



EST. 1970
KEMPER ACADEMY
DEKALB, MISSISSIPPI

Kemper Academy

Student/Parent Handbook

NOTICE OF NONDISCRIMINATORY POLICY

Kemper Academy admits students of any gender, race, color, religion, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation or group affiliation, age, disability or veteran status in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

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INTRODUCTION

The purpose of this handbook is to provide a general overview of the policies and operating procedures of Kemper Academy. We understand that we cannot address every scenario that could occur within a given school year. To that end, situational discretion is left to the Head of School. We encourage you to read and become familiar with the contents of this handbook. If you have questions about the policies and procedures included in this document, please feel free to call or visit the school.

BOARD OF DIRECTORS

District 1	Freddie Dial and Richard Stennis
District 2	Betty Lynn Haggard and Ben McDade
District 3	Matt Johnson and Scott Johnson
District 4	Mike Hull and Robert Luke
District 5	Tony Cawthorn and Jack Bobo

ADMINISTRATION

Mrs. Mary Ellen Waters, Head of School
Phone 601-743-2232
Fax 601-743-9627
Email mewaters@kemperacademy.com
Website www.kemperacademy.com

FACULTY & STAFF

Mr. Joe Killens	High School Principal & Physical Education
Mrs. Lisa McFarland	Administrative Assistant
Mrs. Danielle McDade	Guidance Counselor
Mrs. Michelle Copeland	Pre-Kindergarten
Mrs. Misty Robinson	Pre-Kindergarten
Mrs. Wendy Wade	Kindergarten
Mrs. Betty Miller	First Grade
Mrs. Holly Wiggins	Second Grade
Mrs. Janice Watt	Third Grade
Mrs. Mary Dudley	Fourth Grade
Mrs. Dana McDade	Fifth Grade
Mrs. Ashlie Stewart	Sixth Grade Homeroom
Mrs. Taylor Allen	Social Studies
Mrs. Joy Brown Sorrels	Social Studies, Psychology, & French
Mrs. Iva Lou Cumberland	Biology, A&P, Chemistry, Spanish
Mr. Chris Gully	Bible and Music
Mrs. Anna Hemphill	English
Mr. Colt Kilpatrick	Junior High Sciences, Health
Mrs. Martha Sue Kirkland	Junior High Math
Mrs. Mary Ellen Waters	Mathematics
Mrs. Laura Upton	Computer and Business
Mrs. LouAnn Wilson	Art and Library
Mrs. Cindy Bobo	Lunchroom, Yearbook
Mrs. Adrienne Scarborough	Lunchroom
Mrs. Julie Allen	Lunchroom

ATTENDANCE POLICIES

SCHOOL HOURS

K4 - 6th grade
Jr. High/High School

8:00 AM – 2:55 PM
8:00 AM – 3:00 PM

ABSENCES

When a student is absent, the parent must send a signed and dated note stating why the student was absent. If a note is not sent, the parent of the student will be called. It is the responsibility of the student to contact the teachers of missed classes to obtain assignments. If a student is present the day an assignment is made or a test is announced and absent on the day the assignment is due or the test is given, he/she will be expected to turn in the assignment or take the test on his/her day of return. If a student is absent the day an assignment is made or a test is announced, the student has up to **3 days** to make up the assignment or take the test. Consideration will be given for extended absences. Teachers may give students additional time to complete assignments and take tests if they feel that it is in the best interest of the student.

Students must attend 155 class days to progress a grade level in Elementary School or to receive credit for a class in Junior/High School. This means that **a student who misses more than ten (10) excused or non-excused absences per semester will not be promoted to the next grade level in the Elementary School or will not receive credit for a particular class in Junior/High School.** Please note that absentees are recorded on a class-by-class basis in the Junior/High School.

Students that are absent for an extended amount of time (up to two weeks) due to severe illness, quarantine or surgery will receive two (2) absences in each class missed. Students will be expected to obtain and complete their assignments during the extended absence.

Absences due to school-sponsored events are excluded from the absentee policy.

A student will not be allowed to participate in any extracurricular activity unless they have been present four (4) periods prior to the activity. Exceptions to this policy may be made for a doctor or dental excuse or death in the immediate family.

With the permission of the Head of School, juniors and seniors may be allowed two (2) days for College visits. These days must be approved in advance.

All absences will be documented and recorded on the report cards.

TARDINESS

School begins each morning at 8:00 AM. If a student arrives after this time, he or she is considered tardy for school. A student must sign-in through the office and receive an Admission Notice to enter class.

Parents may be called when a student is tardy. If a student is habitually tardy, a conference will be held with the parents to discuss this matter.

All tardies will be documented and recorded on the report cards. Three (3) tardies is considered one (1) absence.

LEAVING SCHOOL

All requests for leaving school must be submitted to the office. The request must be in writing, dated and signed by the parent and state the reason for leaving early.

No student will be able to leave during study hall and return to school without parent permission.

