

## Table of Contents

WELCOME .....	4
OBJECTIVES .....	5
PHILOSOPHY.....	5
STATEMENT OF PARENT EXPECTATIONS.....	6
ENTRANCE REQUIREMENTS.....	7
ATTENDANCE POLICIES .....	7
ATTENDANCE .....	7
TARDIES .....	8
ABSENTEE POLICY .....	8
MAKE-UP WORK .....	8
LACK OF HOMEWORK.....	9
LATE ASSIGNMENTS.....	9
HALL PASSES.....	9
TUITION PAYMENTS.....	9
GRADUATION REQUIREMENTS.....	9
VALEDICTORIAN/SALUTATORIAN REQUIREMENTS.....	10
ACADEMIC GUIDELINES.....	10
GRADING SCALE:.....	10
EXEMPTIONS: .....	10
ATHLETIC ELIGIBILITY.....	11
• First Semester Eligibility: .....	11
• Second Semester Eligibility: .....	11
BETA CLUB MEMBERSHIP .....	11
STUDENT COUNCIL MEMBERSHIP .....	12

## Sharkey-Issaquena Academy Handbook

END OF THE YEAR AWARDS .....	12
STUDENT CONDUCT .....	13
LEVEL 1 OFFENSES .....	13
LEVEL II OFFENSES .....	13
LEVEL III OFFENSES .....	13
LEVEL IV OFFENSES.....	14
DISCIPLINARY ACTIONS .....	14
STUDENT DRUG TESTING POLICY .....	14
TEST PROCEDURE.....	15
FIRST INCIDENT OF A POSITIVE RESULT .....	15
SECOND INCIDENT OF A POSITIVE RESULT .....	16
THIRD INCIDENT POSITIVE RESULT .....	16
USE OF OTHER NICOTINE DELIVERY DEVICES (VAPES, E-CIGARETTES, AND JUULING) .....	17
ALCOHOL POLICY.....	17
LOCKERS .....	17
DRESS CODE .....	18
WEAPONS (State Law effective July 1, 1994) .....	19
PARENTAL COMMUNICATION .....	19
FIELD TRIPS .....	20
MEDICATION .....	20
COMMUNICABLE DISEASES .....	20
PREGNANCY .....	20
ILLNESS AND ACCIDENTS AT SCHOOL.....	20
CAFETERIA RULES.....	21
MESSAGES.....	21

## Sharkey-Issaquena Academy Handbook

ADMISSION TO BUILDING .....	21
VISITORS .....	21
.FUNDRAISING .....	22
PARKING LOT/DRIVING PRIVILEGES .....	22
TEXTBOOKS.....	22
CELL PHONES, APPLE WATCHES, AND OTHER ELECTRONIC DEVICES.....	22
SNAPPING AND FORWARDING PHOTOS FROM A STUDENT PHONE.....	23
OFFICE TELEPHONES.....	23
BULLYING .....	23
COMPUTER/INTERNET USAGE POLICY .....	23
NOTIFICATION OF ASBESTOS.....	25
STUDENT/PARENT HANDBOOK AGREEMENT .....	26

### **WELCOME**

The administration would like to take this opportunity to welcome our new and returning students to Sharkey-Issaquena Academy. We are prepared for another rewarding school year through the combined cooperation of our students, teachers, parents, board, and staff members.

Sharkey-Issaquena Academy is a private, non-profit organization founded to provide for the total education of the child. SIA is accredited by the Mississippi Association of Independent Schools, COGNIA, and the Southern Association of Colleges and School Council (SACS).

We strive to effectively provide a quality education and resources that prepare students for success in their chosen post-secondary and career endeavors. Students and parents of SIA must realize that when an attempt is made to formalize specific policies of this nature, there is always the possibility of inadvertently omitting some regulation, and those additions and deletions are continuously being made. However, these will be the primary policies.

Sharkey-Issaquena 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. The school does not discriminate based on race, color, national, and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

### OBJECTIVES

To achieve the philosophy of Sharkey-Issaquena Academy, we believe our students should acquire the following:

- Ability to adjust to the ever-changing need of our complex society.
- Effective skills in the fundamental areas of reading, writing, speaking, mathematics, and problem-solving.
- Respect for hard work.
- Skills and intellectual background appropriate for further academic study and pre-vocational preparation.

### PHILOSOPHY

The administration, board, faculty, students, and parents of Sharkey-Issaquena Academy shall strive to provide educational and social opportunities that will enable each student to attain maximum mental, physical, moral, social, cultural, and spiritual growth so that they may develop into a responsible citizen. Since part of the responsibility for the full development of our students must be borne by the home, the church, the community, and other agencies, we actively seek their support in sharing this responsibility.

To achieve the goals of our school, certain factors are necessary. The belief in excellent academic accomplishment is a prime factor. The scholarship is essential in our school; therefore, we believe in providing all students with the vital tools for learning. Although we stress academic achievement, we realize that each child is an individual with varying abilities, interests, and plans, whose education should be ideally keyed to their personal needs, both present and future. Therefore, we believe that the school's primary responsibility is to motivate each student by challenging the mind and igniting curiosity to achieve their highest potential without losing that special sense of direction unique to each student.

The school should provide educational experiences based on the fundamental principles of American democracy and emphasize the students' American heritage. We strive to instill patriotism and endeavor to hold our country's flag high. We further strive to develop democratic ideals and principles that share habits, appreciations, standards, and attitudes that will fit the individual for an abundant life in a constantly changing world.

Attitudes of respect, loyalty, and cooperation must exist among students, teachers, and administration. Each student should have a voice and an excellent role in school programs and activities. The school provides opportunities for students to exercise leadership and good citizenship because total personality is developed in varying interests while emphasizing participation by all.

