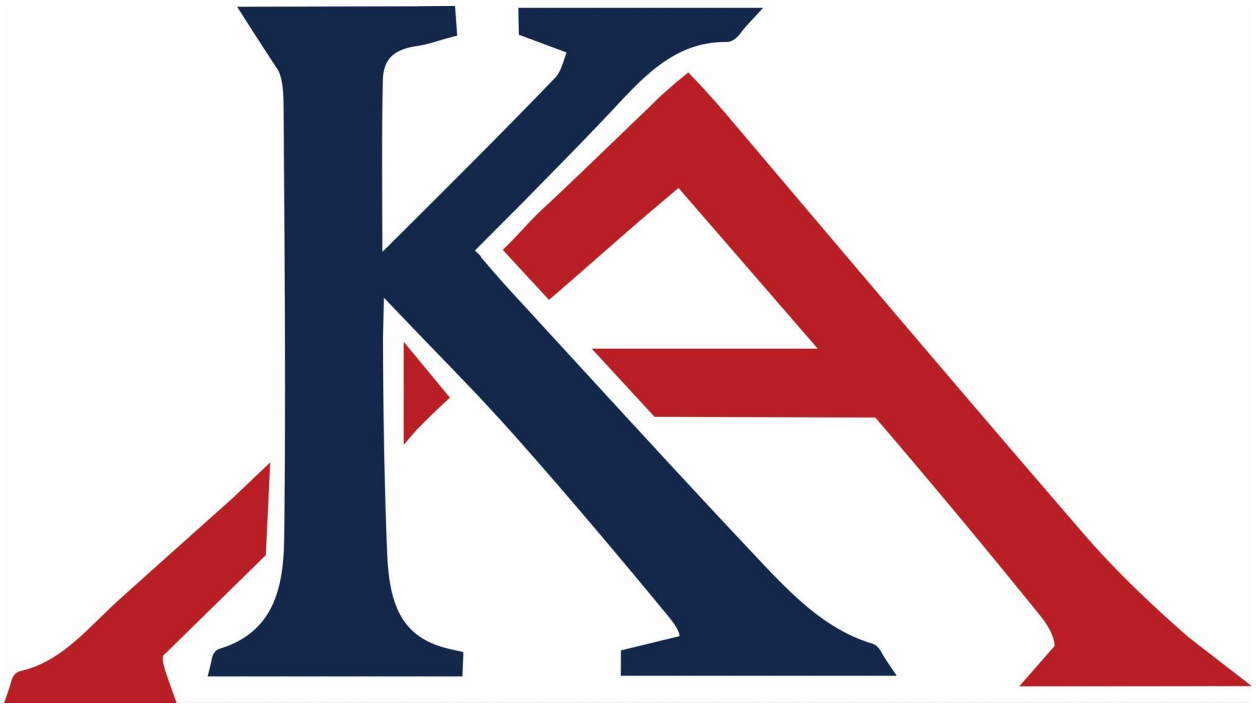
Kirk Academy



2022-2023 Junior High and High School Handbook

KIRK ACADEMY JR. HIGH/HIGH SCHOOL HANDBOOK

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FOREWORD

Vision Statement: "To provide a quality education in a Christian environment."

This handbook for students and parents should be read carefully and filed for future reference. The rules and regulations have been formulated in the best interest of the students and the school. You are asked to follow the rules as stated. Please do not ask for exceptions to be made.

It is a student's responsibility to know and obey all the rules in the student handbook. The student handbook is posted on the Kirk Academy Website.

This handbook has been approved by the Kirk Academy Board of Directors and has been entered in the minutes of the board.

Enforcement of these rules and regulations rests with the administration. All problems involving interpretation of and enforcement of these rules are the responsibility of the administration.

SCHOOL HISTORY

Grenada Educational Foundation, Inc. (a.k.a. Kirk Academy) was founded in 1966 as a non-profit corporation to provide an educational alternative for Grenada and the surrounding area. Classes officially started in August 1967, in various temporary locations before moving in 1968 to the current location at 2621 Carrollton Road in south Grenada on 30 acres of land donated by Mrs. W. H. Kirk.

After starting in one building in 1968, the school expanded to include the original building that is used for secondary education, an elementary building (1970), a gymnasium complex that houses a science lab, a cafeteria, a music department, basketball facilities, a weight room, and a stage (1972), a kindergarten building (1985), a library (1991), and a multipurpose annex (1998). The secondary building was completely renovated in 2003 along with the outside of both the elementary and secondary buildings. In 2005, the state-of-the-art secondary computer lab was added and named for long time board member Dr. W. B. Hunt. In 2006, the Board and the PTO started renovation of the elementary school by updating two first grade classrooms and updating the elementary computer lab. At the beginning of the 2008-2009 school year, the elementary classrooms were renovated, and each room has computer and internet access.

Additional land donated by the Kirk Family and obtained through other purchases expanded the campus to 65 acres. The property was developed to include a unique Environmental Conservation Education Center, and some of the finest athletic and activity facilities in the state.

Kirk Academy serves its students on a non-discriminatory basis. Through its wide variety of programs, the school strives to develop all students academically, spiritually, and physically to their highest potential. The school continues to be a leader in non-public education in Mississippi.

MISSION STATEMENT

Kirk Academy is a K3-12 grade school that strives to provide students the best possible Christian-based college preparatory education while instilling in them respect for God, our nation, parents, and proper authority.

SCHOOL BELIEFS

Kirk Academy has the following beliefs as developed by its patrons, Board, faculty, administration, and students:

- A safe and physically comfortable environment promotes student learning.
- Student learning in a Christian environment is the chief priority of the school.
- Students need not only to demonstrate their understanding of essential knowledge and skills, but also need to be involved actively in solving problems and producing quality work.
- Students' learning needs should be the primary focus of all decisions impacting the work of the school.
- The commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-directed learners.
- Students need to apply their learning in meaningful contexts.
- Exposure to consistent, strong Christian morals promotes student learning and strengthens individual student morals.
- Students learn best when they have appropriate opportunities for success.
- Students learn best when they are actively engaged in the learning process.
- Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- Extra-curricular activities provide positive opportunities for the individual student to develop a sense of self and purpose.
- A student's self esteem is enhanced by positive relationships and mutual respect among and between students and staff.

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

The Grenada Educational Foundation and Kirk Academy admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. Kirk Academy does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admission policies, or school administered programs.

VISITORS ON CAMPUS

No visitors, including parents, are to come in the school building during school hours for any reason without checking in through the school office. The only exception is if the visitor has been invited to a program or event. Student visitation will be allowed only in emergency situations as determined by the administration. This includes lunch and break.

KIRK ACADEMY ADMISSIONS POLICY

Kirk Academy is an independent Christian School, providing a traditional, academically sound, Bible-based, college preparatory education. Our reputation for high academic and discipline standards makes us happy to extend the opportunity to have quality Christian education for your children.

Enrollment at Kirk is a privilege, not a right. Parents and students must understand that continued enrollment and re-enrollment of their children is dependent on their support of the school, its staff, and its policies. They are expected to adhere to the school policies as established by the Kirk Academy Board of Trustees as published in this handbook.

SPECIAL NOTE: Although Kirk Academy has a liberal acceptance policy, the administration reserves the right to make a final decision on any child. Our ministry is one committed to children, and our staff is a loving, nurturing one. It is always "painful" when a child is not accepted. There are times, however, when children have special needs that Kirk Academy cannot meet. Therefore, it would not be in the best interest of the child to place him/her in a school setting where they might not be successful. Some of those areas include, but are not limited to the following:

- Academically, Kirk Academy has a curriculum that is "college prep" in nature. If a child is below average in ability, or if a child has moderate to severe learning disabilities, Kirk Academy may not be the best school of choice. Kirk Academy does not have a formal resource program or special education component, due primarily to budget, personnel, and space restraints.
- If a child has behavior problems that adversely affect the learning of others or takes an inordinate amount of time, Kirk Academy is likely not the best school setting.
- If a child has a serious medical condition or has specific medical needs that can't typically be met in a standard classroom setting, it might not be in the child's best interest to attend Kirk Academy.
- In fairness to the child, if he/she has been professionally tested and evaluated for learning disabilities, behavioral concerns (such as ADD, ADHD), or a medical condition, the result of those tests should be made available to the school at the time of application or when they become available. It is at the discretion of the headmaster and/or the board designee to review any accommodations requested and to require appropriate medical documentation.