The student is responsible for obtaining missed assignments, and the assignments are due the following day. Failure to complete assignments will result in a zero ("0") for the assignments not completed.

Seniors maintaining a C average in **all** classes may sign-out of school after their final class of the day. The grade requirement will be reviewed after every nine weeks.

ILLNESS

While we are most eager to have each student present every day, there are times when children are physically unable to attend school. Children should be checked each morning before leaving for school. Any student not feeling well should remain at home and will be excused. If a student becomes sick while at school, he/she should report to the Head of School's office or to the teacher and have his/her parents called. Parents are responsible for getting sick children home. The school cannot take this responsibility except in extreme emergencies.

DISMISSAL

Students in Grades 7 - 12 will be dismissed at 3:00 PM. At the end of each class, students are to leave their desks and the area around it clean and orderly. Teachers will ensure that this is done. Leaving the campus after dismissal should be done in an orderly manner and care should be taken as there may be small children in and around the parking lot. Speeding and reckless behavior will not be tolerated.

PERFECT ATTENDANCE POLICY

A student **must** attend school during the entire school hours for a full school year in order to have Perfect Attendance. The only exception to the policy is a school-sponsored trip or school-sponsored outing.

APPEARANCE

Parents and students are asked to choose clothing that should not interfere or distract from the learning process and to be groomed in a manner that is within the following guidelines. Please adhere to the following dress code guidelines for **Grades 4-12**.

GROOMING

- Boys' hair should be away from the face. All hair should be neat and clean.
- Boys may not have facial hair (beards, mustaches, etc.)
- Only girls will be allowed to have earrings. No other facial &/or body-piercing jewelry will be allowed.
- No visible tattoos are allowed

DRESS CODE

- Shoes must be worn at all times
- No hats or caps or hoodies inside the building or worn backwards at any time
- No undergarments should show at any time
- No leggings without long shirts of modest length, regulation skirts, or shorts
- No baggy pants that fall below the waistline (or where waistband generally should be)
- Tops and T-shirts:
 - no low cut necklines
 - shoulder straps must be at least 3" wide
 - no tube or crop tops and tops must fit under arm
 - any top worn as undershirt must also meet dress code
 - shirts cannot have logos that are suggestive, sexual, profane, or that promote alcohol, drugs or tobacco
- Shorts, skirts, dresses, split skirts, and long shirts with leggings must be no more than 3" above the knee
- No cutoffs or rolled up shorts
- Pants should not have any holes above mid-thigh

ACADEMICS

ACCREDITATION

Kemper Academy is accredited by the Mississippi Association of Independent Schools (MSAIS) and the Southern Association of Colleges and Schools (SACS).

CLASSIFICATION OF STUDENTS

Promotion in Grades 1 - 6 depends upon making passing grades in at least four of the following subjects: Mathematics, Reading, English, and Science. Promotion in Grade 7 – 8 depends upon making passing grades in at least five subjects. If the student is not reading on grade level in first or second grade, promotion of that student will be at the discretion of the teacher. If the promotion of any elementary or junior high student is not advised by the teacher but desired by the parents, the student in question will be required to pass a basic skills grade level test. If the student passes the basic skills test, he/she will be promoted; if the student fails, he/she will be retained in the current grade. The teacher will not be held liable for students promoted against his or her recommendation.

Students in Grades 9 -12 will be classified according to the number of units earned. A minimum of three (3) units must be earned to be classified as a ninth grade student. A minimum of eight (8) units must be earned to be classified as a tenth grade student and at least thirteen (13) units of credit to be classified as an eleventh grade student. To be classified as a senior, a student must have earned a minimum of eighteen (18) units.

COURSES OFFERED

The following is a list of subjects and classes offered. **All of these classes may not be offered each year.**

Social Studies:

Geography
Mississippi History/Civics (req.)
World History (req.)
American History (req.)
American Government (1/2 unit) (req.)
Economics (1/2 unit) (req.)
Psychology

English:

English I (req.)
English II (req.)
English III (req.)
English IV (req.)
Creative Writing
Speech

Fine Arts:

Music Appreciation

Foreign Languages:

French I & II
Spanish I & II

Mathematics:

Pre-Algebra
Algebra I (req.) & II
Geometry
Advanced Math
Business Math

Science:

Biology I (req.) & II
Anatomy & Physiology I & II
Chemistry I & II
Health
Physical Science
Environmental Science

Business and Computer:

Keyboarding
Computer Applications I (req.) & II
Accounting
General Business

CORRESPONDENCE COURSES

All correspondence courses and summer school courses must be approved by the Head of School or Counselor. Only two correspondence courses may be taken and counted toward graduation. These courses cannot include subjects offered during the academic year. Correspondence courses should be completed four weeks before graduation. Courses taken for credit recovery are exempt from this policy.

CLASS TRANSFER POLICY

Students in Grades 9 – 12 will have two weeks from the first day of school to alter their class schedule and transfer classes. Change requests are subject to course availability, graduation requirements, as well as administration and parent approval.