Emphasis should be placed on spiritual and moral values. We believe in the Bible as the inspired word of God and endorse the teaching of the role that religion has played in the founding of our country. By this belief, we encourage daily devotions with attendant prayers and Bible reading.

## STATEMENT OF PARENT EXPECTATIONS

A positive and constructive working relationship between Sharkey-Issaquena Academy, the student body, and the parent body is essential to achieve maximum fulfillment of the school's mission statement. Sharkey-Issaquena Academy has adopted written expectations for students, faculty, and staff. The following expectation list provides the same guidance to our parent body. Combined, these expectations give the Sharkey-Issaquena Academy community consistent guidance and direction.

1. Parents should seek to understand and then demonstrate support for the mission of Sharkey-Issaquena Academy and all stated policies and procedures associated with the school's operation.
2. Parents should respect the school's responsibility to do what is in the community's best interest while recognizing their individual students' needs. This includes acceptance of different perspectives, support for the school's consequences for inappropriate actions and behaviors, and the understanding that the school cannot always share all the facts of any given situation.
3. When parents have concerns involving the school, parents should directly and respectfully seek information from or consult with the administrator at Sharkey-Issaquena Academy. The administrator will seek out the person closest to the situation to help solve these concerns. These concerns could be personal (such as an issue involving their child) or communal (such as a rumor/gossip they hear in the community.)
4. Parents should be positive, encouraging, and respectful to all members of the Sharkey-Issaquena Academy community, including students, faculty and staff, administration, coaches, and fellow parents.
5. Parents should refrain from gossip and communication that may be detrimental to the well-being of SIA students, parents, employees, or the larger school community. The belittlement of the school, school administration, faculty, or students could result in the family being dismissed from the school.
6. Parents should use caution when referencing Sharkey-Issaquena Academy or its faculty and students on social media. By definition, social media is a public forum. As such, involvement in social media by any member of the SIA community is expected to be respectful and appropriate. Again, belittlement of the school, administration, faculty, or students could result in dismissal.
7. Parents should support the school's efforts to prevent student abuse of drugs and alcohol. Parents are not to be under the influence of drugs and alcohol in the presence of SIA students at school or school-sponsored activities, wherever they may occur.
8. Parents should respect and understand the importance of student attendance. Parental support of student attendance assists the school in fulfilling its commitment to educate and provide the whole SIA experience for each child.
9. Parents should never direct profanity toward the administration or a faculty member. The use of profanity could result in dismissal from the school.

## ENTRANCE REQUIREMENTS

All students entering Sharkey-Issaquena Academy must provide the main office with the following information:

1. Immunization records
2. Copy of birth certificate
3. Social security number
4. All records from the previous school (if said student is a transfer)
5. Copy of the student agreement form signed by a parent or guardian (back page of the student handbook)

To enter five-year-old kindergarten, students must be five years of age on or before September 1<sup>st</sup> of the school year for which application is being made. Exception: A student may enter five-year-old kindergarten if said student(s) transfer from a state whose requirements allow entrance earlier. (MAIS 22). Students entering the K-4 program must be four years old on or before September 1<sup>st</sup> of the year for which the application is being made. Both K-4 and K-3 students must be fully potty trained.

The maximum age entrance of a student is 20 according to state law.

New students will be required to complete an admission form to be approved by the Board. An entrance exam may be given at registration with the option of re-taking the exam to determine placement in the appropriate grade.

## ATTENDANCE POLICIES

### ATTENDANCE

Regular and punctual attendance is expected of all students as this is necessary for successful accomplishment in school. Students must be in school and on time every day. Sharkey-Issaquena Academy's responsibility is to provide each student's education through systematic instruction and supervision. The student's responsibility is to be in school daily to benefit from instruction. The parent's burden is to support his child's education by ensuring the child's punctual attendance each day.

Parents should seriously consider the problems arising when they excuse unnecessary absences. A student's absences must not exceed 20 days per class. The limit for a semester class is ten days. This rule is set by the MS Department of Education and MAIS.

Absences are excused for illness, medical/dental exams, major family emergencies, school-sponsored activities, and only those the administration has approved. A student may not participate in any extra-curricular activities unless they are at school for at least four (4) academic periods during school hours. Students are encouraged to schedule appointments on days other than game days.

The Sharkey-Issaquena Academy administration and faculty solicit the support of each parent and student in eliminating unnecessary absences from school. Any request by the parents in exceptional circumstances (vacations, hunting trips, competitions, etc.), up to a maximum of 8 days per year, will be excused. A request must be presented to the head of school 48 hours before the absence, and arrangements for

## Sharkey-Issaquena Academy Handbook

completing assignments must be made before the absence. Excessive absences may result in loss of academic credit.

### TARDIES

The first bell rings at 7:55 A.M. All students must be in his/her first-period classroom by the second bell at 8:00 A.M. bell. After the second bell at 8:00 A.M., a student must obtain an admittance slip. A student is considered tardy to school unless they have a note in hand from a doctor or dentist. A message or telephone call will not excuse a tardy to school. The late slip is only admittance to class. When a student has accumulated three tardies, they will be assigned detention, and the parents will receive notification from the office. Elementary tardies will be given detention during the detention period. JH/HS students will lose privileges. JH/HS students will have to serve detention in 7<sup>th</sup> period with a designated teacher for tardies. This may result in missing an athletic practice. After the 5<sup>th</sup> tardy, a student may be assigned in-school suspension.