CRITERIA FOR ADMISSIONS

Parent or Guardian must meet with the Head of School before the admission process can begin

Families enrolling at Kirk Academy must provide the following:

- Registration Fee
- Completed Admission Application
- Completed Tuition Contract
- Payment of Tuition Fees
- A copy of student's transcript, most recent report card, and/or achievement test scores
- A copy of the student's Social Security Card and Birth Certificate
- A Mississippi Immunization Record
- Contact information from previous school for character reference(s)
- Grades, Attendance Records, Discipline Records, and current Class Schedule from previous school.Students must have records from any former school that indicates probable success at Kirk Academy.
- Students shall receive a favorable background report as stated by former school officials (including behavior and proper actions).
- All new children entering K5 or First Grade will be given a developmental test.
- Any new student entering grades 9-12 that was not enrolled at Kirk Academy the previous year, must complete and pass a drug test screening process administered by a licensed medical provider prior to acceptance at Kirk Academy. This screening will be at the parents' expense.
- All new students entering grades 9-12 must take and score at a minimum in the 70th percentile on an admission test administered by a school official.

- Final admission will be determined by a student's past record and results on the admission test.

All admissions are subject to approval by the Board of Directors.

Students living within 60 miles of Grenada that are not registered prior to the first day of school are ineligible to participate in extracurricular activities for 30 days.

Kirk Academy admits students of any race, color, nationality, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality, or ethnic origin in administration of its educational programs.

The administration reserves the right to deny admission to a student if, after testing and evaluation of the student's application packet, it is determined that Kirk Academy cannot meet the needs of the student.

TUITION AND FEES POLICY

The following is a list of requirements for Tuition and Fees at Kirk Academy:

- Students may be removed from school when tuition becomes 60 days past due. If tuition and all fees are not current prior to taking exams in December and May, the student will not be allowed to take exams and will be given a zero on these exams. The determination of whether a patron is current is based on the contract, not each student. If the student is exempt from an exam, the exemption will be lost and the student will receive a zero for the exam grade.

- For the 2022-2023 school year, all contracts will have an end date of April, 2023. Thus, the 12-month contract will be from May 2022 until April 2023; the 11-month contract will be from June 2022 until April 2023, and the 10-month contract will be from July 2022 until April 2023.

ASBESTOS INSPECTION NOTIFICATION

Please be informed by this notice that all of the school buildings of Kirk Academy have been inspected for asbestos and have been determined to be asbestos free, or that letters of exclusion have been obtained for the contractors or manufactures. Such an inspection was mandated by the EPA.

All materials pertaining to the inspection may be found in the headmaster's office. Any interested party should feel free to stop by and see this material.

_____

Headmaster's Signature

Kirk Academy
2022-2023 School Calendar

July 3-9	Athletic Dead Week
August 1-3	Teachers In-Service
August 4	New Student Orientation for grades 7th-12th grade @ 1pm in library
August 4	6th Orientation for parents and students @ 1 pm in library
August 4	Elementary Meet the Teachers @ 5:30 in KA Gym
August 5	First Day of School (Half Day)
August 8	7th-12th grade Parent orientation (5:30-7:00)
September 5	Labor Day Holiday (No School)
October 10-11	Fall Break
November 11	Veterans Day Program (Full Day of School)
November 21-25	Thanksgiving Holidays
December 22	Last day of first semester (Early Dismissal)
December 24,25,31,1	No Practice Days
December 22- January 6	Christmas Holidays
January 9	Second Semester Begins
January 16	Martin Luther King, Jr. Holiday (No School)
February 1- 28	Registration
March 9	MAIS District Teachers' Meeting (Early Dismissal)
March 10-17	Spring Break
April 7-10	Easter Holidays
May 8	K3, K4, & K5 Graduation
May 11	Secondary Honors Day @ 8:00 am in KA gym
May 11	Class Day @ 1:00pm in KA gym
May 11	Baccalaureate @ 6:00pm in KA gym
May 12	Graduation @ 6:00pm in KA gym
May 12-19	Elementary (1/2 days)
May 19	Elementary Honors Day @ 8:30am
May 19	Last Day of School

ACCREDITATION

Kirk Academy holds accreditation with the Mid South Association of Independent Schools and the Southern Association of Colleges and Schools/Advanced Ed. The standards of these two agencies are used as guidelines for the educational programs of the school.

ATTENDANCE POLICY

Regular and punctual attendance on the part of all students is necessary for successful accomplishment in school. Repeated tardiness and absences frequently cause students to become discouraged and fail. Therefore, unless the student is ill, it is important that parents have their children in school on time every day that school is in session.

- Only in unavoidable cases should a student leave school before the close of the day. Given the importance of core course study, students may not be allowed to check out during academic classes without express permission granted by administration.
- Students may not receive credit for a two-semester course missed when more than twenty (20) days are missed in a class. Students may not receive credit for a one-semester course when more than ten (10) days are missed in a class.
- Students who accumulate more than ten (10) absences in a two-semester course or more than five (5) absences in a one-semester course will be ineligible for exemption in that course.
- Students who are absent from school during the day (in part or in full) for any reason other than doctor or dental appointments will not be allowed to participate in extracurricular activities, field trips or sports (practice or game) for the remainder of the day, unless approved by administration.

The Accreditation Manual of the Mississippi Association of Independent Schools (MAIS) states on page 26 that:

42.013 No student shall be granted a credit whose absences exceed 20 days during the school year. The administration and school board may waive this standard if it is determined that the absences resulted from unusual circumstances or extended illness. A limit of 10 days shall be placed on all one semester ½ credits.

ABSENCES

When a student is absent a parent should call the school by 10:00 a.m. so that the whereabouts of the student is accounted for.

Absences follow into two categories:
1. Excused
2. Unexcused

Excused
1. Personal illness or serious illness in your family.
2. Funerals

3. Up to 6 days excused by parents. EX. Illnesses that do not include doctors visit, family trip, whatever a parent deems necessary.
Restrictions to parent days: No more than 2 consecutive days without one-week prior notice. For a student to have more than two consecutive parent days, the school must receive one week prior notice and the student must have a "C" average from the last nine week grading period.
(4) Emergencies approved by the Headmaster.

No parent day can be used during the week prior to or the week of nine-week tests and exams.

Unexcused

An unexcused absence is any other absence except parent days.
Any student who receives an unexcused absence will be given a one-point deduction on the nine-week average for each class that is unexcused. Also, an unexcused absence results in losing exemption possibilities.

What to do when returning to school after an absence?

A student who is absent is required on the first day returning back to school, to report to the High School office with a written excuse from their parent or doctor and obtain an admission slip to be presented to each of his/her teachers before he/she will be admitted to class. If a note is not received after 3 days, the absence will be unexcused.

TARDY POLICY

The first bell rings at 7:50 a.m. and classes begin promptly at 8:00 a.m. Students should be seated at their desk and ready to start when the second bell rings. When students arrive late, it disturbs the entire class and may affect a student's self-esteem. Promptness is a measure of school citizenship. We understand that most KA students can't drive. Therefore, parents are urged to have their children to school on time to help establish good habits and to keep them from being penalized. **Please note that traffic is not a legitimate excuse for repeated tardiness to school.**

Students who are tardy upon coming to school or to class will not be allowed to enter classes until they have secured an admittance slip from the office.

- The tardies will be recorded in the office.
- Four (4) tardies will result in one (1) work detail or detention. Each tardy after four (4), will result in detention. Students with 5 tardies in a semester will not be allowed to be exempt in any class.
- Students who are more than twenty-five (25) minutes late to school will be counted absent for that class.

CHECKING OUT OF SCHOOL

- Appointments with physicians or dentists should not be made during school hours if at all possible.
- If parents send a note requesting that their child be allowed to check out, the office should receive the note before the first period begins. Parents who phone the school requesting that their student be dismissed should phone by 8:30 a.m. (Exception – Emergency

Situations). Students should notify their teachers that they are leaving and get their assignments.

- Before students leave for a doctor or dental appointment, they must sign out in the office. Upon the student's return to school, the student must present a note from the doctor or dentist before signing in to school. If this procedure is not followed, the absence will be unexcused.
- Students who are absent from school during the day (in part of in full) for any reason other than doctor or dental appointments will not be allowed to participate in extracurricular activities, field trips, or sports (practice or game) for the remainder of the day, unless approved by administration.
- All tests must be taken before a student leaves school for the day. Failure to comply with this rule will result in a grade of zero (0) on the test. If a student comes to school late and has missed a test, the student is required to take the test before leaving school for the day. Failure to comply with this rule will result in a grade of zero (0) on the test. Students leaving school early must see all teachers to get assignments.

PERMISSION TO LEAVE SCHOOL

When a student becomes ill at school:

- The student should ask permission to leave class from his/her classroom teacher.
- The student should ask permission in the office to notify parents of the illness.
- The secretary or teacher will then call the parent to determine if the parent will give the student permission to leave school.

After these steps are followed, the student must sign out in the office.

When a student leaves for a doctor or dental appointment:

- Students who know they are to leave school during the day should bring a note from their parents to the office before school on the date of the appointment, stating the reason and the time they are to leave.
- Before students leave, they must sign out in the office. Upon the student's return to school, the student must present a note from the doctor or dentist before signing in to school. If this procedure is not followed, the absence will be unexcused.

Failure to sign out in the office before leaving school during school hours will result in in-school suspension.