ACADEMIC GRADING SYSTEM

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

EXTRA-CURRICULAR ELIGIBILITY

Extra-curricular activities are defined as any activity outside the classroom including organized participation in games and/or practices that go along with these activities.

The following rules apply to all students who participate in extra-curricular activities under the jurisdiction of MSAIS and Kemper Academy:

- Students must pass five (5) subjects at the beginning of school to be eligible for any extra-curricular activity. This means that all grades from summer school and/or correspondence courses must be in the school office by the first day of school in order to determine eligibility.
- Students who are ineligible first semester may become eligible second semester by passing five subjects at the end of the first semester.
- If a student is transferring from a school within the MSAIS, tuition and fees must be paid in full and current at the student's previous school.

No student will be permitted to participate in inter-school competitions for more than four years after entrance to the 9th grade and/or the student has reached the age of 19 prior to August 1st.

HONOR STUDENT (HONOR ROLL)

To be recognized as an Honor Roll student in Grades 3 - 12, one must make no lower than a B (or 80 average) in any subject for each nine week period.

To be recognized as an Honor Student for graduation one must have a cumulative average of 90 or above for Grades 9 - 12.

TRANSFER STUDENTS

Elementary students transferring to Kemper Academy will be required to take an entrance exam for accurate grade level placement as deemed necessary by the Head of School.

All transfer students need to bring their report card and other clearance records before temporary classification can be made. Permanent classification requires an official transcript, cumulative folder or any other official records to be sent directly to the school. Failure to receive such records within a reasonable time will necessitate immediate withdrawal from school.

If the school does not receive official records within two weeks after the first day of registration, the responsibility of obtaining these records falls to the parent(s).

Seniors must be enrolled before September 1st of the said school year. If moving more than 60 miles from their previous home, a senior student must be registered before the beginning of the 2nd semester.

REPORT CARDS

Report cards are issued for the purpose of keeping students and parents informed on students' progress. Report cards will be emailed for the parent review after each nine weeks. If an unsatisfactory report card is received, it is highly recommended that a conference be arranged with the appropriate teacher(s) to discuss your child's classroom performance.

If a student is performing unsatisfactorily, a Progress Report will be emailed to the parents during the third or fourth week of each nine weeks. If a progress report is received, it is recommended that a conference be arranged with the appropriate teacher(s) to discuss your child's classroom performance.

Report cards may not be obtained during the year if tuition and fees are not current.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences can be most helpful with student progress. The administration and faculty encourage these conferences.

Conference with teachers in Grades 7-12 may be made during the teacher's conference time or after school. Elementary conferences must be after school since our elementary grades are self-contained and the teacher must be with his/her students at all times. The appointment must be made in advance so that all information may be documented.

We ask that you do not call teachers at home as the teacher will not have the necessary documentation to have a successful parent-teacher conference. Following a parent-teacher conference, we ask that a parent contact the Head of School with further problems.

GRADUATION REQUIREMENTS - MAY 2020

GENERAL INFORMATION

1. A minimum of twenty-four (24) credits are required for graduation in May of 2021.
2. Students may pursue one of two courses of study:
 - a. College Preparatory Curriculum - a program of study that meets the requirement for entering the Mississippi University system
 - b. General Curriculum - a program of study that would qualify them for enrollment in the Community Colleges of the state.
3. Course requirements for these curriculums are detailed below.
4. All students are required to take a minimum of six (6) courses each year.
5. The location of graduation exercise will be decided the first day of graduation practice. If there is a 30% or more chance of rain on graduation day, the event will be held in the gym.

GENERAL CURRICULUM PROGRAM OF STUDY - GRADUATION REQUIREMENTS

English	4 Units
Mathematics	4 Units (One must be Algebra I)
Science	4 Units (One must be a Biological Lab-based Science)
Social Studies	4 Units (Must include American History, Government, Mississippi History)
Electives	8 Units (Must include one-half credit in Computer)

COLLEGE PREPARATORY PROGRAM OF STUDY - GRADUATION REQUIREMENTS

English	4 Units
Mathematics	4 Units (Includes Algebra I and II, Geometry, and an additional unit of comparable rigor and content)
Science	4 Units (Includes Biology I, Chemistry I, and any two (2) units of comparable rigor and content)
Social Studies	4 Units (Includes World History, American History, World Geography, Government, Economic, and Mississippi Studies)
Arts	1 Unit (Visual or Performing Arts course)
Electives	6.5 Units (May include Foreign Language, Computer, or other course)

Computer Applications

.5 Unit (Should include instructions in word processing and spreadsheets, basic computer terminology and hardware operations)

Because college requirements vary, students should contact the college for exact requirements for admission. More information can be found on www.mississippi.edu/admissions.

Please note that class credit requirements will increase by one (1) credit each academic year until 2022 when students will need twenty-five (25) credits to graduate.