### ABSENTEE POLICY

On the day of a student's absence, the parent or guardian must call the principal's office by 8:15 to explain the absence. For safety concerns, this call assures the school that the parent knows their child will not be present on that given day. Please try to limit your child's absences to three per nine weeks. A student must attend a class for 30 minutes to be counted as present. Absences due to school-sponsored events will not be counted in the 20-day policy. For extended illness, medical documentation is needed. Please call the office and give an estimated time the student will be out on extended conditions.

A student must bring a note to receive an admit slip to class on the return date after an absence. If a message is not in hand, the child will receive an unexcused absence resulting in detention in 7<sup>th</sup> period. Perfect attendance awards are given to those students who have no absences, no tardies, and no early dismissals.

Students cannot leave campus without properly checking out in the office. This will require written permission from the parent or guardian. Students must also contact each teacher of the classes they will miss.

### MAKE-UP WORK

Students who are absent for any reason will be required to make up work missed in each class. All make-up work must be in within 2-3 days of the date on which the original work was assigned. Only in extreme cases of prolonged absence will more than one week be allowed for work to be made up. A day's absence does not excuse a student from being responsible for all assignments or tests on the return day. Grades and credit will be withheld if make-up work is not completed. Make-up work that has not been completed could lead to academic failure. **In all cases, students are responsible for initiating and following through on plans to make up work and tests.**



## LACK OF HOMEWORK

Sharkey-Issaquena Academy students are expected to complete daily assignments and turn them in on time. Failure to complete tasks will result in a grade penalty of 10 per day.

## LATE ASSIGNMENTS

Projects, writing assignments, book reports, etc., will be penalized 10% for each day for up to 3 days. If the assignment has not been turned in after three days, the student will be given a zero for this work. The head of school or teacher may contact the parents to let them know that their student has chosen a zero rather than turning in the work.

## HALL PASSES

Students are not permitted in the halls during class unless they are accompanied by a teacher or have a hall pass.

## TUITION PAYMENTS

Tuition must be paid by bank draft or ten post-dated checks on the 1st or 10th day of each month. Semi-annual or annual payments must be paid at the beginning of the semester. If payment is 30 days in arrears, a student will not be able to participate in any sports or extra-curricular activities until an arrangement has been made. Being in arrears may keep your child from attending school (records and transcripts will not be released) until all payments are rectified. Parents and guardians shall be responsible for all costs incurred by the Academy in collecting any unpaid balance due, including court costs and reasonable attorney's fees.

## GRADUATION REQUIREMENTS

All graduating classes must complete twenty (20) Carnegie units that include:

Four units of English	and four units of Math
Four units of Science	and four units of Social Studies
1 Foreign Language	3 Electives

These requirements comply with MAIS, Institute of Higher Learning, and MTAG. MTAG is the Mississippi Tuition Assistance Program. MTAG offers up to \$1,000 per year for residents attending in-state universities. MTAG also requires that students maintain a 2.5 GPA and a minimum score of 15 on the ACT or 720 on the SAT. More information can be found at [www.ihl.state.ms.us](http://www.ihl.state.ms.us). NO EARLY GRADUATION IS PERMITTED,

## VALEDICTORIAN/SALUTATORIAN REQUIREMENTS

- Home School Student Requirements:
- Students must attend 9<sup>th</sup> – 12<sup>th</sup> grades at Sharkey-Issaquena Academy.
- Transfer Student Requirements:  
Students must attend 10<sup>th</sup> – 12<sup>th</sup> grades at Sharkey-Issaquena Academy. A transfer student is defined as a student who has attended an accredited on-campus, in-class, public or private institute. No home school or online classes will be accepted for valedictorian or salutatorian.

Students must get permission from the head of school to attend summer school or to take a correspondence course for recovery only. Students may earn only two credits per year for recovery from any source outside of regular school. At least the last semester of a student's work must be done at SIA to receive a diploma. No one who will finish school during the summer will be allowed to participate in graduation in the spring.

Honor Students – To be eligible to graduate with honors, a senior must have a cumulative average of 93 from 9<sup>th</sup> through 12<sup>th</sup> grades, with NO ROUNDING.

## ACADEMIC GUIDELINES

### GRADING SCALE:

A = 100-93    B = 92-85    C = 84-77    D = 76-70    F = below 70

- Students making all A's, 95 and above, will be placed on the Academic Excellence List.
- Students making all A's will be placed on the Head of School's List.
- Students making A's and B's will be placed on the Honor Roll.
- Report Cards will be sent every 9 weeks.

### EXEMPTIONS:

- Exams are required unless all criteria for exemptions are met for the final exams. No extra work or projects will be allowed to bring an average up for exemption.
- All financial obligations must be met before taking any nine-week exam. This includes tuition, lab fees, lunch fees, and other financial matters.
- All students in grades 7-12 will take a 1<sup>st</sup> nine-week and a 2<sup>nd</sup> nine-week exams.
- A senior enrolled in a semester course may be exempt from the nine-week exam if the senior has a 90 average for the prior nine weeks and a 90 average for the current nine weeks. Any underclassman enrolled in a semester class will be exempt from the second exam with a 93 average and a prior nine-week average of 93.
- Seniors may be exempt from the final exam with a 4<sup>th</sup> nine-week average of 90 and a 3<sup>rd</sup> nine-week average of 90.
- Students in the Beta Club may be exempt from the final exam with a 4<sup>th</sup> nine-week average of 92 and a 3<sup>rd</sup> nine-week average of 92.
- All other students may be exempt from the final exam with a 4<sup>th</sup> nine-week average of 93 and a 3<sup>rd</sup> nine-week average of 93.

## ATHLETIC ELIGIBILITY

- **First Semester Eligibility:**

A student must have accumulated four (4) major units (credits) the previous academic year to be eligible for the first semester of a school year. (Previous academic year is interpreted to be an entire year or any part of a school year in which a student is enrolled at either a member school or a non-member school.)