MISSION TRIPS

Students are encouraged to attend mission trips sponsored by the school and their churches. Mission trips must be approved in advance by the administration. Absences will be classified as excused absences and will be part of their six (6) parent days. All make-up work becomes the responsibility of the student. HOWEVER, STUDENTS SHOULD NOT PLAN TO TAKE MISSION TRIPS DURING THE WEEKS OF NINE WEEK TESTS OR EXAMS.

MAKE-UP TESTS POLICY AND TIME PERIOD

Students are allowed three (3) consecutive make-up opportunities to complete tests:

- Wednesday School: Wednesday School will meet on most Wednesday afternoons from 3:20 to 4:30 p.m.
- Tuesday mornings during Detention: Detention times are most Tuesday and Thursday mornings from 7:00 a.m. to 7:55 a.m. *(Please note – any student may attend Detention to make-up tests. This does NOT mean a student "has" detention.)*
- Thursday mornings during Detention: Detention times are most Tuesday and Thursday mornings from 7:00 a.m. to 7:55 a.m. *(Please note – any student may attend Detention to make-up tests. This does NOT mean a student "has" detention.)*

Staff members will proctor all work done on Wednesdays, Tuesdays, and Thursdays.

Failure to take assigned tests in this time frame will result in a grade of 0 (zero) being registered on that subject's test. Permission must be received from the administration prior to the expiration of the allotted time, if there are special circumstances that prevent a student from making up a test within the three dates. Students arriving after 3:30 p.m. for Wednesday School will not be allowed to make up a test during that session. Students arriving after 7:10 a.m. for Tuesday-Thursday Detention will not be allowed to make up a test during that session.

It is the responsibility of the student to schedule make-up work with each teacher.

ACADEMIC

GRADING SYSTEM

The grading system in effect at present is:
Grades 1-5 will be recorded as a Letter Grade.
Grades 6-12 will be recorded in Number Grades.
The Grading System for all courses (including Honors courses) will be as follows:

A	90-100
B	80-89
C	70-79
F	BELOW 70

HONOR ROLLS

Kirk Academy has 2 Honor Rolls for which students may qualify.

Headmaster's List – Students who have all A's (no grades below 90) will earn recognition by being placed on the Headmaster's list.

Principal's List – Students who have all A's and B's (no grade below 80) will earn recognition by being placed on the Principal's List.

Honors Rolls will be done for each nine-week grading period (4), for each semester (2), and for the year.

REQUIREMENTS FOR HONORS COURSES

To Enter Honors English, I: The student must have successfully completed 8th grade English and must have an 85 average in the subject the previous year, teacher recommendations will be used, and must have parental approval.

To Enter Honors English II: The student must have successfully completed 9th grade Honors English and must have an 85 average in the subject the previous year, teacher recommendations will be used, and must have parental approval.

To Enter Honors English III: The student must have successfully completed 10th grade Honors or non-Honors English and must have an 85 average in the subject the previous year, teacher recommendations will be used, and must have parental approval. Entering Honors English III means students must also qualify for and enroll in HCC DE Comp I and HCC DE American Literature I.

To Enter Honors English IV: The student must have successfully completed 11th grade Honors or non-Honors English and must have an 85 average in the subject the previous year, teacher recommendations will be used as well as the PLAN test scores, and must have parental approval. Entering Honors English III means students must also qualify for and enroll in HCC DE Comp II and HCC DE British Literature I.

If enrolled in a non-Honors English course, the student must have a 90 average in that subject the previous year; teacher recommendations will be used and must have parental approval.

To Enter Holmes Community College Dual Credit (DC) Composition I: The student must have successfully completed 10th grade Honors or non-Honors English and must have an 85 average in the subject the previous year. Prior to enrolling in this course, the student must have scored a 17 or above on the English portion of the ACT or passed the Compass Placement test offered by Holmes Community College. Comp I is a prerequisite for entry into any other HCC DE English course.

To Enter Holmes Community College Dual Credit (DC) American History. The student must have successfully completed 10th grade Honors or non-Honors History and must have an 85 average in the subject the previous year.

To Enter Honors Algebra I: The student must have a "B" average or better in Algebra ½ the previous year, teacher recommendations will be used and must have parental approval.

To Enter Honors Algebra II: The student must have successfully completed Honors Algebra I and must have an 85 average in the subject the previous year, teacher recommendations will be used, and must have parental approval.

To Enter Honors Geometry: The student must have successfully completed Honors Algebra II and must have an 85 average in the subject the previous year, teacher recommendations will be used, and must have parental approval.

To Enter Honors Pre-Calculus/Trigonometry: The student must have successfully completed Honors Geometry and must have an 85 average in the subject the previous year, teacher recommendations will be used, and must have parental approval.

To Enter Honors Calculus: The student must have successfully completed Honors Pre-Calculus/Trigonometry and must have an 85 average in the subject the previous year, teacher recommendations will be used, and must have parental approval.

To Enter Honors U.S. History: The student must have a minimum grade of 85 in World Geography and World History, and must have parental approval.

HONORS COURSES

Given the rigor attached to these Honors courses, the student earns seven (7) additional points. Points are awarded to the nine weeks average.

*It is important to note that the [+7 points] are not rewarded for grades inside the Holmes Community College Dual Enrollment courses offered to Honors students.

SUMMER SCHOOL

A student who has failed a credit class may take the course in summer school if their grade is 60 – 69.

If the grade is below 60, teacher recommendation and administration approval is required. This is for the student who is close to a 60 average with special circumstances (sick, family circumstances, new student, etc.). **It is not meant for a student with an average in the 20s, 30s, and 40s.**

- Students may take a maximum of 2 courses during a summer school session.
- All exams for online courses must be taken during summer school hours under the supervision of the summer school instructor.

GRADUATION REQUIREMENTS

Our Curriculum is designed to include those courses outlined by the State Board of Trustees of Institutions of Higher Learning for admissions to senior colleges within the state. Listed below are the minimum entrance requirements for all students.

- 4 English units – Compensatory Reading & Compensatory Writing may not be included
- 4 Math units – Algebra I, Geometry, Algebra II, and one credit of comparable rigor & content, i.e., Advanced Algebra, Trigonometry, Pre-Calculus, & Calculus, etc.
- 4 Social Studies units – World History, U.S. History, Intro. to World Geography, U.S. Government, Economics, & Mississippi Studies
- 4 Science units – Biology I, Chemistry, and any 2 credits of comparable rigor and content, i.e., Physics, Physical Science, Biology II, & Chemistry II, etc.
- 1 Art unit – Includes any course accepted by the Mississippi Department of Education as meeting the requirements for graduation may suffice.
- 1 Computer Application – Course should emphasize the computer as a productivity tool.
- 2 Foreign Language (I and II)

Pre-High School Credit: Algebra I or first year Foreign Language taken prior to high school will be accepted for admission provided the course content is the same as the high school course.

*Credits required for high school graduation may begin in the eighth grade.

****Non-Academic Units:** ½ credit for each year of show choir, sports, driver's education.

Twenty-two (22) credits are required for graduation. Twenty (20) of the credits MUST be academic. The other two (2) can come from non-academic units.

Every senior must be in a math course their senior year.

A student must be enrolled for a full year at Kirk Academy in order to be able to graduate with a Kirk Academy diploma. This provision may be waived only by the Board of Directors and only due to special circumstances. These special circumstances include a student moving into the Grenada area late in the year, medical emergencies, safety issues, or other issues deemed acceptable by the Board of Directors.

Note: Kirk Academy offers a college prep curriculum for students to meet these Institutions of Higher Learning requirements. Classes of 2012 and beyond are required to have one unit of Bible for graduation.

Any student who fails to meet all requirements for graduation from Kirk Academy will not be allowed to participate in graduation exercises. This includes Class Day and Baccalaureate.

ASSIGNED MAJOR TEST DAYS

Monday	Reading
Tuesday	English, Business, Computer
Wednesday	Science
Thursday	Social Studies, Languages
Friday	Math

CHANGING SCHEDULE

Students will be allowed one week to make changes to their schedule. No changes will be made after the first week of school.

COMMUNITY SERVICE HOURS

Students must complete 75 hours of community service for graduation.

This is the minimum number of hours required for graduation. It will be very helpful to the students if they achieve as many hours as possible. Many scholarships today have a community service component attached to them, so the more hours a student has completed, the better.

It is better to stay faithful to one project long-term than to jump from project to project, and of course it looks better to have that project spread out over all four years of high school and not crammed into the senior year. For scholarships, it is helpful to work on a project that is easily identifiable in the community or unique to our area. For example, if you had to choose between

working in a children's church and working with a ministry that feeds the homeless, go with feeding the homeless.

Most secular organizations don't fully understand a lot of volunteer work done in churches and don't appear to give it as much credence unless it is reaching a segment of the population that is being ignored. However, if you were going into elementary education, volunteer service in children's church would look great on a college application as to why you know what you want to study. If you are planning on going into medicine, volunteering at the hospital would give some additional credibility to your application.