QUALIFICATIONS FOR ADVANCED CLASSES AND GRADUATION HONORS

As part of the College Preparatory Program of Study, students in grades 10th through 12th are eligible to take Advanced Courses (courses designed with increased rigor and content) as part of their graduation requirements. Advanced classes will include:

- Algebra II
- Advanced Math
- Anatomy and Physiology I
- Anatomy and Physiology II
- Chemistry I
- Chemistry II
- French II & III
- Spanish II & III
- Psychology

Students taking Advanced Courses will receive an additional 5 points added to their yearly average.

In order to be considered for Valedictorian and Salutatorian, the following criteria must be met:

1. Student must have been enrolled at Kemper Academy for 4 semesters prior to graduation. This means you must be enrolled at Kemper Academy for your Junior and Senior years.
2. Students must have completed all courses as outlined above in the College Preparatory Program of Study.
3. Student with the highest GPA will be named the Valedictorian.
4. Student with the second highest GPA will be named Salutatorian.
5. If there is less than a point difference between the student's overall GPA will result in a tie for the Valedictorian or Salutatorian as applicable.
6. Non-academic credits do not factor into GPA calculation.

In order to be considered an Honor Graduate, the student must maintain an overall average of a 90 (A) regardless of graduation track or courses taken.

STUDENT CODE OF CONDUCT

A Kemper Academy student is expected to respect Kemper Academy and the authority of the school including administrators, faculty, and staff.

A Kemper Academy student is responsible for following and adhering to the rules and policies of Kemper Academy as they pertain to student conduct and student life.

A Kemper Academy student is expected to respect the property of other students, staff, and personnel. No student is to bother another person's property or enter another person's bags, lockers, etc. without permission.

A Kemper Academy student is responsible for his or her own property and is expected to take care of his or her belongings. The school takes no responsibility for the loss of the aforementioned or damage to personal property.

A Kemper Academy student is expected to respect school property, including the building, furnishings, grounds, equipment, and textbooks. Misuse, damage, or loss caused by a student is subject to fine or replacement of damaged property. Additionally, the student is subject to suspension or expulsion.

CLASSROOM POLICIES

The following are the Standard Classroom Policies. In addition, teachers may have special rules and requests not listed below. Students are bound by both the following rules and by any teacher's special rules.

- Students are to be in the classroom and prepared to begin when the tardy bell rings.
- Students are to have all necessary materials for class: textbook(s), workbook, notebook, paper, pencils/pens, etc.
- Students are to be attentive and participate actively in all class activities assigned by the teacher.
- Students are to refrain from talking out without permission and from talking to others during instruction, study periods, or tests.
- Students are to refrain from disrupting class with noise making, forced laughter, etc.
- All items on a teacher's desk, bookcases, or tables are considered personal items; student are not to touch or read papers, computer screens, grade books, etc.
- Student are to avoid any action that is distracting to the learning process, especially harassing other students, taking books or other property of another, poking or kicking others, pushing desks, passing notes, etc.
- Student are to avoid any language or inappropriate behavior in the classroom, including vulgar, obscene, suggestive, insulting expressions; overt demonstrations of disapproval. Additionally, students are not to argue about tests, grades, and/or punishments during the class, but rather they should see the teacher after class in order to resolve such difficulties.
- Students should always knock before entering a classroom when a class is in session. Respectful and mannerly behavior is expected at all times.

DISCIPLINE PROCEDURES

Rules are necessary for an orderly environment. The following rules and regulations apply during school hours, on school property, and at school sponsored events taking place either at Kemper Academy or at another school. The following material is included to assist you in understanding the level of conduct expected from our students and the consequences to be expected for failing to follow the procedures included in this document.

METHODS OF DISCIPLINE

The following discipline techniques will be utilized at Kemper Academy. The type of discipline administered will be based on the frequency and the severity of the infraction.

1. Counseling and Verbal Warning - The student will have a conference with the appropriate school official concerning the student's conduct issues.
2. Corporal Punishment - Corporal punishment will be administered at the discretion of a teacher, Principal or Head of School in the presence of a witness. If a student must be disciplined by a paddling, that student shall receive no more than 3 licks. A student shall only receive one paddling per day. If a student requires disciplinary action for the second time, his or her parent(s) must be called. Paddling must be performed in the office and must either be witnessed by the Head of School or administered by the Head of School and witnessed by another staff member. A discipline report must be completed by the teacher, Principal or Head of School.

If a parent has indicated that their child may not be punished by Corporal Punishment, and a teacher deems that corporal punishment is necessary, the student will be suspended for the remainder of the day and the parent will be required to pick up the child from school immediately.

3. Suspension - Students may be suspended from 1-5 days by the Head of School or Principal. Students will be suspended the day following the infractions. Depending on the severity of the infraction, the parent may be asked to pick up the child from school immediately. Students will not be able to participate in any extracurricular activities during the day or evening and will be not be allowed on the Kemper Academy campus or in attendance at any school function or activity, on or off campus, through the duration of the suspension. This would include sports, field trips, club activities, etc.