- **Second Semester Eligibility:**

To be eligible for the second semester of a school year, a student-athlete who is ineligible the first semester could become eligible the second semester if they passed four (4) major subjects during the first semester of that same academic year. If a school is not semester based, the student must be given four (4) major subjects as of January 1<sup>st</sup>.

STUDENTS MUST BE AT SCHOOL 4 FULL ACADEMIC PERIODS TO PARTICIPATE IN SPORTING EVENTS UNLESS ACCOMPANIED BY A DOCTOR'S EXCUSE. STUDENTS TARDY OR ABSENT THE DAY AFTER A SPORTING EVENT WILL NOT START IN THE NEXT GAME.

## BETA CLUB MEMBERSHIP

Students with outstanding achievement, character, and leadership will be inducted into the Beta Club. Grades 9-12<sup>th</sup> will be considered high school members, and students in grades 5-8<sup>th</sup> will be considered junior members. The sponsor, head of school, and guidance counselor shall select students for membership based on the following minimum requirements:

Total overall average shall be no lower than 92.00 for three consecutive semesters prior to induction. (Grades will not be rounded up to a 92.00, and no individual semester grade will be lower than an 85.00.) A "C" incurred in any grading period will put a student on probation. Said student may still participate in club activities. If the "C" is not brought back to an 85 by the next grading period, the member will be dismissed from the club. The three-consecutive semester process must be met again.

Fifth, Sixth, Seventh, and Eighth grade students must follow the above standards.

Academic achievement is one major quality that admits students into the Beta Club, but a student's character is no less important. Beta members are expected to maintain good character at all times. Please check the handbook on Level I, II, III, and IV offenses. Level I offenses will result in the member being warned and placed on probation for one semester. The student can still participate in all club activities at this point. If a member commits Level II offenses and repeats Level I offenses, they will be put on probation for one entire semester with reinstatement the following semester. They will not be permitted to participate in club meetings or activities. A member will be dismissed from the club with repeated offenses of Level II or if they commit Level III and IV offenses. No reinstatement will be granted.

## STUDENT COUNCIL MEMBERSHIP

Elections determine Student Council offices and representation on the council. Students in good standing at Sharkey-Issaquena Academy may pick up qualifying papers from the club sponsor.

A student in the office must always demonstrate good character. If an officer or member commits a Level I offense, they will receive a warning but continue to have membership privileges. Repeated Level I and Level II offenses will result in probation with no further participation in activities in the club. Repeated Level II, Level III, and IV offenses will permanently be dismissed from the club.

Please refer to the handbook for a list of offenses.

Class officer elections are handled by the Student Council and will follow the same eligibility rules.

## END OF THE YEAR AWARDS

- \*Lee Hester Perfect Attendance Award
  - A perfect attendance certificate will be given to each student who is in school on time every day until 2:07 p.m.
- Kindergarten Awards -These are given at Kindergarten Graduation.
- 1<sup>st</sup> – 3<sup>rd</sup> Grades
  - Yearly Honor Roll, Yearly Head of School List, Academic Achievement Award
  - Perfect Attendance
  - Art, Music, and Spanish
- 4<sup>th</sup> – 6<sup>th</sup> Grades
  - Yearly Honor Roll, Yearly Head of School List, Academic Achievement Award
  - Perfect Attendance
  - Most Improved
  - Citizenship – Teacher Discretion
  - Art, Music, and Spanish
  - Weissinger & Hunter Award – Given to the two 6<sup>th</sup> grade students with the highest averages.
- 7<sup>th</sup> – 11<sup>th</sup> Grades
  - Highest Average in each subject area
  - Confederate Awards may be given to two students in each grade
  - Yearly Honor Roll, Yearly Head of School List, Yearly Academic Achievement Award
- Senior Awards- These awards are issued at graduation.

## STUDENT CONDUCT

Students of Sharkey-Issaquena Academy are considered to be ambassadors of our school at all times. They are expected to conduct themselves appropriately. Integrity offenses are covered in The Honor Code in this document. The following activities are considered infractions and will be dealt with properly.

### LEVEL I OFFENSES

Level 1 offenses that may be corrected by detention, in-school suspension, out-of-school suspension, or other options deemed appropriate by the administration include the following:

- Being in restricted/unauthorized areas
- Dress code violation
- Disruptive behavior
- Drinking or eating in class
- Pretense (lying, forging notes, etc.....)
- Public display of affection (P.D.A)
- Minor vandalism
- Vulgarity, profanity, or obscenity – spoken, written, or implied
- Excessive tardies
- Entering another student’s locker without permission

### LEVEL II OFFENSES

Level II offenses that may result in suspension from school include the following:

- Repeated Level 1 violations
- Cheating
- Truancy
- Destruction of school property (restitution also required)
- Disrespect of a teacher, faculty member, or another student
- Trespassing on school grounds or in the school building during unauthorized periods
- Initiation or participation in a disturbance at school or school-sponsored activity

### LEVEL III OFFENSES

Level III offenses will result in a minimum of three days of suspension, including the following:

- Repeated Level 1 and Level II violations
- Possession of alcohol or tobacco products. (Vaping and juuling are addressed in another paragraph.)
- Computer sabotage, “hacking,” installing a virus, etc..... (Restitution also required)
- Stealing, theft, or extortion

### LEVEL IV OFFENSES

Level IV offenses will result in expulsion, including the following:

- Battery, aggravated assault, or sexual assault
- Membership in any illegal organization
- Threatening or assaulting a staff or faculty member
- Threats made on social media
- Possession, use, transfer, or sale of any controlled substance and being under the influence of such at school or any school function
- Arrest for infractions on school property
- Arrest for criminal offenses
- Possession of weapons
- Bomb threats, setting off fire alarms, or causing a false emergency