When students go on mission trips, they can earn up to 8 hours a day if the day is totally committed to building a church, teaching or working with children, or related mission activities. A day of relaxation and days of travel would not be included.

There are myriad opportunities associated with Kirk Academy that help reach your number of hours. For example, if you take up tickets for a ball game or volunteer your study hall time to work with elementary students or elementary P.E., those hours are easily attainable and would be considered long range.

Service hours must be turned in no later than 3 months after being completed.

EXAMINATIONS

All students, grades 6-11, will be required to take mid-term examinations. Seniors may be exempt from mid-term examinations on any subject in which they have a "90" average, have not been suspended, do not have an unexcused absence, and have not exceeded the allowable absences set forth in the sections dealing with attendance.

All students, grades 6-11, may be exempt from final examinations on any subject in which they have a "90" and above for the year (this includes Honors courses as well since the seven (7) points have already been added), have not been suspended, do not have an unexcused absence, and have not exceeded the allowable absences set forth in the sections dealing with attendance.

Seniors may be exempt from finals on any subject in which they have a "90" average for the year, have not been suspended, do not have an unexcused absence, and have not exceeded the allowable absences set forth in the sections dealing with attendance.

Students absent from the exams cannot make it up without a doctor's excuse. Exams should be comprehensive and should cover at least the last two nine weeks.

Any student 6^{th} – 12^{th} may be exempt from a one semester course exam using the criteria for exemption for the final exam.

HONOR GRADUATES

The **Valedictorian** is the senior student who is taking or has taken **9 or more honors courses** and has the highest academic average for all academic subjects from grades 9 through 12. The Valedictorian must be enrolled at Kirk both junior and senior years.

The **Salutatorian** is the senior student who is taking or has taken **9 or more honors courses** and has the second highest academic average for all academic subjects from grades 9 through 12 The Salutatorian must be enrolled at Kirk both junior and senior years.

Honor Graduates are senior students who have taken less the **9 honors courses** and have a cumulative academic average of 93 or above on all academic subjects in grades 9 through 12.

High Honor Graduates are senior students who have taken less than **9 honors courses** and have a cumulative academic average of 97 or above on all academic subjects in grades 9 through 12.

Special Distinction Honor Graduates are seniors who are taking or have taken **9 or more honors courses** and have a cumulative academic average of 93 or above on all academic subjects in grades 9 through 12.

Special Distinction High Honor Graduates are seniors who are taking or have taken **9 or more honors courses** and have a cumulative academic average of 97 or above on all academic subjects in grades 9 through 12.

Valedictorian, Salutatorian, and Honor Graduates will be determined at the end of the 3rd nine weeks of the senior year. Only courses taken at Kirk Academy or courses transferred from another accredited high school will be used to determine these honors.

INCOMPLETE GRADES

A grade of incomplete will be given in cases of prolonged excused absences or other unusual circumstances, which occur at the end of a nine-week term when grades must be sent out. The incomplete grade must be made up within the three-day limit of the terms of the excused absence. If the work cannot be made up within three days, arrangements must be made with the teacher or an "F" will be recorded for the work not done. Incomplete grades for a nine-week period will be closed out at the end of the nine weeks, except in the cases of an extended illness.

KIRK SCHOLARS

Kirk Scholars are students in grades 9-12 who have maintained an "A" average for 2 consecutive semesters with the semesters being the 2nd semester of the previous year and the 1st semester of the current year.

NATIONAL HONOR SOCIETY

The Kirk Academy Chapter of the National Honor Society is governed by the constitution and by-laws of the National Honor Society as set forth by the National Association of Secondary School Principals.

Membership in the National Honor Society is both an honor and a responsibility. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, character, leadership, and service. Membership is only granted to those students selected by the Kirk Academy faculty council. Membership is open to qualified sophomores, juniors and seniors. There is no quota of members per class. The academic requirement set forth by the National Council is based on a student's cumulative scholastic average. The minimum scholastic average allowable is 90 for all students. Membership should never be considered on the basis of grades alone, even though scholarship is regarded as the most important of the four criteria.
As set forth in October of 1988, the entire secondary faculty will serve as the faculty council and will evaluate qualified students that they know well. Each faculty member will use the criteria set forth by the National Honor Society in evaluating the students in the areas of service, leadership, and character. National Honor Society provides the following definitions for teachers to use in their evaluation:

"Leadership should exert a wholesome influence on the school. In taking the initiative in class and school activities, the real leader strives to train and aid others to attain the same objective. The price of leadership is sacrifice-the willingness to yield one's personal interest for the interest of others. A leader has self-confidence and will go forward when others hesitate. No matter what power and resources may exist in a country, they are ineffectual without the guidance of a wise leader. Leadership is always needed: thus, to lead is a substantive charge to each of our members."

"Character is the force within each individual which distinguishes that person from others. It gives each of us our individuality. It is that without which no one can respect oneself, nor hope to attain the respect of others. It is this force of character that guides one through life and, when once developed, grows steadily. Character is achieved and not received. It is the product of constant action, striving daily to make the right choice. The problem of character is not a problem of self-control. We must be in reality what we wish to appear to others. By demonstrating such qualities as respect, responsibility, trustworthiness, fairness, caring and citizenship, we may hope to prove by example that we value character."

The evaluation of the student by a faculty member will be the total of the 2 areas plus the scholarship points awarded on the basis of the student's scholastic average (97-100 – 4 points, 93-96 – 3 points, 89-92 – 2 points, and 85-88 – 1 point) and the community service points awarded on the basis of the student's community service hours. Sophomores will be awarded (30+ hours – 4 points, 20+ hours – 3 points, 10+ hours – 2 points and 9 & below – 1 point), Juniors will be awarded (40+ hours – 4 points, 30+ hours – 3 points, 20+ hours – 2 points, and 10+ hours – 1 point), Seniors will be awarded (50+ hours – 4 points, 40+ hours – 3 points, 30+ hours – 2 points, and 20+ hours – 1 point). The faculty rating for each student is tabulated. The highest score and the lowest score for each student is thrown out and the remaining scores are averaged. According to the Kirk Academy Board of Directors, candidates must have an overall score of 12 points in order to be asked to join the National Honor Society at Kirk Academy.

Members of the Kirk Academy National Honor Society will maintain these qualities of excellence and achievement throughout their term of service. Members are reviewed at the close of each Nine Weeks Period. Any student who earns ISS or OSS will be placed on probation. Students who serve back-to-back probations will be expelled from the Kirk Academy chapter of National Honor Society. Any student found guilty of plagiarism in the classroom will receive automatic expulsion.

PARENT-TEACHER CONFERENCES

Teacher conferences are by appointment. If you wish to have a conference with a teacher, call the counselor to set up an appointment. Telephone calls to a teacher's home should be limited to emergencies. Under NO condition should a parent go to a teacher's room during the day without first going by the principal's office. If it is necessary to bring materials to your child, bring them to the office and we will see that they are delivered.

STAR STUDENT

The Star Student selection process is set by the Mississippi Economic Council. The star student is the senior who has the highest score on the ACT taken before December 31 of the current school year. The minimum score is 25, and the minimum average is 93. Grades in the 10th, 11th, and 12th grades are used to determine the star student's average. Only the following subject areas are to be included: English, foreign language, math, science, and social science. If the school has more than one senior with an ACT of 35 or above and an average of 93, designate each as a star student. In the event of a tie on the ACT score: Step 1 – Total ACT test scores (English, mathematics, reading, and science reasoning) for each student involved in the tie. Select the student having the highest sum of these test scores and the minimum 93 average on designated courses. Step 2 – If the tie still exists, name as star student that senior with the highest overall scholastic average on selected subjects in specified years. Step 3 – If the tie is unbroken, use the first semester senior year scholastic average as the deciding factor. Step 4 – Should a tie still exist, compare the scholastic averages for prior years until the tie is broken. If the student who has the highest ACT score does not have an overall average of at least 93, name as the Star Student the senior with the next highest ACT who meets both minimum requirements.

CLASS OFFICERS

In order for a student to be eligible to run for Class Officer, he/she must meet the following requirements:

- Must have a GPA of at least 3.0 from the previous year.
- Must not have discipline issues related to being disrespectful.
- Must have a form signed by parents stating they are willing to fulfill all duties and responsibilities required of parents of a class officer.
- If for any reason, including failure of the parents to fulfill the required duties, an officer is does perform all duties assigned, the officer will be removed and the other class officers will be promoted.