Suspension will result in a one-point deduction from the nine week average in which the suspension occurred in each class for each day of suspension. The counselor or school administration will deduct the point(s) from the nine week average after the teacher(s) have completed grade calculations for the nine weeks and have posted their grades. Point deductions will be for each class missed according to the following guidelines:

- If a day of suspension is only for a portion of a school day, the point will be deducted only from the classes missed.
- If a day of suspension is for an entire school day, including early dismissal or late arrival days, the point deductions will be for all classes regardless of whether or not the class actually met on the day of the suspension.
- Students are required to complete all work missed during the suspension and turn it in on the day they return to school. For tests assigned prior to student suspension, the student must take the test on the day the test is assigned even if that is on the day the student has been readmitted to school. For tests assigned or missed during student suspension, the student will have up to the number of days suspended to make-up the test.

4. Expulsion - A student will be expelled for the remainder of the year.

EXAMPLES OF MINOR INFRACTIONS

1. Any type of conduct considered to be disruptive to the educational environment - may become a major infraction depending upon the frequency or severity of the conduct
2. Misbehavior in the halls
3. Misbehavior in cafeteria
4. Tardy for Class
5. Failure to bring proper supplies to class
6. Unacceptable or inappropriate physical contact - may become a major infraction based upon the situation.
7. Unacceptable or inappropriate language - may become a major infraction depending upon type and severity of the language.
8. Loitering in the restrooms or in any unassigned area

EXAMPLES OF MAJOR INFRACTIONS

1. Possession or use of tobacco and/or vaping products on campus
2. Misconduct at school functions
3. Disrespect for school officials both on or off campus
4. Cheating
5. Leaving school without permission
6. Unauthorized entering of school structures before, during or after school hours

PENALTIES FOR MINOR AND MAJOR INFRACTIONS

Most minor infractions will result in counseling the verbal warnings. Three minor infractions that require the attention of the Principal or Head of School will result in one major infraction. All infractions (minor and major) must be documented in a student's electronic file.

- 1st Major Infraction – Corporal Punishment or 1 day suspension
- 2nd Major Infraction – 3 days suspension
- 3rd Major Infraction – 5 days suspension
- 4th Major Infraction – Expulsion

BEHAVIORS REQUIRING IMMEDIATE SUSPENSION

- Possession of Gun, Knife or other perceived weapon – 3 days suspension and possible expulsion
- Violation of Computer/Internet Policy – 1 day suspension
- Vandalism or Destruction (School or student property) – Suspension and cost of repair or replacement; severity may warrant expulsion
- Stealing from school or student – Suspension and cost of replacement; severity may warrant expulsion
- Use or Possession of Alcohol/Illegal drugs - 3 days suspension and possible expulsion
- Threats to students or faculty – Minimum 1 day suspension
- Severe Technology Infractions – Minimum 1 day suspension

Other serious disciplinary matters not listed above may result in suspension at the discretion of the Principal and Head of School. Acts which violate the law may be reported to the proper authorities.

DISCIPLINE PLAN

Kemper Academy's discipline plan will consist of the following elements:

1. An electronic file recording each student's infractions of the school's rules of conduct shall be maintained by the teacher, Principal or Head of School.
2. Most minor infractions will be handled by each individual teacher. However, minor infractions may be referred to the Principal or Head of School if the infraction is repetitive.
3. Teachers are encouraged to reach out to the identified point of contact for discipline issues to discuss repetitive minor infractions.
4. Major infractions will be immediately referred to the Principal or Head of School. The identified point of contact for discipline issues will be contacted prior to disciplinary actions.
5. Three minor infractions referred to the Principal or Head of School will become a major infraction and discipline is handled as outlined above.
6. All teachers may write up students for conduct infractions in the halls, cafeteria, restrooms and other public areas.

DRUG TESTING POLICY AND PROCEDURES

As the Board of Directors of Kemper Academy, we recognize a responsibility to ensure each child as safe an educational environment as possible. In order to do so, we know that we must discourage the use of drugs by our students both on and off campus. We have endeavored to implement a drug testing policy that will neither embarrass nor punish the child but instead will discourage the use of drugs and allow you as a parent the opportunity to intervene as early as possible. Please read the following policy and sign where required. If you have questions concerning any part of this drug policy, applicable to students in grades 7 – 12, please feel free to contact the Head of School during school hours or call to set up a time to meet.

