

1. Each class shall elect two representatives.
2. The representatives shall take part in all business meetings.
3. The representatives shall make reports to their classes.
4. The representatives must have an overall 80 average at NSA the previous school year.

Meetings will be set according to the school calendar in the office.

The purpose of the Student Council shall be as follows:

- a. To be the students' governing body,
- b. To hold or consult with those who hold elections.
- c. To sponsor assemblies and projects

Student Council election requirements are as follows:

- a. Candidates for the three executive offices must have an overall average of 90 from the previous semester
- b. The president must be a senior
- c. The vice-president must be junior
- d. The secretary-treasurer must be a sophomore
- g. Candidates must make a campaign speech in a special assembly prior to the election
- h. Candidates must have a majority of the votes from the seventh through eleventh grade to be elected
- i. Candidates may make campaign posters to be placed in the halls. The number of posters is limited to five.
- j. The Student Council will set the election date for the next school year.
- j. Class representatives must have an overall 85 average from the previous semester.

### **BEAUTY REVIEW**

The PTA is the sponsor of the Beauty Review. The Headmaster and the PTA will select the judges and set all rules for the Beauty Review.

Girls in grades 7 – 12 may participate in the Beauty Review. Boys in grades 7 – 12 will be elected as beaus by their classes. The participants (boys and girls) will be interviewed by the judges and then will be presented on stage. The PTA will determine if there will be semi-finalists based on the number of entrants.

Boys will wear black cloth tuxedos.

The recognition to be presented at Beauty Review will be the final selection of the four beauties and beaus, Most Handsome, and Most Beautiful. No additional categories will be added and/or recognized.

Any student selected as Most Beautiful or Most Handsome will not be eligible to be a candidate for that honor again.

**PROM**

Prom will be held on the Thursday night before Good Friday. Prom attendance is **required** for all juniors and seniors. Junior parents must also attend.

The junior class is responsible for Prom and may raise money accordingly. Any money raised for prom will be used **only** for prom. It cannot be used for other junior class projects or held over to another school year. Any excess money not spent on prom will be paid to the school by the junior class.

Juniors and their parents are responsible for decorating the gym before prom and cleaning the gym after the prom. They are responsible for the preparation and serving of the prom dinner. Any other school facilities used for prom must also be cleaned by the juniors and their parents.

Prom attendance is by “invitation only”. Any person that is not a junior or senior at NSA must be invited to prom and must be the date of an NSA junior or senior, unless there is special circumstance that is approved at least a month in advance by the Headmaster.

NSA juniors and seniors are responsible for the behavior of their dates at prom. Anyone behaving in an unacceptable way (students and guests) will be escorted off campus immediately.

**WHO’S WHO ELECTION PROCEDURES**

Who’s Who elections shall be conducted in the following manner:

1. Each student may nominate one person for each honor.
2. If a nominee receives a majority vote, there will be no run-off election for the honor.
3. No student may receive more than four honors. This includes Class Favorite, Mr. or Miss NSA, and Mr. and Miss Junior High. This does not include homecoming maids, class officers or Student Council representatives.
4. Students must have attended NSA for one complete semester to be eligible for Who’s Who honors.
5. Students with a “U” in conduct for any nine weeks grading period will lose one (1) honor per each “U” received.

**HOMECOMING ELECTIONS/PROCEDURES**

Maids for Homecoming will be elected in the following manner:

1. Girls in grades 9 – 11 may serve as a homecoming maid once during their years in grades 9 – 11.
2. The senior class will elect three girls to serve as maids. The varsity football team by secret ballot will elect the queen from among the three senior maids.
3. The junior class will elect two girls to serve as maids.
4. The sophomore and freshman classes will each elect one girl to represent their classes as maids.
5. Should a class not have enough girls to adhere to the conditions above, the Headmaster and the Student Council sponsor will determine how the maids will be selected.

The crown bearer and flower girl will be selected from the K5 or 1<sup>st</sup> grade class. They will be selected based on nominations from the elementary faculty. They must not be a behavior

problem in class or on the playground. After the nominations have been received, the elementary faculty will vote for the children they believe will perform best in the role.

### **SCHOOL-SPONSORED DANCES**

The school will decide where school-sponsored dances will be held, who shall attend, and who shall be responsible for chaperones. The students sponsoring the dance (and their sponsor) may decide on the dj/band and whether the dance will be formal, semi-formal, or casual. These decisions must be approved by the Headmaster. The students and their sponsor must remain until the dance has ended and school facilities are cleaned (excluding prom when extra cleaning time is required).

When students attend a school-sponsored dance, they will sign-in with the chaperones and note their arrival time. Upon leaving the dance, students will sign-out with the chaperones and note their departure time. Students leaving a school-sponsored dance will not be allowed to return to it.

Chaperones will be located in the building where the dance is being held and in the parking lot.