DISCIPLINE POLICY

TYPES OF DISCIPLINE:

Work Detail	Students will be required to do work detail when assigned. Work detail will begin at 7:00 a.m. and last until 7:45 a.m. Failure to attend work detail or being late for work detail will result in the assignment of an additional work detail. More than 2 work details in a nine-week period will result in detention.
Corporal Punishment	Used in cases deemed necessary.
Detention	Students will serve detention from 7:00 a.m. until 7:50 a.m. on

	days assigned. Three detentions in a nine-week period will result in internal suspension. Failure to report or reporting late to detention will result in the assignment of an additional day of detention. More than 2 detentions in a nine week period will result in Internal Suspension.
Internal Suspension	Students will be required to do class-work and tests. Credit will be given for tests, quizzes, and class assignments when the work is completed. Each student serving in-school suspension will be charged a fee of $60.00 to offset the cost of a teacher. One point will be deducted from the nine-week average in each class for every day served. Students receiving Internal Suspension will forfeit early dismissal privileges for nine weeks.
External Suspension	Students serving external suspension will have 2 points deducted from their nine-weeks average in each class for each day served. Students receiving External Suspension will forfeit early dismissal privileges for the remainder of the school year.
Expulsion	Removal from school; this will be applied to major or repeated offenses and will be ultimately be determined by the Board of Directors as outlined in the Kirk Academy policy manual.

Files for each student with dates and offenses will be kept in the office. The disciplinary roster will be available for teachers' inspection.
Work detail will be held for the purpose of disciplinary action. Parents will be notified if a student is given work detail for disciplinary action.
If a student receives 3 work details during one 9-week period or has accumulated 9 over the year, the student will serve in-school suspension for each additional work detail.
Students may be assigned work detail by the office for undesirable patterns of tardiness or other disciplinary problems. If a student is tardy to work detail, the student will be assigned additional work details. If a student misses work detail, he/she automatically will be assigned 2 additional work details. A second absence from work detail could result in suspension.
If a student breaks any school rule during work detail, the student will have two additional work details issued.

All work details must be served before exams can be taken.

<u>Examples of offenses for work details:</u>

Gum chewing	Excessive tardiness	Sitting on vehicles
Minor misconduct	Being in off limit areas	
Inappropriate display of affection		

DISRESPECT

Being insubordinate or showing disrespect toward a teacher, school employee, student, or guest of our school, will result in the student being penalized by being assigned work details. If a student is extremely or repeatedly disrespectful to a teacher, staff member, or other person in authority at the school, he/she will be suspended and must have his/her parents at a conference with the principal before being admitted back in school. Should such disrespect manifest itself in physical contact with the staff or faculty member, either on or off campus, the student shall be suspended, or at the discretion of the administration terminated from the school system without refund of tuition and fees.

CAFETERIA

- Students are to go to the cafeteria when the lunch bell rings. Teachers are not to let students go to lunch early without permission from the office.
- Keep noise to a minimum.
- Be responsible for your table and surrounding area. Be sure it is clean when you leave.
- Throwing objects and food will not be allowed. One day suspension may be given to anyone throwing any food or object.
- Students are to remain in the cafeteria for their allotted time.
- Take care of the equipment, such as tables, chairs, etc.
- Students wishing to eat food not purchased in the cafeteria must bring that food with them when they arrive for class in the morning. If a student forgets to bring their lunch, the parent may bring money to the office for the student to buy lunch in the cafeteria.

CELL PHONE & ELECTRONIC DEVICES POLICY

Cell phones, iPods, iPads, iWatches, Mp3 players, other smart devices, etc., can be a distraction in the classroom and a disruption to the learning process when used inappropriately or without teacher permission. Students caught using devices will suffer the following consequences:

1st Offense	Detention and the parent must pick up the device.
2nd Offense	1 day In-School Suspension (ISS) and parent must pick up the device.
Additional Offenses	1 day ISS and parent must pick up the device.

PLAGIARISM and CHEATING

Plagiarism and cheating are absolutely not tolerated. Be advised: Ignorance on the part of a student is not an acceptable excuse for these offenses. As for cheating, consequences apply to ALL parties involved. As for plagiarism, it is not only unethical but also illegal! Plagiarism refers to a student's use of someone else's ideas or words without proper credit to or recognition of the original source.

For the first offense, *** ANY form of plagiarism/cheating results in TWO ZERO GRADES--**(1) for the assignment and (2) for the act of plagiarism/cheating itself
*At this level, the offending student enrolled in an Honors course, HCC Dual Enrollment course, or National Honor Society may also be suspended or expelled from said course/organization, depending on the severity of the act and the extended regulations of that course/organization.

For the second offense, not only are TWO ZERO GRADES assigned in that course, but a student also serves a one-day external suspension,
For the third offense, the situation is turned over to administration with expulsion deemed as the only viable recourse.

CLASSROOM REGULATIONS

- A student is expected to be prepared for each class. Students should bring all supplies to class each day. These supplies include pencil, pen, paper, book, or any other necessities for that subject. In case of habitual forgetfulness, work detail may be assigned.
- Only in emergencies will a student be allowed to leave the classroom to use the restroom. It is the student's responsibility to have a pass while out of the classroom or the study hall. Offenders will be punished.
- Students should be in their seats when the tardy bell rings.
- Students are not to leave a classroom until the teacher dismisses the class.
- Students are required to be good housekeepers in the classroom and in the building.
- Student visitors will not be allowed in a classroom without prior permission from both the administration and the teachers involved. They are subject to all the regulations expected of our students.
- Students are not to bring iPods, cameras, or any other electronic items to any class or study hall unless requested to do so by the teacher.

ALCOHOL, DRUGS AND SMOKING

We are very interested in our students acquiring proper health habits. The use of cigarettes, e-cigarettes, chewing tobacco, snuff, and alcoholic beverages are considered a serious hazard; hence, the use of, possession of, or under the influence of these while on school premises, or while in the custody and control of the school, or in the course of a school related activity will result in a 3 day minimum external suspension. Possession and/or use of illegal drugs may result in expulsion from school. If a student is arrested for drugs (selling, buying, using, etc.), alcohol, or possession of a weapon, that individual may be subject to suspension or expulsion and will not be able to participate in any extracurricular activities for 9 weeks. They may practice but not play or perform.

DRUG/ALCOHOL PREVENTION POLICY

<u>All students in grades 9 – 12 will be required to participate in the drug/alcohol testing program.</u>
<u>*Purpose of the program*</u>

- To educate the student concerning the dangers of drug/alcohol abuse.
- To help prevent any drug use or abuse by the students of Kirk Academy.
- To identify any student who may be using drugs and to identify that drug.
- To see that any chronic dependency is treated and addressed properly.
- To provide reasonable safeguards in order that every student who attends Kirk Academy is medically competent.
- To remove the stigma of drug abuse from those students who are not users.
- To reassure parents, students, and the community that the health and academic progress of each of its students is the primary goal of Kirk Academy.
- To re-emphasize to the student his/her responsibility as a positive role model and a reason to say no!!

Testing procedure

- The parents of each student, by signing their educational contract, are consenting to their child's participation in the drug screening program.
- All students will sign a form and give their social security number during registration.
- All administrators, teachers, employees, and board members may be tested during the school year and will be subject to random testing.
- Each high school student will be tested during the school year and will be subject to random testing at any time during the school year.
- The method of testing is a form of urinalysis or hair sample. Any positive drug result will be confirmed by additional testing at a laboratory selected by Kirk Academy.
- The selection and coding of specimen samples will be executed in a manner ensuring total confidentiality and identification.
- The urine samples or hair samples will be collected and analyzed by a private laboratory using the most up-to-date methods of pathology.
- Specimen samples or hair samples will be identified by number only to insure total confidentiality.
- Drug screening results will be reported by the medical laboratory to the parents and the headmaster only.

First incident of a positive result

- All specimens or hair samples showing a positive result will automatically be retested by the testing laboratory immediately to assure that no error has occurred. The second test will be a more specific test. If the positive result is verified and confirmed, the parent will be responsible for additional cost and the following steps will be taken:
- The student and parents will be contacted in a confidential manner by medical personnel from the laboratory.
- The headmaster will be advised of the results by the medical laboratory.
- The student will be evaluated and assessed at the expense of the parents. This professional will be determined by mutual agreement of school and parents from one of the following: certified alcohol and drug abuse counselor, student assistance professional, licensed social worker, medical review officer, or other designated appropriate agency.
- The student will then be required to attend a drug counseling program as recommended by the health care professional at the expense of the parents and will provide proof of counseling.
- The drug counselor will determine the length and manner of the program best suited for the student. The student must also participate in any after-care recommendations or follow-up.
- If a parent refuses a complete counseling program for his/her child, the student will be dismissed from school.
- After a first positive test, the student is subject to take every random test during the year.
- Participation in the school is not affected at this time.

Second incident of a positive result

- The specimen or hair sample showing a positive result will automatically be retested by the testing laboratory immediately to assure that no error has occurred. The second test will be a more specific test. If the positive result is verified and confirmed, the parent will be responsible for the additional cost and then the following steps will be taken:
- The student and parents will be contacted in a confidential manner by the medical personnel from the laboratory.
- The headmaster will be advised by the medical laboratory of the results.

