



ONE DEGREE

SHIFT

makes you

BETTER EVERY DAY

2026-2027 STUDENT HANDBOOK

Welcome to Calhoun Academy! Whether you are returning for another year or joining our school family for the first time, we are delighted you are here. We look forward to a year filled with growth, discovery, and meaningful relationships.

At Calhoun Academy, you are more than a student—you are known. Our faculty and staff are committed to knowing each student personally, encouraging them through challenges, celebrating their successes, and helping them reach their fullest potential academically, socially, emotionally, and spiritually.

This year, our theme, “A One-Degree Shift Makes Every Day Better,” reminds us that meaningful growth does not always require a major change. Sometimes, it is the small, intentional shifts we make each day—a little more effort, a little more kindness, a better choice, or a willingness to try something new—that make the greatest difference. When we each commit to becoming just a little better every day, those small shifts can lead to extraordinary growth.

We strive to teach integrity, compassion, respect, responsibility, and a heart for serving others. We believe education extends beyond the classroom, shaping students into leaders who will positively impact their families and communities. We encourage every student to become actively involved in school life. Whether through athletics, fine arts, clubs, student leadership, academic competitions, or community service, there is a place for every student to learn, grow, contribute, and belong.

As we honor the rich traditions of Calhoun Academy, we remain focused on preparing students for the future. Through our commitment to Engage. Challenge. Succeed., we challenge every student to pursue excellence, embrace opportunities, and develop the confidence and character to thrive in an ever-changing world.

Thank you for choosing Calhoun Academy. We are honored to partner with your family and look forward to an exceptional school year together. One degree at a time, we can make every day better.

Becky Haigler, Head of School

ALMA MATER

All hail, Calhoun Academy!
Thy colors gold and blue
Stand as a symbol of our love to you.
All hail, Calhoun Academy!
To thee we'll e'er be true
We'll watch over and keep you
All hail, all hail.

All hail, Calhoun Academy!
Thy sons and daughters true
Stand now as ever to fight and die for you.
All hail, Calhoun Academy!
We pledge our faith anew,
To guard and protect you,
All hail, all hail.

SCHOOL COLORS: Blue and gold

SCHOOL MASCOT: Cavalier

Head of School – Mrs. Becky Haigler
Lower School Assistant Administrator – Mrs. Sharie Quattlebaum
Upper School Assistant Administrator – Mrs. Sarah S. Barrineau
Bookkeeper– Mrs. Jacque Fogle
Administrative Assistant- Mrs. Kacey Smith
Guidance – Mrs. Clancee Felder
Administrative Guidance Assistant-Melissa Weathers

**Calhoun Academy does not discriminate in enrollment or hiring
due to race, color, and national or ethnic origin.**

Mission Statement

Calhoun Academy promotes academic, creative, and athletic excellence in the classroom and community. Our curriculum engages and challenges each student's academic development for success. We provide a safe, spiritual, and family-like atmosphere that promotes the best foundation for educational, social, and emotional growth.

Calhoun Academy Objectives:

Engage

- Foster a welcoming environment where every student is known, valued, and encouraged.
- Develop strong partnerships among students, families, faculty, and the community.
- Inspire curiosity, collaboration, and a lifelong love of learning.

Challenge

- Provide rigorous, personalized instruction that develops critical thinking, creativity, and problem-solving.
- Prepare students for college, careers, military service, and lifelong success.
- Equip students with the technological skills and adaptability needed in a changing world.

Succeed

- Develop graduates who demonstrate integrity, responsibility, leadership, and moral character.
- Nurture the spiritual, intellectual, social, emotional, and physical growth of every student while respecting the diverse beliefs, values, and backgrounds of our school community.
- Encourage stewardship, service, and respect for others while preparing students to make meaningful contributions to their communities and the world.