1. All test subjects will be randomly selected by draw, unless there is a reasonable suspicion by school officials that a child may be using drugs, or there is a request from a parent to include his/her child at the parent's expense.
2. A random number of students in grades 7-12 will be tested. Kemper Academy will use Rush Medical Center, DeKalb, MS, as our testing facility. Transportation will be provided by Kemper Academy for any students selected.
3. Testing will be limited to controlled substances, including, but not limited to:
(1) Amphetamines; (2) Cocaine; (3) Marijuana; (4) Opiates; (5) Phencyclidine (PCP)
4. Test results will be revealed ONLY to the Head of School and then to the parents of the child.
5. A "positive" test will result in a private meeting between the Head of School and the parents or legal guardian of the student.
6. A student testing positive will be required to have a drug test every 30 days for the remainder of the school year at the parent's expense. The results must be mailed from an approved medical facility to Kemper Academy. A second positive test will result in immediate expulsion.
7. Any students testing "positive" will be not be allowed to participate in any extracurricular activities for at least 30 days and will have to be tested "negative" before he/she can be reinstated to his/her former status.

The school reserves the right to check lockers at any time and to also check any automobile parked on the campus by any means that may be deemed necessary.

CELL PHONE AND PERSONAL ELECTRONIC DEVICE POLICY

Personal items of value such as cell phones, smart watches, iPads and iPods are the responsibility of the student. Students are discouraged from bringing these items into school. If items are lost or stolen the school *is not* responsible for search, replacement or reimbursement.

There is only one situation where any electronic device may be turned on during the school day: If the device is being used in the classroom for instructional purposes with specific permission from the teaching staff, the device may be turned on.

The Cell Phone/Electronic Device Policy is in place to address concerns that are present when cell phones or electronic devices are allowed on campus. Common concerns include:

- Disruption to the educational environment and learning process which includes academic integrity, cheating, sexting, harassment, confidentiality;
- Theft or loss of cell phones and electronic devices;
- Misuse of phones/electronic devices (possessing, viewing, sending or sharing video or audio information having sexual, violent, or threatening content on school grounds or school events shall be prohibited and may result in disciplinary action);
- Taking any unauthorized pictures of other students, teachers or staff;
- Right of privacy of students, staff and visitors.

Rules governing student use of cell phones or other electronic devices on campus are as follows:

- Cell phones/electronic devices must be **turned off** (not just on vibrate or silent) during the school day between 8:00 AM and 3:00 PM;
- Cell phones/electronic devices must be kept out of sight during the school day for example in a backpack, handbag, locked locker, etc. If an electronic device is being used during the school day, or a student has an electronic device out where it can be seen by staff; the device will be confiscated;
- Possession of another student's phone or electronic device may constitute theft and will be disciplined accordingly.

Violation of the school's Cell Phone and Electronic Device Policy will result in the following consequences:

1st Offense: The student's cell phone or electronic device will be held in the office and retrieved by the student **at the end of the instructional day** in which the phone was confiscated. Parents/legal guardians will be notified of the first offense.

2nd Offense: The student's parent/legal guardian may retrieve the personal electronic device **at the end of the instructional day**. Parents/legal guardians must sign for the personal electronic device in the log kept in the administrative office.

3rd Offense: The student will receive one day of suspension. The student's parent/legal guardian may retrieve the personal electronic device **at the end of the instructional day**. Parents/legal guardians must sign for the personal electronic device in the log kept in the administrative office.

Please Note:

Each time after the 3rd offense, the student will be suspended for an additional day. For example, on the 4th offense, the student will be suspended for two days.

Students who need to make a phone call during instructional time must come to the office and get permission from the office staff. Students are permitted to bring cell phones/personal electronic devices to school as long as they respect the guidelines for having them at school. Students may not turn on electronic devices including cell phones until they are off school grounds after school.

This Cell Phone and Electronics Device Policy has been developed to keep ALL students and staff SAFE during the school day. Your support of this policy as a parent/guardian with your student(s) is a requirement of enrollment at Kemper Academy.

INTERNET AND COMPUTER ACCEPTABLE USE POLICY

Kemper Academy provides many technology resources for students to use. The following outlines appropriate use and prohibited activities when using technology resources. Every student is expected to follow all guidelines stated below, as well as any additional guidelines given orally by faculty/staff, and to demonstrate good citizenship and ethical behavior at all times.

A Kemper Academy student must understand that all school network and email accounts are owned by the school and are not private. Kemper Academy has the right to access any information at any time. The right to have a cell phone or other electronic device at the school is a privilege and not an entitlement.

GOVERNMENT LAWS

Computers should be used in conformity with laws of the United States and the State of Mississippi. Violations include, but are not limited to, the following;

- Criminal Acts – These include, but are not limited to, “hacking” or attempting to access computer systems without authorization, harassing email, cyberstalking, child pornography, vandalism, and / or unauthorized tampering with computer systems.
- Libel Laws – Publicly defaming people through the published material on the internet, email, text messaging, etc.
- Copyright Violations – Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), engaging in plagiarism (using other’s word or ideas as your own).