- The student will be suspended until such time that he provides proof of successful completion of a pre-approved alcohol/drug rehab program agreed upon by the school and parents.
- Reinstatement could occur with proof of a successful drug rehabilitation program and only after negative testing prevails. In order to maintain the reinstated status, the student will continue to participate in re-testing and must follow all after-care recommendations of the healthcare professional. Written documentation of participation in after-care must be provided to the school on a monthly basis for the remainder of the school year.

The third incident of a positive result will be permanent dismissal from Kirk Academy.

Any attempt to tamper with the urine sample or hair sample will result in a positive on that test!

Consent to testing of urine samples or hair samples and authorization for release of information

I hereby acknowledge that I have received a copy of the Kirk Academy drug/alcohol prevention policy pertaining to students. I further acknowledge that I have read said policy, that it has been outlined to me, and that I fully understand the provisions of the program and agree to comply with the rules and regulations of Kirk Academy and this program.

I hereby consent to have a sample of my urine and/or hair collected during the school year and tested for the presence of certain drugs and substances in accordance with the provisions of the drug/alcohol prevention policy, and at such other times as urinalysis testing or hair testing is required under the program during the school year.

I further authorize you to make a confidential release to the headmaster, my parent (s) or legal guardian (s), and the drug counseling program. This report may include all information and records, including test results, provisions of the drug/alcohol prevention policy of Kirk Academy. To the extent set forth in this document, I waive any privilege I may have in connection with such information.

I understand that any urine samples and/or hair samples will be sent to a laboratory designated by Kirk Academy for actual testing.

Kirk Academy and its board of directors, administrators, employees and agents are hereby released from legal responsibility or liability for the release of such information and records as authorized by this form or any other liability which may arise from this program.

BULLYING

Bully (Harassment, Hazing, and/or Intimidation):
These are all forms of bullying intended to purposely harm another person. Bullying may be physical, verbal, emotional, written or any social media. Kirk is committed to providing a friendly, caring, and safe environment for our students and has a zero tolerance toward bullying of any kind. If such behavior does occur, students and/or their parents are encouraged to tell a teacher or administrator so that the incident may be dealt with promptly. Students found by the administration to be guilty of bullying in any form may face suspension from activities, internal and/or external suspension, and/or expulsion. **This includes unacceptable use of social media that causes a negative impact on the school environment, whether during the school hours or at any other time.**

FIGHTING

- A student may be suspended one day for fighting.
- Upon the 2nd offense, a student will be suspended three (3) days.
- The 3rd offense will result in expulsion.

GUM CHEWING

Gum chewing is not permitted inside any school buildings during regular academic school hours. Gum chewing can lead to work detail.

HALL PASSES

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. Any student observed in the halls without a hall pass may receive a work detail. If a student wishes to see a teacher during that teacher's planning period, the student must arrange for this in advance. The teacher must come and get the student from the study hall.

PRANKS

Students caught "playing pranks" that harm others or cast a bad reflection on Kirk Academy may be suspended or expelled.

THEFT

Kirk Academy does not condone the taking of another's personal property. This includes "BORROWING" another's books, notebooks, pens, pencils, rulers, calculators, etc. form someone else's locker. The administration will hold periodic checks of the lockers and hall to determine that proper ownership is being maintained. The classroom teacher will also check the textbooks of each student in the class to determine that the student is using his/her own textbook. ANYONE involved in such activities may be suspended or given other corrective punishment.

VANDALISM

- Students are not allowed to sit on, lean on, or damage cars parked on Kirk Academy campus before, during, or after school hours.
- Students are not to mark on desks, walls, tables or any school property.
- Students are at NO time to be on top of the buildings.
- Kirk Academy property is, in effect, paid for by the patrons of Kirk Academy. The cost of repair or replacement is expensive. Students who vandalize Kirk Academy property will be subject to expulsion and their parents/guardians will be held liable for the damage.

WEAPONS

No knives of any size or description or firearms of any description will be allowed on campus, including vehicles in the parking lot. Fireworks are not allowed on campus. 1st offense – suspension or expulsion.

STUDENT BEHAVIOR CODE

- Students should endeavor to maintain Christian standards in courtesy, kindness, morality, and honesty.
- By introducing and enforcing this code of conduct, Kirk Academy's desire is to create a learning environment which encourages the students to concentrate on wholesome aspects of life.
- Kirk Academy will not tolerate sexual harassment. A valid complaint of sexual harassment will lead to appropriate and strict disciplinary action, including expulsion. Sexual harassment involves not only unwelcome touching and demands for sexual favors, but also any unwelcome sexually oriented behavior or comments that create a hostile or

offensive environment. Any complaints of sexual harassment should be reported to the administration that will immediately launch an investigation. Criminal prosecution may ensue.

- NO student will be allowed to park at the top of the hill during school hours.
- Once a student arrives on the campus, the student is to park and come immediately to the top of the hill. After arriving, NO student is to leave campus for any reason without permission from the office.
- Students will not be allowed to return to their car or the parking lot without permission from the office. They must sign a sign-out sheet each time, if they are allowed to go.
- There is to be no public display of affection on the school campus.
- NO profanity, inappropriate language, gestures, or publications will be tolerated.
- NO student should be in any room without administrative or teacher approval unless a scheduled meeting or class is being held.
- NO student is allowed in the teacher's lounge unless accompanied by a teacher.
- NO student will be given permission from a teacher to miss another teacher's class.
- Students should not walk across the gym floor. Students going to the music room, weight room, or dressing rooms should enter the gym and go across the concrete portions of the gym floor to their destination.
- Workbooks should be turned in at the close of the school term, unless the teacher states otherwise.
- Make up test work will be done according to the regulations found on page 11.
- Loud music will not be tolerated on campus or any school related activity.
- There is no reason for students to be in the office. Students must use the window at the high school office.
- Students are not allowed to operate any copy machine on campus. Copies may be made through the office for a fee of .25 cents per page. Students can ask the school secretary or librarian for this service. Class notes may not be copied without that teacher's permission.

STUDENT VEHICLE PARKING

Although the school provides parking spaces for student vehicles, this does not give the student the right to abuse the privilege. The student parking lot should be as clean as any other part of the campus. A littered parking lot reflects a lack of student pride.

A student must register their vehicle in the High School office annually in order to park on campus. Registration will only be allowed to students with a valid driver's license and proof of insurance. No student will be allowed to drive on campus without a valid driver's license.

Students may park in the designated student parking areas only. No student will be allowed to park at the top of the hill during school hours. Any student operating a motor vehicle off the parking lots or paved areas of the campus is subject to suspension. This prohibits operating vehicles on the sodden banks of the campus.

Reckless operations of a motor vehicle on or near the school premises by a student will result in that student not being able to bring a vehicle to school for a designated period of time. The parents will be notified of the action.

"Student of the Month" is awarded each month of the school year to a deserving student in grade 11 and grade 12. The privilege is the ability to park on the top of the hill in a designated parking space for that month.

DRESS CODE

Kirk Academy expects all of our students to be an example of the things that make America great. This includes the way they dress, the way they conduct themselves, and their general appearance. With this in mind, we require the students of Kirk Academy to dress in a manner that reflects neatness, modesty, Christian values, and common sense. Therefore, the Board of Directors has approved the following dress code:

Any clothing items, outerwear, shoes, jewelry, make-up, hair accessories or styles drawing undue attention or causing a distraction will be dealt with at the discretion of the administration.

Boys:

A. Pants (All pants and shorts must be hemmed and have no holes or patches.)
   - Neat blue jeans (NO destroyed look)
   - Khaki or navy-blue cotton pants and walking short (Cargo shorts/pants are permissible)
   - Brown or black belts are required.

B. Shirts (All shirts and t-shirts must be tucked in so that the belt is visible)
   - Red, white, navy blue or heather gray solid knit collared shirts with the KA logo is required.
   - Kirk Academy t-shirts may be worn on days designated by the administration.
   - Only navy blue,red, white, and gray Kirk Academy sweatshirts may be worn
   - T-shirts worn under knit collared shirts must be red, white, navy, or gray.

C. Shoes
   - Tennis shoes, casual shoes, and dress shoes.
   - Boots (not rubber) – worn with long pants only.
   - No open toed sandals or flip flops.

D. Socks must be worn at all times.

E. Only navy blue, red, gray, or white Kirk Academy Approved outerwear (jackets, sweaters, sweatshirts) may be worn. A uniform shirt must be worn underneath with collar showing. (Exception – collar does not have to show under approved hooded KA team/group sweatshirt)

F. Dress Days – Boys will be required to wear Khaki pants or Khaki shorts and a red KA collared shirt.

Girls:

A. Pants (All pants and shorts must be hemmed and have no holes or patches.)
   - Neat blue jeans (NO destroyed look)
   - Khaki or navy-blue cotton pants, walking shorts, skort, or capris.
   - Plaid skort or skirt (Lands End)
   - Navy leggings
   - Length of shorts, skirt or skort must not exceed 5 inches above top of knee

B. Shirts
   - Red, white, navy blue or heather gray solid knit collared shirts with the KA logo or white Lands End blouses with KA logo are required. T-shirts must be tucked

in and a black or brown belt must be worn with jeans, shorts, skirts and pants that have belt loops.
- Kirk Academy t-shirts may be worn on days designated by the administration.
- Only navy blue, red, gray, or white Kirk Academy sweatshirts may be worn.
- T-shirts worn under knit collared shirts must be red, white, navy, or gray.