Absences

All students must present a written excuse signed by a parent/guardian stating: (1) the date of the student's absence; (2) the nature of the illness or reason for absence; (3) the signature of parent/guardian. The excuse **must** be presented to the homeroom teacher by the **second day** of the student's return to school. Failure to bring an excuse by the second day following the absence will result in detention. **Medical excuses will not be accepted after 1 month of the appointment.**

The school expects that the only time a student be allowed to be excused from school (or class) is for doctors' appointments, family emergencies or illnesses. An excuse, however, does not necessarily mean that a particular absence will be automatically excused. The school recognizes the right of a parent to permit an absence for a reason other than those given above. Teachers, however, will not be required to make up work missed for reasons other than those specified, and the unexcused absence may result in a zero for the day. Special excuses must be in writing, signed by the parent, and submitted by the student to the Head of School at least 48 hours before the absence. The student must bring special excuses to the office for the Head of School's approval during homeroom. Doctors' excuses will not be valid unless the doctor sees the student in his/her office.

By action of the Board of Directors, a student is allowed four excused absences total during junior and senior year cumulative for college visits. Documentation must be provided by the college for the absence to be excused by Calhoun Academy.

A student absent from the class on the day of an assigned test will be expected to make up the test on the day of his/her return to school. Students are responsible for obtaining assignments from a "buddy" student during absences.

A child must be "fever-free" for twenty-four (24) hours before returning to school without medication. This includes students who are positive for COVID. If a child has a positive test, please notify our school nurse.

Attendance

If more than 15 days in a class are missed, excused or unexcused, the student must go before the Board of Directors. Students who miss 15%, 26 days, or more of their class or classes, excused or unexcused, are subject to not receive credit for that class and/or grade. Also, students who miss more than 10 classes/days **unexcused**, may not exempt exams unless the Board grants exemption privileges upon an appeal before the Board. The Board will be notified and it will be documented in PowerSchool when a student reaches 10 unexcused absences in class/school. Perfect attendance for Upper School includes no tardies, no early dismissals and/or absences.

Perfect attendance for Lower School includes no absences and no more than 3 combined tardies/dismissals. (SCISA sponsored events or Head of School approved absences will not count towards absences.) ISS and OSS will be marked as an unexcused absence.

Exams

Students in grades 6 – 12 will take two (2) sets of exams. Exams will count one-fifth (1/5) of the semester average. First semester exams will be given prior to the Christmas holidays. All students must take first semester exams. If a student joins the Calhoun Academy Family after first semester exams, he/she must take second semester exams regardless of averages.

Students in grades 6 – 11 may be exempt from second semester exams with a cumulative average of 90 or above and must meet other criteria for exemption. Exemption of exams is the prerogative of each teacher, and a student may exempt with permission of the teacher. Students who miss more than 10 classes/days **unexcused**, may not exempt exams unless the Board grants exemption privileges upon an appeal before the Board. Students who miss more than 5 classes/days **unexcused** in a semester class, may not exempt exams unless the Board grants exemption privileges upon an appeal before the Board. In addition, students who are suspended for any reason, either ISS (In School Suspension) or out of school suspension may not exempt exams during the school year of suspension.

Seniors may exempt second semester exams with an average of 87 or above on first and second semester work and must meet other criteria for exemption.

Dismissals

Dismissal from school should be only for those reasons given in absences. Early dismissal from school that results in the missing of assigned tests is not acceptable, and the student could be given a zero for the test.

Students should submit to the homeroom teacher, prior to dismissal, a written request for dismissal stating: (1) the time of the dismissal; (2) the reason for the dismissal; (3) signature of parent/guardian. Should it be necessary for the student to be dismissed from school unexpectedly, permission must be given by the parent/guardian before the student leaves the school, and a written excuse from the parent/guardian concerning the dismissal **must** be submitted to the homeroom teacher by the **second day** after the dismissal. Failure to bring the excuse will result in a detention. In the event of an emergency dismissal or failure to bring dismissal excuse prior to dismissal, it is the student's responsibility to obtain a dismissal form from the office.

All students (or parent/guardian of Lower School students) **must sign out in the office just prior to leaving the school.** No student is allowed dismissal from school to work at a job, and frequent dismissals (especially from 6th period in Upper School) will not be allowed. The Board of Directors requires full-day attendance.