NETIQUETTE AND PERSONAL USE

- I understand that passwords are private. I will not allow other to use my account name or password, or try to use that of others.
- I will be polite and use appropriate language in my email messages, online postings, and other digital communication with others. I will not use profanity, vulgarities or any other inappropriate language as determined by school administrators.
- I will use email and other means of communications (e.g. blogs, wikis, chat, instant messaging, discussion boards, cell phones, etc.) responsibly. I will not use computers, cell phones, personal digital device or the Internet to intentionally access, transmit, copy, or create material that violates the school’s code of conduct such as messages that are pornographic, threatening, rude or send or post hate or harassing mail, make discriminatory or derogatory emails about others, or engage in bullying, harassment, or other antisocial behaviors either at school or at home.
- I understand that I am representing Kemper Academy in all of my online activities. I understand that I will be held responsible for how I represent myself and my school on the Internet.
- I understand that masquerading, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out e-mail, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else’s name as a joke.
- I understand that I should not reveal my personal information, address, or phone number, nor will I release that information about any other student, faculty or staff.
- I will use school computer resources responsibly. I will not retrieve, save or display hate-based offensive or sexually explicit material using any of Kemper Academy’s computers resources. I

understand that I am to notify an adult immediately if by accident I encounter materials which violate appropriate use.

- I will use Kemper Academy's technology resources productively and responsibly for school-related purposes. I will not use any technology resource in such a way that would disrupt the activities of other users. I understand that school computer resources are for academic activities only – not for games, etc.
- I will not attempt to bypass security settings or Internet filters, or interfere with the operation of the network by installing illegal software, shareware, or freeware on school computers.
- I understand that vandalism is prohibited. This includes but is not limited to modifying or destroying equipment, programs, files, or settings on any computer or other technology resource.
- I will respect the intellectual property of other users and information providers. Work by any user is valuable, and work of other students or teachers may not be copied or changed. I will obey copyright guidelines. I will not plagiarize or use other's work without proper citation and permission.
- I will not use or access files, software, or other resources owned by others without the owner's permission. I will use only those school network directories that are designed for my use or for the purpose designated by my teacher.
- Student work is NOT to be saved on the individual computer's hard drive. Information needed must be saved to the student's personal network drive administered by the school or a flash drive.
- I will follow all guidelines set forth by the school and/or my teacher when publishing school work online (e.g. to a website, blog, wiki, discussion board, podcasting or video server).
- I understand the Internet is a source for information that is both true and false; and that the school is not responsible for inaccurate information obtained from the internet.
- I understand that Kemper Academy administrators will deem what conduct is inappropriate for use if such conduct is not specified in this agreement.
- I agree to abide by all internet safety guidelines that are provided by the school and to complete all assignments related to internet safety.

CONSEQUENCES FOR VIOLATION OF THIS AGREEMENT

Students should understand and abide by the above policies. Should violation(s) occur, students should understand that consequences could include suspension of computer privileges, school disciplinary action including suspension or expulsion, and/or referral to law enforcement.

Parents/guardians should understand that computer access is provided for educational purposes in keeping with the academic goals of Kemper Academy, and that student use for any other purpose is inappropriate. It is impossible for Kemper Academy to restrict access to all controversial materials, and the school is not responsible for materials acquired on the school network or internet based services provided by other companies, institutions or websites, regardless of whether they have been approved by Kemper Academy for student use or otherwise. Student's computer activities at home should be supervised as they can affect the academic environment at school.

GENERAL POLICIES AND INFORMATION

ASBESTOS

Our school has asbestos floor tile in the High School teacher's lounge. This presents **no** problems to our students as long as it is not disturbed.

BITING POLICY

Biting is not expected behavior for children 3 years of age and up. While some children communicate through this behavior, biting is harmful to other children and to our teachers. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, the parents of the child biting and the parents of the child who was bitten will be contacted. Names of the children are not shared with either parent.

When biting occurs:

For the child that was bitten, first aid is given to the bite. The area is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage. Parents are notified.

For the child that bites, the teacher will firmly tell the child not to bite and will be taken to see the Head of School. Parents are notified.

After the third time that a child has inflicted a bite on another child, the child will no longer be able to attend Kemper Academy for the remainder of the school year. The child may apply for admission for the following school year.

CARE OF BUILDINGS

It is the policy of the school to require anyone who defaces or destroys school property to restore or replace the damaged item. Depending on the severity of the vandalism, criminal charges may be filed against perpetrators. It is our calling to instill a sense of pride in the school's facilities to avoid these repercussions and maintain an enjoyable educational environment that is conducive to learning.

Anyone wishing to hold a program or activity on the campus must first receive permission through the school administration to ensure no conflict with school activities. Persons authorized to use the facilities will be responsible for the care and the cleanup of the area used.

FIRST AID

First-Aid is available to all students. Any student with any on-going medical problems (such as diabetes, allergies, etc) should report these to the office at the beginning of school. Pre-packaged Tylenol and sinus medication is sold in the office.