C. Shoes:
- Tennis shoes, casual shoes, dress shoes – heels must not exceed 2 inches in height.
- Sandals (no rubber or plastic flip flops, shower shoes, or house shoes)

D. Approved outerwear (jackets, sweaters, sweatshirts) must have a uniform shirt underneath with collar showing. (Exceptions – collar does not have to show under approved hooded KA team/group sweatshirt). **Outerwear will be Kirk Academy official outerwear. Only navy blue, red, gray, or white outer wear may be worn.**

E. Dress Days Girls will be required to wear Khaki pants, walking shorts, or skorts and a red collared KA shirt.

General Rules for both Boys and Girls:
- At no time are undergarments to be visible.
- All clothes are to be properly sized.
- All shirts that are tucked in are to remain tucked in when standing, bending, or sitting. If the shirt is too short to stay tucked in, don't wear it.
- All pants are to be worn at the waist: no hip-huggers, low rise, or baggy pants are allowed.
- No see-through clothes are to be worn at any time.
- No caps are to be worn inside the building.
- All students will wear a red, collared shirt for such events as Veterans Day, Honors Day, Local Science Fair, and National Honor Society, etc.

Boys Appearance Code:

A. No sideburns below the earlobe, mustaches, beards, visible tattoos, or earrings.
- 1st offense student will be warned, required to shave and receive a Work Detail.
- 2nd offense student will be required to shave and receive a work detail.
- 3rd offense student will receive internal suspension or corporal punishment. Following students 4th offense the student will receive external suspension.

B. Hair that is cut neatly and does not touch the collar of the shirt, completely covers the ears or eyebrows.
- 1st offence-If student receives a referral for hair length the student has one week to get a hair cut.
- 2nd offense- student will receive a work detail and one week to get a haircut.
- 3rd offense student will receive internal suspension or corporal punishment.
- 4th offense student will receive external suspension.

C. No visible body piercings including the ears.
D. No visible tattoos.
E. No colored fingernails.
F. Any appearance or dress that the administration feels is distracting or otherwise inappropriate may be restricted.

Girls Appearance Code:

A. No visible body piercings other than ears.

B. No visible tattoos.
C. Any appearance or dress that the administration feels is distracting or otherwise inappropriate may be restricted.
D. Skirts, shorts, and skorts should not be rolled at the waist.

Note: A student who wears clothes that are out of dress code will receive a work detail or detention. The student will not be allowed to attend class until they are in dress code. If the student has to miss class due to being out of dress code, the absence will be unexcused.

The administration reserves the right to allow or prescribe certain dress on special occasions. i.e., honors day, homecoming, etc.

COMPUTER

COMPUTER USAGE

Improper use of the internet (myspace, Facebook, chat rooms, etc.) has become a major source of concern. The Kirk Academy Administration believes students represent Christ in all of their affairs. School standards and guidelines extend to the use of the internet to all students whether on or off campus. Any student who is found to be out of harmony with the spirit of the school through the improper use of the internet, including cyber bullying, or any other form of communication or media may be suspended, withdrawn, or expelled from school. The school encourages all parents to monitor closely the web use of their children and to discuss internet safety.

Kirk Academy provides computers, networks, and Internet access to support the educational mission of the school and to enhance the curriculum and learning opportunities for students and school staff. The administration believes that the resources available through the internet are of significant value in the learning process and preparing students for future success. At the same time, the unregulated availability of information and communication on the Internet requires that schools establish reasonable controls for lawful, efficient, and appropriate use of this technology.

Student use of school computers, networks, and Internet services is a privilege, not a right. Students are required to comply with this policy and those who violate the policy and/or rules may have their computer privileges revoked and may also be subject to further disciplinary and/or legal action.

All Kirk computers remain under the control, custody, and supervision of the school. The school reserves the right to monitor all computer and Internet activity by students and teachers. Students have no expectation of privacy in their use of the school computers.

While reasonable precautions will be taken to supervise student use of the Internet, Kirk Academy administration cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communication with persons outside of the school. The administration is not responsible for the accuracy or quality of information that students obtain through the Internet.

The following rules are intended to provide general guidelines and examples of prohibited uses but do not attempt to state all required or prohibited activities by users.

A. Computer Use is a Privilege, Not a Right

Student use of Kirk Academy's computers, networks, and Internet services is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action.

No student shall access or use any computers on campus without the direct supervision of a faculty member. No student is to be in the computer labs or library without a faculty member present.

The administrator shall have final authority to decide whether a student's privileges will be denied or revoked.

B. Acceptable Use

Student access to the school computers, networks, and Internet services are provided for educational purposes and research consistent with the school unit's educational mission, curriculum, and instructional goals. Playing games on the computers will not be tolerated.

The same rules and expectations govern student use of computers as apply to other student conduct and communications.

Students are further expected to comply with these rules and all specific instructions from the teacher or other supervising staff member/volunteer when accessing the school unit's computers, networks, and Internet services.

C. Prohibited Use

The user is responsible for his/her actions and activities involving school unit computers, network, and Internet services and for his/her computer files, passwords, and accounts. Examples of unacceptable uses that are expressly prohibited include, but are not limited to the following:

- **Accessing Inappropriate Materials:** Accessing, submitting, posting, publishing, forwarding, downloading, scanning, or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal;
- **Illegal Activities:** Using the school's computers, networks, and Internet services for an illegal activity that violates other School Committee policies, procedures and/or school rules; No email, No My Space, No YouTube, No FaceBook, and/or any other site that administration deems inappropriate.
- **Violating Copyrights:** Copying or downloading copyrighted materials without the owner's permission;
- **Plagiarism and Cheating:** Plagiarism and cheating are absolutely not tolerated. Be advised: Ignorance on the part of a student is not an acceptable excuse for these offenses. As for cheating, consequences apply to ALL parties involved. As for plagiarism, it is not only unethical but also illegal! Plagiarism refers to a student's use of someone else's ideas or words without proper credit to or recognition of the original source. For more information, see page 20.

- **Copying Software:** Copying or downloading software without the express authorization of the system administrator;
- **Non-School-Related Uses:** Using the school unit's computers, networks, and Internet services for non-school-related purposes such a private financial gain, commercial, advertising or solicitation purposes, or for any other personal use;
- **Misuse of Passwords/Unauthorized Access:** Sharing passwords, using other users' passwords without permission and/or accessing other users' accounts;
- **Malicious Use/Vandalism:** Any malicious use, disruption or harm to the school's computers, networks, and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses. No one shall attempt to change the basic set-up parameters or access system/network programs.
- **Unauthorized Access to Chat Rooms/Newsgroups:** Accessing chat rooms or newsgroups without specific authorization from the supervising teacher.

D. No Expectation of Privacy

Kirk Academy retains control, custody, and supervision of all computers, networks, and Internet services owned or leased by the school unit. The school reserves the right to monitor all computer and Internet activity by students. Students have no expectations of privacy in their use of school computers, including email and stored files.

E. Compensation for Losses, Costs and/or Damages

The student and/or the student's parent/guardian shall be responsible for compensating the school for any losses, costs or damages incurred by the school unit related to violations of this policy and/or these rules, including investigation of violations.

F. School Unit Assumes No Responsibility for Unauthorized Charges, Costs, or Illegal Use

Kirk Academy assumes no responsibility for any unauthorized charges made by students including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

G. Student Security

Students are responsible for the use of their individual usernames and passwords and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his/her password to another person. A student shall not reveal his/her full name, address or telephone number on the Internet without prior permission from a supervising teacher. Students should never meet people they have contacted through the Internet without parental permission. Students should inform their supervision teacher if they access information or messages that are dangerous, inappropriate, or make them uncomfortable in any way.

H. System Security

The security of Kirk Academy's computers, networks, and Internet services is a high priority. Any user who identifies a security problem must notify the administrator. The user shall not demonstrate the problem to others. Any user who attempts or causes a breach of system security shall have his/her privileges revoked and may be subject to additional disciplinary and/or legal action.

ELIGIBILITY FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

Athletic Policy for Eligibility for High School Students:

- No student will be allowed to participate in an inter-school contest for more than four (4) years after entering the ninth grade.
- A student is not eligible if he or she has reached the age of nineteen (19) prior to August 1 of that school year.
- A student must have completed a minimum of four of the previous semester's courses with a minimum of a 70-average earned in each course in order to be eligible for athletics in the current term of the sport.
- Inside the current term of eligibility, a student with ISS or OSS may not participate in practice or in a game or performance on that given date. If travel is required for a game on said date, then the student may not travel with the team.