### DISCIPLINARY ACTIONS

The following disciplinary actions will be administered at Sharkey-Issaquena Academy:

- Detention Period: 50 minutes (7<sup>th</sup> period) where students will study or perform custodial duties.
- In-School Suspension: Any student that is required to stay in ISS will be charged a \$50 monitor Fee per day. This is to cover the cost of hiring a teacher to monitor the student while they are removed from the classroom for disciplinary reasons. The student is assigned to a private room where they can complete assignments; no interaction is allowed with other students. Zeros will not be given.
- Out-of-School Suspension: The student is not allowed on campus and receives zeros for all assignments.
- Expulsion: Student is withdrawn from school. Possible re-admittance may be reviewed by the Board of Trustees.

A form that must be signed and returned to school the following day will notify parents of violations and disciplinary measures.

The administration may use just discretion in all actions. Any action may be appealed to the Board of Trustees. All discipline problems may not be addressed in the handbook but will be dealt with as if the infraction was in the handbook.

### STUDENT DRUG TESTING POLICY

The Board of Trustees of Sharkey-Issaquena Academy has adopted a comprehensive Drug Prevention policy. The purpose of the Sharkey-Issaquena Academy drug-screening program is as follows:

- To educate the student concerning the dangers of drug abuse.
- To help prevent drug use or abuse by students at Sharkey-Issaquena Academy.
- To identify any student who may be using drugs and identify the drug.
- To see that any chronic dependency is addressed and treated correctly.

## Sharkey-Issaquena Academy Handbook

- To provide reasonable safeguards so that every student who attends Sharkey-Issaquena Academy is medically competent.
- To remove the stigma of drug abuse from those students who are not users.
- To reassure students, parents, and the community that each student's health and academic progress is the primary goal of Sharkey-Issaquena Academy.
- To re-emphasize to the student their responsibility as a positive role model and to aid students in developing healthy, responsible lifestyles.

**A reputable, licensed testing company conducts drug screening within the state. This company screens many schools and businesses in and out of the state. Our source for drug testing is the urine test, but hair-sample testing may be used if deemed necessary. Students must disclose all prescription drugs that are taken daily at the time of testing. The first test is conducted at school, and suspicious samples are relayed to another testing facility for verification. Only two students are sent into the restroom at one time for collection and are closely observed by a faculty member. The sample never leaves the student's possession.**

### TEST PROCEDURE

- The parents or guardians, by signing The Parent/Student Handbook Agreement form, have agreed to the drug testing program
- All students in grades 7-12 will be required to participate in the drug testing program. Refusal to participate will be interpreted as a positive result and will require the student to follow the steps outlined in the drug policy
- All students will sign a form assigned a specific number
- Each student will be subject to testing at any time
- The method of testing is urinalysis. Any positive drug result will be confirmed by an additional test at a laboratory selected by Sharkey-Issaquena Academy
- The collection and coding of specimen samples are executed to ensure total confidentiality and identification
- The urine samples will be collected and analyzed by a private laboratory using the most up-to-date methods. If a student is taking medications, these medications must be revealed to the tester on the test date
- A number will identify specimen samples only to ensure total confidentiality
- Drug screening results will be reported only to the Head of school

**Any student who tests positive at this given time will have no recourse from the rules of Sharkey-Issaquena Academy. A parent cannot return several days later with a negative test result and try to avoid further testing or counseling. Drugs that appeared in a student's system could have been eliminated from their body by that time. A parent or student has no concrete proof that some other person spiked a drink or that a supplement or high-energy beverage caused the test to prove positive.**

### FIRST INCIDENT OF A POSITIVE RESULT

The testing laboratory will automatically retest all specimens showing a positive result immediately to assure that no error has occurred. The second test will be more specific. If the positive result test is verified and confirmed, the following steps will be taken.

- The Head of School will be advised of the result.
- The student, parents, or guardians will be advised of a positive test. A professional consultant will evaluate and assess the student at the parent's expense. The professional may include one of the

## Sharkey-Issaquena Academy Handbook

following: Certified Alcohol and Drug Abuse Counselor, Student Assistance Professional Licensed Social Worker, Medical Review Officer, or another appropriate agency.

- The student will then be required to attend a drug-counseling program at the parents' expense.
- The drug counselor will determine the length and manner of the program best suited for the student.
- If the parent refuses a complete counseling program for their child, the student will be dismissed from school.
- If a student should test positive, that student will no longer be allowed to participate in any extra-curricular activities for a minimum period of two weeks and until a negative test result from a facility that utilizes a licensed laboratory can be given to the head of school. At their expense, the student who tests positive shall take a monthly drug test from a facility that utilizes a licensed laboratory for the remainder of the school year. The cost for all subsequent tests, including drug tests administered at school, will be the student's responsibility.
- Failure to provide the head of school with a monthly negative test result will be treated as a second positive test result. The student will be dismissed from Sharkey-Issaquena Academy for 30 days. Reinstatement Provisions are detailed in "Second Incident of a Positive Result."

### **SECOND INCIDENT OF A POSITIVE RESULT**

The specimen showing a positive result will be retested immediately to ensure no error. If the positive result is verified and confirmed, then the following steps will be taken.

- The Head of School will be advised of the results.
- The student, parents, or guardians will be advised of the results.
- The student will be dismissed for 30 days.
- Reinstatement could occur after 30 days with proof of a successful drug rehabilitation program and only after negative testing prevails.
- To remain in school, the student shall, at their expense, take a monthly drug test from a facility that utilizes a licensed laboratory for the remainder of the school year. The testing facility will provide the Head of school with the monthly test results. The cost for all subsequent tests, including drug tests administered at the school, will be the student's responsibility.
- Failure to take a monthly drug test will be treated as a third positive test result. The student will be permanently dismissed from Sharkey-Issaquena Academy.