Academic Program

Three programs of study (diplomas) are offered to the students at Calhoun Academy. Each program of study is designed for students to be college prepared whether at a 4- or 2- year institution. Each program of study will meet all of the requirements for entrance to the state-supported colleges and universities and allow students with satisfactory grades and standardized test scores to enter most private colleges or technical schools. In the College Preparatory program of study, the student will be prepared for college work, but this preparation will not be as extensive or in depth as that of the Honors or Advanced College Preparatory programs.

The guidance counselor and the Head of School, in addition to some input from faculty members as to which program they should possibly enter, will counsel students. The final decision as to their classes and/or course of study, however, will be made by the student and parent, provided the student meets the criteria for entrance into a course.

OCtech courses are available during Junior and Senior years based on grades and teacher recommendations. Students interested in enrolling in Early College courses will set up an advisement time with the guidance counselor and OCtech Early College Advisor to determine the best pathway for the student.

Academic Policies

Calhoun Academy utilizes the South Carolina Uniform Grading Scale for calculating a student's Grade Point Average (GPA) for each course that receives a Carnegie unit. The South Carolina Uniform Grading Scale includes weighted grades for Honors, Advanced Placement, International Baccalaureate, and Dual Credit courses. The ten point grading scale issued by the State Commission on Higher Education is also in effect. Class rank is calculated at the end of each academic semester.

A = 90-100	D = 60 - 69
B = 80- 89	F+ = 53-59 (failing)
C = 70-79	F = below 53 (failing)

Valedictorian, Salutatorian, & Honor Graduate - to be considered, the student must have attended Calhoun Academy in the 9th, 10th, 11th, and 12th grades. For the purposes of calculating the

class rank, the student's cumulative Grade Point Average according to the South Carolina Uniform Grading Scale is used and students are arranged from the highest-grade point average reported with at least three decimal places.

Graduation Marshals - to be considered, the student must have attended Calhoun Academy in the 9th, 10th, and 11th grades. Eligibility is determined at the end of the third quarter of the student's junior year on the basis of a cumulative Grade Point Average on the South Carolina Uniform Grading Scale including all courses awarding credit. Students are arranged from the highest Grade Point Average reported with at least three decimal places. The top six ranking juniors meeting the above criteria will be named graduation marshals.

6th Grade Graduation (Valedictorian, Salutatorian, & Honor Graduate)- to be considered, the student must have attended Calhoun Academy in the 4th, 5th, and 6th grades. For the purposes of calculating the class rank, the student's cumulative Grade Point Average, for 4th, 5th, and 6th grades, according to the South Carolina Uniform Grading Scale is used and students are arranged from the highest-grade point average reported with at least three decimal places. Students who were enrolled at Calhoun Academy in the 4th and 5th grade classes for the 2017/2018 and 2018/2019 school year will be grandfathered in under the policy stated in the 2018/2019 handbook.

5th Graduation Marshals for 6th Grade Graduation - to be considered, the student must have attended Calhoun Academy in the 4th and 5th grade. Eligibility is determined at the end of the progress report of 4th quarter of the student's 5th grade year on the basis of a cumulative Grade Point Average, for 4th and 5th grade, on the South Carolina Uniform Grading Scale. Students are arranged from the highest-grade point average reported with at least three decimal places. The top six ranking 5th graders meeting the above criteria will be named graduation marshals. Students who were enrolled at Calhoun Academy in the 4th and 5th grade classes for the 2017/2018 and 2018/2019 school year will be grandfathered in under the policy stated in the 2018/2019 handbook.

Any student who receives ISS or OSS will have their membership from National Honor Society and Beta Club revoked.