Athletic Policy for Eligibility for Jr. High Students

- Jr. High athletes must be promoted in order to be eligible to play any sport.
- NO Jr. High athlete shall participate if he reaches the age of sixteen (16) before August 1 of that year.
- Students in grades 6-12 may participate in JV and varsity sports.

ELEMENTARY STUDENTS MAY NOT PARTICIPATE IN JV OR VARSITY SPORTS. (EXCEPTION: if a team does not have enough players to form a team, an elementary student may be allowed to play. Exception must be approved by the Headmaster and Athletic Director).

- Inside the current term of eligibility, a student with ISS of OSS may not participate in practice or in a game or performance on that given date. If travel is required for a game on said date, then the student may not travel with the team.

Eligibility to participate in extra-curricular activities at the beginning of the school year is based on the academic work from the previous school year which includes the summer. To be eligible a middle school student must be promoted to the next grade and a student in grades 9-12 must earn 4 academic units.

Eligibility during the school year will be determined using the number of courses students are passing during the current year. All students participating in extracurricular activities will be listed in one of 3 categories during the school year:

- Eligible-student can participate in all activities
- Probation-student can participate in all activities, but is in danger of losing eligibility
- Ineligible-student cannot participate in games, but is allowed to practice

Grades will be checked every three weeks and students will be placed in a category based on their current category and the number of courses they are passing. Categories of students will be changed as follows:

- Eligible category students who are not passing 4 units will move to the probation category.
- Eligible category students who are passing 4 units will remain eligible.
- Probation category students who are not passing 4 units will move the ineligible category.

- Probation category students who are passing 4 units will return to the eligible category.
- Ineligible category students who are not passing 4 units will remain in the ineligible category.
- Ineligible category students who are passing 4 units will move to the probation category.

Points to remember:

- Students will move from category to category based on grades for the previous 3-week period and cannot change categories until the end of the next 3-week period.
- Grades used to determine the category of the student will come from the quarter in which the 3-week period occurs.
- Students who are ineligible because they did not meet the 4-credit requirement (HS) or were not promoted (JH) from the previous year are ineligible by MAIS rule until the end of the first semester. Eligibility for these students will be determined by first semester grades.

EXTRA-CURRICULAR ACTIVITIES

There are myriad opportunities for students to participate in extra-curricular activities and school events. Although the coaching staff, sponsors, and school administration are not perfect, participation and "Playing Time" is at the sole discretion of coaches and sponsors. If parents have concerns about a game, they should schedule an appointment the following school day with the coach, sponsor, Athletic Director, or Principal to discuss the game or activity. At NO TIME should parents, grandparents, or other family members confront the staff, officials, or players during or following a game or activity.

When extra-curricular activities, including sports, have scheduled practices, it is a coach's or sponsor's prerogative to establish whether **that** practice is open or closed to outsiders, including parents, grandparents, or other family members, with the approval of the Athletic Director or Headmaster. Outsiders may be invited to leave practices.

All extra-curricular activities, including school play, show choir, cheerleading, games, and practices, etc., should be scheduled so as not to interfere with regular church services on Wednesdays and Sundays, with the exception of District and State activities over which we have no control. Any other exception should be approved in advance by the Headmaster.

Any student whose school account is not current may not be able to participate in any extra-curricular activities until successful arrangements are made with the business office.

Students who are absent from school during the day (in part or in full) for any reason other than doctor or dental appointments will not be allowed to participate in extracurricular activities, field trips, or sports (practice, performance or game) for the remainder of the day, unless approved by administration.

EARLY DISMISSAL POLICY

Kirk Academy gives students in grades 11 and 12 the privilege of leaving school each day at the end of his/her scheduled academic classes. If a student has a 7th period class, athletics or

cheerleading, the student will not be allowed to leave school before 3:15 p.m. If a student leaves school/campus during a scheduled class time, he/she will be suspended.

No Students will be allowed to leave before the end of fifth period. All students must have a signed Early Dismissal Form on file at the school in order to leave before 3:15 p.m.

Once a student leaves Kirk Academy, he/she will not return until the end of the school day. Kirk Academy will not be responsible for students once they leave campus. The privilege of Early Dismissal may be revoked at any time at the discretion of the administration.

Early Dismissal students are subject to the same academic requirements as student athletes and performing arts students.

Students who do not meet the eligibility requirement for early dismissal will lose their privilege of leaving early. The student must attend Study Hall until eligibility is regained.

Early Dismissal students are required to attend all assemblies and class meetings.

CONDUCT AT SPORTING EVENTS

Parents and students should always display good sportsmanship when attending an event. The visiting teams and officials are our guests and should be treated as such. Kirk Academy spectators are to cheer for their own teams and not **against** anyone else. When attending school functions or school sponsored events, students will be expected to follow the same code of conduct that is applied during regular school days. Profanity, derogatory remarks, and the like have no place at any event in which Kirk Academy participates. The use or possession of tobacco, alcoholic beverages, or illegal drugs is strictly prohibited. If students are found to be in violation of these rules, they will face severe disciplinary action. Students should meet dress codes guidelines for modesty. KA Administration reserves the right to ask a student or fan to adjust conduct, refrain from remarks, or leave an event to maintain the positive image or integrity of our team and school. Parents and/or students will be responsible for any fines or penalties levied against them by MSAIS officials.

LIBRARY REGULATIONS

- The school library is for the benefit of all students.
- Books should be checked out and returned on time. All library material must be turned in before exams.
- Books, magazines, or pamphlets should never be removed from the library without checking them out. Any student caught with books or materials in his/her possession or locker which have not been checked out will be fined $25.00 for each infraction. All subsequent infractions will be dealt with as a theft.
- Students who find books in their lockers, which they have not checked out, should return them immediately.
- Each page printed from the computer is .25 cents. No graphics printed unless it is specifically for class assignment.
- Students are allowed in the library with written permission from a teacher or accompanied by a teacher and ONLY when the library classes are not in session.
- Other library policies are listed in the Library.
- Internet usage is covered under computer usage. These policies also apply to the computers in the library and classrooms.

LOCKERS AND BOOK BAG BINS

Lockers will be assigned to each student in grades 6-12. Students are responsible for the upkeep of their locker and keeping their books or supplies in the places assigned. Book bags may be used to transport books from class to class and to and from school. However, if book bags are too large to fit into the student's locker, the book bag should be zipped up and placed in the assigned book bag bin. All athletic equipment, etc. are to be placed in the athletic bins in the break area. Any of said items found out of their assigned place (this includes any items found in the floor of the hall or break area) will be confiscated and the student must see the Principal and pay a fine to have said items returned. Appropriate disciplinary action will be deemed by the Administration. Lockers and book bag bins are the property of Kirk Academy and the Administration reserves the right to search lockers and book bags when just cause is evident. Students are not to change their assigned lockers without clearing this with the office. Locks may be placed on lockers only if a key or combination to these locks is given to the office.

MARRIED AND/OR PREGNANT STUDENTS

In our opinion, the environment that is most conducive to the school activities and educational curriculum of Kirk Academy is better maintained with students who are outside of the restrictions and obligations of marriage and parenthood. These are certainly honorable and appropriate parts of adult life; however, we feel that students in our learning environment are growing up and should be apart from these pressures. In this respect, the policy of Kirk Academy is as follows:

1. Kirk Academy has a policy against pregnancy or marriage of students.
2. Students in any of the following categories will not be permitted to remain in school or to complete any further work or to enroll:
    a. Students who are, or have been, pregnant
    b. Known father of born or unborn children
    c. Married students
    d. Divorced students
    e. Students of annulled marriages

Students in the above categories will be prohibited from receiving any awards or honors of any kind from Kirk Academy.

SELLING OF MERCHANDISE

Students may not sell any product for any reason at school or school-sponsored activities unless it is for a school-sponsored activity or event and has been approved by the Administration.

TEACHER CERTIFICATION

All administrators and faculty of the school meet the requirements as set forth in the teacher certification standards of the MAIS.

TELEPHONE

The office telephone is a business phone and should be used for **EMERGENCIES ONLY**. Forgetting to bring something from home is not an emergency. Parents should not call the school except in cases of real emergencies. A student will be called to the phone in the case of an emergency. Only a parent can call and speak with his/her child. Important messages will be relayed to the student. If you need to call your parents, your teacher or the secretary will call for you and relay your message. The use of the telephones in the office, coaches' offices, or show

choir room during the school day is prohibited. All students' calls will be made through the office as noted above.

FIELD TRIPS

Field trips offer exciting opportunities for extended learning and memorable experiences. When a class goes on a field trip, students are expected to attend. If for some reason a child does not attend the field trip, he/she should come to school unless he/she is ill and complete the assignments for the day. If a child is ill, the work will be given as make-up work. Restrictions for field trip attendance are the same as outlined for all other extracurricular activities. Students with failing grades, OSS, ISS, excessive absences, and same-day checkouts will not be eligible to attend scheduled field trips. (For more information, see page 31)