### **THIRD INCIDENT POSITIVE RESULT**

The student will be permanently dismissed from Sharkey-Issaquena Academy for the remainder of the school year. The Head of school and the Board will determine re-admittance the following school year.



## **USE OF OTHER NICOTINE DELIVERY DEVICES (VAPES, E-CIGARETTES, AND JUULING)**

Use of e-cigarettes, vapes, juuling, etc., is prohibited on campus or any other school-sponsored activity. Since these devices can also be used to ingest other substances, including drugs, possessing these devices will result in an automatic 1-day suspension, and a 1-grade point will be deducted per course. A second violation will result in a 5-day break and 5-grade points removed per course, and the student will not be allowed to participate in any extra-curricular activities. In addition, the student must have periodic drug tests completed through the year at the parent's expense and attend school-approved counseling. A third violation will result in expulsion.

## **ALCOHOL POLICY**

Students and dates who attend the homecoming dance and prom each year will be breathalyzed upon entry and departure from the prom. This is a safeguard for the school to deter alcohol consumption before this event. If a student or date tests positive, they will not be allowed to leave the premises until picked up by a parent or guardian.

## **LOCKERS**

Sharkey-Issaquena Academy has provided and assigned lockers to each student in grades 4<sup>th</sup>-12<sup>th</sup>. These lockers are to be maintained neatly and orderly at all times. Books and notebooks should be placed in the locker so the door will close smoothly. The door does not need to be forced shut or kicked shut. All papers should be enclosed inside a notebook.

These items can be in a locker

- Study materials
- School supplies
- Clothing items such as coat or sweater
- Lunch box that can be zipped or secured in some way

These items cannot be in a locker

- Drinks (those that cannot be enclosed in a lunch box)
- Food items (those that cannot be enclosed in a lunch box)
- Sports gear (must be put in the dressing room before school)
- Money
- Medication

Lockers are the property of Sharkey-Issaquena Academy, and they can be searched, with the student present, if reasonable cause occurs.

## DRESS CODE

**DRESS UNIFORMS WILL BE WORN EVERY DAY OF THE WEEK. PRIVILEGES MAY BE EARNED TO WEAR SIA T-SHIRTS AND BLUE JEANS ON FRIDAYS WITH PERMISSION FROM THE HEAD OF SCHOOL.**

### Boys' Requirements

#### Dress Uniform – Must be from Lands End Uniforms

- Khaki pants or shorts
- Belts must be worn
- Shirts – Polo shirts in red, black, or gray, all monogrammed with the SIA logo in the pocket area. Shirts must be tucked in at all times.
- Shoes – boots may be worn but under the pants leg. No boots worn with shorts, no slides, or flip-flops. Shoes must be in good condition
- Grooming – boys must be clean-shaven each day, hair neatly trimmed and not distracting. If a student is not clean-shaven, he will be sent to the office at break to shave. If any part of the following class is missed, the student must make up that time during 7<sup>th</sup> period.
- No earrings, piercings, or visible tattoos
- Hair - No unnatural hair color in hair (Special occasions for non-permanent coloring may be allowed in events such as Color War, Breast Awareness, Homecoming, etc.)

**\*\*\*NO BASEBALL SHIRTS ARE TO BE WORN AS A SHIRT OR OVER A UNIFORM SHIRT. STUDENTS WILL BE ASKED TO REMOVE THE BASEBALL SHIRT.**

### Girls' Requirements

#### Dress Uniform – Must be from Lands End Uniforms

- Skirts – khaki, plaid, or dark gray. No more than 4" above knee bend
- Shorts – khaki. No more than 4" above knee bend
- Shirt – short or long sleeve in black, red, or gray with the SIA logo on the collar. If a boy's shirt is worn, the hem must be altered on the bottom to look like a girl's shirt. Waistbands cannot be rolled up
- Socks – plain or subtle designs
- Shoes – tennis shoes, boots, or others deemed appropriate. No heels, slides, or flip-flops. Shoes must be in good condition
- Tights or leggings in black, white, or gray
- No unnatural hair color in hair or colored extensions unless set for a special occasion deemed by the head of school. (Special events for non-permanent coloring may be allowed for Color War, Breast Awareness, Homecoming, etc.)
- No body piercings ( except ear) or visible tattoos

**\*\*\*NO SWEATSHIRT OR T-SHIRT CAN BE WORN OVER THE SKIRT. AN OPEN-FRONT JACKET/SWEATER CAN BE WORN BELOW THE HEM. STUDENTS WILL BE ASKED TO REMOVE THE SWEATSHIRT OR JACKET. NO SWEATSHIRT OR JACKET HOODS CAN BE WORN IN THE BUILDING.**

**\*\*\*ELEMENTARY STUDENTS MUST ADHERE TO THE SAME REQUIREMENTS. THE ONLY EXCEPTIONS**

- Lower elementary boys may wear pants with an elastic waist. If the pants have belt loops, a belt must be worn.

**WEAPONS (State Law effective July 1, 1994)**

Parents, guardians, and custodians of a child may be held civilly liable for any criminal act of a child. Juvenile possession of a handgun is a delinquent act. It will be a felony, punishable by a fine of up to \$5,000 and three years in prison, to possess or carry certain firearms or weapons on school grounds. A gun in a student's vehicle on campus is considered to be in the student's possession. All parents and guardians should know that it is a felony to "cause, encourage, or aid a minor" to possess a firearm on our campus. PLEASE REMAIN VIGILANT, PARTICULARLY DURING HUNTING SEASONS, IN KEEPING ALL TYPES OF WEAPONS OFF OUR CAMPUS. Any situation in which a student is charged and convicted in a legal court of law could jeopardize that student's standing at Sharkey-Issaquena Academy.