GRADUATION REQUIREMENTS:

HONORS DIPLOMA- awarded to a student who satisfactorily completes 27 units of high school courses with no yearly (or semester) grade below a 75. The student must also graduate with a cumulative 3.0 GPA on the SC Uniform Grading Policy. It is strongly recommended that **ALL** courses be designated **Honors**. These courses must include:

4 units English (I, II, III, IV- at least 3 designated **Honors**)

4 units Math (Algebra I, II, Pre-Calculus, Geometry – at least 3 designated **Honors**)

4 units Science (Physical Science, Biology, Chemistry, Anatomy, Physics, Environmental Science (3 must be lab sciences); no more than 2 from same field with **3 designated Honors**)
3 units Social Studies (Gov/Econ, US History, Western Civ. with **2 designated Honors**)
3 units Foreign Language (same language)
1 unit Fine Arts
1 unit Computer (CHE-recommended for college admission)
1 unit Physical Education
6 units Electives

For students who transfer in during their 11th or 12th Grade year, the following must be met for an Honors Diploma: must earn a minimum of 28 credits of high school courses with no yearly/semester final grade from Calhoun Academy below an 80. The student must graduate with a cumulative 3.5 GPA on the SC Uniform Grading Policy. The courses must include:

2 out of 4 English units must be Honors
2 out of 4 Math units must be Honors
2 out of 4 Science units must be Honors
2 out of 3 History units must be Honors

ADVANCED COLLEGE PREPARATORY DIPLOMA – awarded to a student who satisfactorily completes 26 units of high school courses with no yearly grade (or semester) grade below a 70. The student must also graduate with a cumulative 2.0 GPA on the SC Uniform Grading Policy. These courses must include:

4 units English (I, II, III, IV)
4 units Math (Algebra I, II, III, Geometry)
4 units Science (Physical Science, Biology, Chemistry, Anatomy, Physics, Environmental Science (3 must be lab sciences); no more than 2 from same field)
3 units Social Studies (Global Studies, Gov/Econ, US History)
2 units Foreign Language (same language)
1 unit Fine Arts
1 unit Computer (CHE-recommended for college admission)
1 unit Physical Education
5 units Electives

COLLEGE PREPARATORY DIPLOMA – awarded to a student who satisfactorily completes 25 units of high school courses. These courses must include:

4 units English (I, II, III, IV)
4 units Math (Algebra I, II, III, Geometry)
4 units Science (Physical Science, Biology, Chemistry, Anatomy, Physics, Environmental Science (3 must be lab sciences); no more than 2 from same field)
3 units Social Studies (Global Studies, Gov/Econ, US History)
2 units Foreign Language (same language)
1 unit Fine Arts
1 unit Computer (CHE-recommended for college admission)

1 unit Physical Education
4 units Electives

Electives: Advanced Composition (Yearbook), Advanced Computer Applications, Basic Computer Applications, Welding, EGT Courses, Medical Terminology, Theatre/Art, SAT Prep, Math Lab, 20th Century History, Career Explorations, CSLS, Personal Finance, Public Speaking, PE II, and other approved electives.

A student must earn five (5) credits in the 8th and 9th grades to be eligible for the 10th grade, a total of ten (10) for the 11th grade, and sixteen (16) for the 12th grade.

Please be aware that college requirements have become more stringent and failure to take prerequisites in high school may result in denied acceptance. While the S. C. Commission on Higher Education (CHE) publishes minimum requirements for entrance to state-supported colleges, individual colleges may require additional courses, and these requirements change from year to year. For this reason, early in high school, students should have some idea about the college they wish to attend and determine to meet any additional requirements specified by that institution.

Biting Policy

Biting is an age-appropriate developmental phase, a concern that is not uncommon in some children. We recognize that biting is as normal and natural as toileting and tantrums, yet we accept that it is our responsibility to provide and maintain a safe environment for all children and teachers. This policy has been developed to enhance a teacher's and child's safety by summarizing the steps that will be taken in biting situations:

When Biting Does Occur:

For the Child / Teacher that was bitten:

1. First aid will be given to the bite. If the skin is broken, the bite will be examined by the nurse and covered with a bandage.
2. Parents will be notified immediately if the skin is broken; otherwise they will be notified at pickup time.
3. An incident form will be filled out documenting the incident.

For the Child that bit:

1. The child will be removed from the situation and told that biting is not allowed. Very little attention will be given to the biter concerning this action.
2. The parents will be notified at pickup time. Parents will also be notified about biting attempts.

When Biting Continues:

The child will be observed, and occurrences and behavior will be documented. Staff will shadow the biter to try to prevent the behavior from occurring and look for patterns in this behavior.