GYMNATORIUM

The Knox Dudley, Jr. Gymnatorium is a part of the school campus. No students are to be in the gym unless they have an assigned activity there. **No one is to walk on the playing floor with any kind of street shoes, boots, etc.**

Spectators of a program or fans of an athletic contest have an important role in displaying courteous behavior and good sportsmanship. As a group, we must respect players, coaches, and fans of opposing teams and never confront them at any time. Kemper Academy fans should never interact with an official/umpire before, during, or after a contest. MSAIS rules simply put game officials "off-limits". It is discourteous to cheer against or degrade game officials, opposing players, teams, coaches, and fans. We attend games and events to support our teams - not to belittle opponents and yell at officials.

Any fan ejected from a contest shall be expected to be barred from all MSAIS events until the individual has fulfilled sanctions and conditions imposed by the MSAIS. A common sanction for an ejected fan is a fine generally ranging from \$300 to \$1000. Additionally, Kemper Academy will be fined within the same monetary range. In the event Kemper Academy is fined due to a fan ejection, he/she will be responsible for paying the school's fine as well as his/her own. If the fine is not paid by the fan, the amount will be considered indebtedness to the school.

HARASSMENT AND BULLYING POLICY

Harassment is ongoing verbal and/or physical attacks against a person. It includes intimidation in all forms, and it is done with intent to disrupt physically and/or emotionally. This can be done by an individual or by a group gathered to harass someone. Harassment can be physical, racial, verbal, or sexual.

Harassment is an unwelcome and repeating behavior; it will not be allowed to continue. Furthermore, some forms of harassment are **illegal**.

Examples of physical harassment:

- Hitting, punching, jostling, pushing or spitting
- Frightening others by threatening such actions against them
- Hiding, damaging, or destroying the property of students or faculty

Examples of non-physical harassment:

- Name-calling or putting others down
- Making suggestive comments
- Making degrading comments about another's race, culture, gender, religious, or social background
- Spreading rumors about students, adults, or their families
- Posting, texting, or sending derogatory statements via digital or social media, e.g. email, Facebook, Instagram, Twitter, Snapchat, other internet blogs, cell phones, etc.

Any student guilty of harassing another student or adult on or off campus will be suspended for a period of three (3) days on the first offense and will be expelled on the second offense. Furthermore, the student may be subject to prosecution.

Any student who engages in retaliation towards another student when harassment is reported will be subject to disciplinary actions.

LUNCH

Lunch is provided in our lunchroom or may be brought from home. All students must eat lunch in the lunchroom whether lunch is brought from home or bought at school.

Teachers assigned to the lunchroom shall remain there until the lunch room is clear and students have cleaned the area in the lunchroom where they have eaten. After eating lunch, students **MUST** remain in the lunchroom until the lunch period is over. Remember, no canned drinks are allowed outside the lunchroom. No bottled drinks (except for water) are allowed in lockers.

Meals in the cafeteria must be paid for on a daily basis or in advance by the week. Students in Grades 7 - 12 must sign up for lunch before 9:00 AM each day. A monthly lunch menu may be found on our school's website at www.kemperacademy.com.

PARKING OF VEHICLES

All vehicles should will be parked in front of the high school building. Furthermore, all vehicles should face the football field in order to aid in the event of an evacuation. The road behind the lunchroom is a **service entrance** and must be kept clear. Students should not return to their vehicle once parked in the morning without permission from the Head of School.

PREGNANCY POLICY

If a student becomes pregnant while attending Kemper Academy, Administration must be notified immediately. The student must keep school administration informed of any complications or problems that they are having that may impact their classroom attendance.

Once a student has reached the 6th month of pregnancy (third trimester), she will be allowed to continue her education outside the classroom as long as she continues to complete assignments in a timely manner. The student will not be allowed to participate in any academic or athletic activities at Kemper Academy. If a student has completed all classwork and obtained grades necessary to graduate, she will receive her diploma, but will not be allowed to participate in graduation ceremonies.

PREVENTION OF SCHOOL VIOLENCE ACT

If a student is found in possession of **any weapon** during school hours or at a school activity, school officials are **required** to notify law enforcement officials.

A parent may be found guilty of a misdemeanor and be fined (up to \$1,000) and/or imprisoned for up to six months for knowingly allowing a child to have, own, or carry a concealed weapon to school. Other information concerning this can be obtained from the school office.

TELEPHONES

The office phones are for business calls. Only emergency calls will be allowed. If a student feels they have an emergency, their teacher or Head of School will make the call. Parents are asked to limit calls during the school day.

TEXTBOOKS

All textbooks are the property of Kemper Academy and must be returned at the end of the school year. Students are responsible for maintaining the condition of their books and are financially responsible for lost or damaged books.

VISITORS

Parents are most welcome to visit Kemper Academy at any time. However, to limit interruptions and distractions to teaching and learning and to maximize safety for all, we ask anyone wishing to visit the school campus, building or classroom to check-in at the front office upon arrival in order to receive a visitor badge. Additionally, for the safety of all of our students, we ask that parents/guardians do not remain in the school parking lot once they have dropped off their child.