**PARENTAL COMMUNICATION**

Good communication between the school and parents is vital for academic success. Parents are encouraged to confer with their child's teacher regularly. Appointments can be arranged by a note or a telephone call to the office.

If, after you have conferred with the teacher, you disagree with the teacher and their method of teaching your child, please discuss this with the head of school. Please do not bypass and go directly to a board member. The first place to start is with the teacher. Your attitude and feelings about the teachers reflect your child's attitude toward their teacher and work. Please schedule conferences during a teacher's conference time. Calls should be made during their conference periods.

## **FIELD TRIPS**

Field trips are an excellent tool for learning, and Sharkey-Issaquena Academy encourages any class or club to utilize this privilege. Students will be required to dress in the school uniform for these field trips. Circumstances may arise that students need to wear suitable clothing for outdoor activities. At this point, students may wear blue jeans and a school t-shirt, but with permission from the Head of the school's office.

Overnight field trips will no longer be granted. When any club or class goes on a field trip, chaperones other than the sponsor or teacher must accompany the group. One chaperone for every five students must be present, whether it be for elementary, junior high, or high school trips.

## **MEDICATION**

The school staff is prohibited from providing or administering any medication, including aspirin, to any student unless they have written authorization from a parent/guardian. A release form is sent to each parent at the beginning of the school year.

## **COMMUNICABLE DISEASES**

Any student returning to school following an illness such as measles, mumps, chicken pox, head lice, etc., must have a doctor's note stating the student may return to school. Any student with head lice will be removed from school immediately. The student may return as soon as the parent provides evidence of treatment.

For prevention only, lice checks will be held once each semester. If a case of lice is reported in any class, the entire course will be checked to ensure that no other student has contracted the lice.

## **PREGNANCY**

If a student becomes pregnant, that student will no longer be allowed to attend Sharkey-Issaquena Academy. Known fathers or known fathers-to-be will likewise not be permitted to attend Sharkey-Issaquena Academy.

## **ILLNESS AND ACCIDENTS AT SCHOOL**

Any serious accident, incident, or student illness on the school grounds will receive immediate care. Teachers and staff members will take necessary emergency measures and notify the office immediately. The office will inform the parent of particulars regarding the accident or incident occurring at the school. An Accident Report will be written and kept on file in the office.

## CAFETERIA RULES

Students may either buy a cafeteria meal or bring food from home. Menus are posted on the school's website.

### CLOSED LUNCH PERIOD

No student will be permitted to leave the school grounds during lunch, regardless of the distance they live from the school. Students and parents may not order food from restaurants (or deliver it to the campus in labeled wrappings) during school hours. This is a violation of our policy. If food is brought from a restaurant or fast-food establishment to a student under dire circumstances, the parents must report to the office, and the child will be summoned. The student will not be permitted to return to the cafeteria. The student must report to an appointed room to consume the food. (Exception: Food may be delivered for a class party or other occasions where a group of students is being honored for a particular reason.)

## MESSAGES

Please call the school office to leave messages for your child. Emergency messages will be quickly delivered to the student. All other messages will be delivered between classes, during breaks, or at lunch.

## ADMISSION TO BUILDING

Students are not encouraged to come to school before 7:30 A.M. No student is allowed in the building without special permission and supervision after hours.

**NO STUDENTS WILL BE ALLOWED IN THE SCHOOL BUILDING, WEIGHT ROOM, OR GYMNASIUM AFTER HOURS, ESPECIALLY AT NIGHT OR ON WEEKENDS, UNLESS ACCOMPANIED BY A COACH OR PARENT. STUDENTS ARE SUBJECT TO PUNISHMENT IF THIS RULE IS NOT OBEYED. ADULTS SHOULD NEVER ISSUE SCHOOL KEYS TO MINORS.**

## VISITORS

All visitors, INCLUDING PARENTS, must report to the office to sign in. No parent can walk to a child's classroom without first checking with the office. All visitors will receive a visitor badge after signing in if going farther than the office.

## **FUNDRAISING**

The Sharkey-Issaquena Academy experience would not be complete without private donations received each year through various fundraising activities. Out of respect for our school families, Sharkey-Issaquena Academy has implemented a fundraising policy. The policy stipulates that no individual or support group may solicit funds in the name of or on behalf of the school unless authorized by the head of school. A permission slip must be presented to the Head of School before any fundraisers are allowed.

## **PARKING LOT/DRIVING PRIVILEGES**

Once students arrive on campus in the morning, they are not to return to their vehicle unless a faculty member has granted permission. Students are expected to obey all city and state traffic regulations. Vehicles should be parked in the lot south of the driveway leading to the cafeteria. All students parking on school property are required to provide proof of automobile insurance and a copy of a state-issued driver's license. No invalid driver's license student will be allowed to park on school property. If a student is reported for reckless driving on school grounds, they may lose their privilege of bringing a vehicle on campus.

## **TEXTBOOKS**

Textbooks are one of the school's most expensive investments. Students are responsible for books assigned to them. Students whose books are lost or damaged during the school year will be assessed fines or replacement costs. All textbooks must be accounted for, and all fines paid before report cards are issued.

## **CELL PHONES, APPLE WATCHES, AND OTHER ELECTRONIC DEVICES**

Cell phones, Apple Watches, and other electronic devices may not be used in the school from 7:45 A.M. until 2:07 P.M. unless in the school office with permission or as assigned by a teacher for classwork. A teacher must request ahead of time phone usage for classwork.

Phones will be turned off, collected before school, and returned at 2:07 P.M. for those leaving school. When practice is over, students going directly to sports will receive phones from the coach.

If a student fails to turn in the phone or turns in a fake phone in the morning, they will be punished. No student is allowed to say the phone is in the vehicle, locker, or gym bag; parents know as well as the school that this is not the case.

- First offense – The student will be fined \$75.00.
- Second offense – The student will be fined \$100.00, the phone will be taken, and a parent must report to the school to retrieve the phone.

The reason for this rule--students are too concerned about text messaging, Instagram, etc., to focus on class. Students need to learn to visit with other classmates during break or lunchtime.

Laptops can be used for classwork when deemed necessary by the teacher. The laptops must remain in that classroom until the end of the school day.

### **SNAPPING AND FORWARDING PHOTOS FROM A STUDENT'S PHONE**

Students who send compromising photos of other students by phone to any source from school will be subjected to severe punishment. This is a grave matter and is a violation of federal law. Parents of children sending photos are subjected to a visit by the Attorney General's office if reported. Punishment will result in a three-day suspension with zeros for work missed while out of school.

### **OFFICE TELEPHONES**

Students may use the office phone for personal calls to parents, only with staff permission. If a student receives an emergency call, he will be called from class. Usually, student phone calls will be handled between classes, during lunchtime or after school.

### **BULLYING**

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

A student or school employee is responsible for reporting incidences of bullying. The allegations will be thoroughly investigated, and appropriate punishment will be assigned.

### **COMPUTER/INTERNET USAGE POLICY**

Sharkey-Issaquena Academy requires access to the Internet by students and staff. The Internet is a fascinating educational tool that significantly benefits instruction and learning. Research, collaborative education, and exchanging educational ideas and information are regularly pursued on the Internet. SIA believes that there are appropriate regulations to maximize effective educational use of the Internet and minimize abuse of the opportunity provided to our schools. Ethical, efficient, and legal use of any network is the key to a successful linkage with the Internet. Accordingly, regulations for participation by anyone on the Internet shall include but not be limited to the following:

## Sharkey-Issaquena Academy Handbook

1. Users must consistently demonstrate honesty, integrity, and respect for others. Appropriate etiquette and language shall be required.
2. If SIA students are required to have an e-mail account by a particular teacher, a separate e-mail account will be set up for communication with their teachers. E-mail is not guaranteed to be private on the Internet. Therefore, only appropriate teacher and student messages shall be allowed.
3. Due to the danger posed by computer viruses on a Local Area Network (LAN), students may **NOT** check non-school-related, personal e-mail accounts such as Yahoo and Hotmail. Use of instant messaging is also prohibited unless it is a specified teacher-led activity.
4. No personal photographs, personal addresses, personal phone numbers, or last names will be permitted in student Internet use.
5. Illegal activities, including copyright or contract violations, shall not be permitted. The Internet may not be used for financial or commercial gain.
6. Threatening, offensive or abusive messages shall be forbidden.
7. No activities that may damage or interrupt equipment or any networking system shall be allowed. Students may not change desktop settings or any other settings on individual computers on the network.
8. Any attempt to alter, harm, or destroy the data of another user of the Internet or any network on the Internet shall be forbidden.
9. No user is permitted to upload or create a computer virus on the Internet or any networking system.
10. A user shall not attempt to access any Internet resources or entities not previously authorized by the teacher.
11. Invading the privacy of another user, or using their account, shall not be tolerated.
12. Perusing or otherwise accessing obscene or pornographic material or using profanity in messages shall be forbidden.
13. Perusing or otherwise accessing the information on manufacturing bombs, weapons, or other incendiary devices shall be forbidden.
14. Product advertising, political lobbying, or messages involving illegal activities shall not be permitted. Violations shall be reported to the teacher when evidence of such is on the Internet.
15. When a security problem is detected, it shall be reported immediately to the teacher. The trial shall not be demonstrated to other users.
16. Suspension from school may result from a user accessing, sending, receiving, or configuring any profane or obscene language or pictures electronically. The student shall also be held to local rules and consequences.
17. Students may not post anything derogatory to SIA or misrepresent SIA on any site from school, home, or other computers.



## NOTIFICATION OF ASBESTOS

By the AHERA rule, this school, Sharkey-Issaquena Academy, has been inspected for asbestos-containing building material (ACBM). This school plan is on file in the Governor's office and also in the office of this school. The plan is available without cost or restriction to representatives of the EPA and the State of Mississippi, the public, including employees and their representatives. Each parent, teacher, employee, and their representatives will be notified in writing that the management plan for this school is on file in both the Governor's office and the office of this school and is available to them.

If new teachers or employees are hired during this school year or new families come into the school system, they will be notified of the above. It is being maintained and does not present any hazards to your children. The asbestos-containing building material is not friable and will be inspected periodically. This written notification will be made once a year according to 40 FR 763.903 (g). (4).

- 1. A three-year inspection was performed in April 2021.**
- 2. The AHERA Designated LED appointee performed a six-month inspection in April, 2022.**

## STUDENT/PARENT HANDBOOK AGREEMENT

I read and understand the student handbook. I agree to abide by all rules and policies of Sharkey-Issaquena Academy. This includes but is not limited to drug testing, discipline, and internet use policies.

Date: \_\_\_\_\_

Student Name:

\_\_\_\_\_

Student Signature:

\_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

This form must be signed and returned to the student's homeroom teacher by Friday, August 26, 2022.

If a parent or guardian is concerned with any of the policies above, they should immediately schedule a conference with the Head of School.