When Biting Becomes Excessive:

1. If the child inflicts 2 (two) bites in a one - week period (5 weekdays) in which the skin of another child is broken or bruised or the bite leaves a significant mark, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified. Keeping consistency at both home and school will allow us to work together to reduce the amount of biting.
2. If the child **again** inflicts 2 (two) bites in a one - week period (5 weekdays), the child will be asked to remain at home for 2 school days.
3. If the child **again** inflicts 2 (two) bites in a one - week period (5 weekdays), the parents will be asked to make other arrangements. Arrangements may vary depending on whether the child is a full - day or half-day student. Arrangements may also vary according to the amount of time a child is asked to remain at home.
4. If a child goes through all the steps above and goes more than 3 (three) weeks without biting, we will go back to step 1 if the child bites again.

Bullying Policy:

Calhoun Academy believes that all students have a right to a safe and healthy school environment.

Bullying is defined as a deliberate and often repeated attempt to intimidate, embarrass, or harm another person whether physically (pushing, tripping, hitting, stealing, spitting, etc.), socially (use of peer pressure and manipulation to isolate a target to hurt another's feelings), verbally (teasing, mocking, threatening, insulting, taunting, etc.) or cyber bullying (inappropriate messages via cell phone or internet). Acts of bullying on campus or at a school event will be dealt with accordingly by the school and its administration. Any student or parent that believes that the above has been violated shall be responsible to report incident (s) to the school's administration immediately so that any necessary action can be taken by the school. Bullying occurs because too many times, students remain quiet until it is too late. Communication is key.

Depending on the severity of the actions:

Students will conference with administration and parents will be notified.

A conference will be held with parents and the students.

Students will be disciplined whether multiple detentions, ISS, or OSS

Expulsion from school.

(Peer mentoring will be used where we deem appropriate.)

Cameras

To promote a safe and secure learning environment, Calhoun Academy utilizes video surveillance cameras in various locations throughout campus, including common areas, building entrances and exits, parking lots, hallways, and Upper School classrooms. Cameras are installed for the purpose of enhancing campus safety, protecting students, faculty, staff, and visitors, safeguarding school property, and assisting in the investigation of incidents involving safety, security, or violations of school policies.

Security cameras are not intended to monitor the day-to-day performance of students or employees. Video recordings may be reviewed by the Head of School or designated administrators when necessary to investigate disciplinary matters, safety concerns, emergencies, or suspected violations of school policies. Recorded footage is the property of Calhoun Academy and will be maintained and accessed in accordance with applicable laws and school procedures.

To protect the privacy of individuals, cameras are not installed in areas where a reasonable expectation of privacy exists, such as restrooms, locker rooms, or other private areas.

By enrolling in or attending Calhoun Academy, students, parents/guardians, employees, and visitors acknowledge that video surveillance may be in use on school property as part of the school's ongoing commitment to maintaining a safe and secure campus.

Class Projects

Any class or organization community project must meet the approval of the Head of School. Any social activity must comply with Calhoun Academy standards of conduct and have school approved chaperones present at all times.

Closing of School (Weather)

In the event of emergency weather conditions when roads may be dangerous or impassable, the following radio and television stations will be notified as to the closing or delay of school: PowerSchool, Social Media, Robo-Call and the Calhoun Academy Website.

Computer Use

All students (except K3, K4) will be required to sign a contract, located at the back of this handbook, concerning appropriate use of school computers located in the library, computer labs, and classrooms. Parents are expected to co-sign the contract, agreeing to consequences of misuse or inappropriate use of computers.

Course Changes

Students have until the 3rd week of school to change/add courses. They will be responsible for making up all work covered in the new course in those three weeks and be tested. After this time, no course may be dropped. The student will remain in the course even though he/she is failing.

Digital and Electronic Device

Code of Conduct and Acceptable Use Policy

Calhoun Academy is pleased to offer computer access as well as the opportunity to bring digital and electronic devices to school for use in the classroom. We believe that educational benefits can be gained through the use of such devices. A digital or electronic device is defined as but not limited to the following: Chromebooks, laptops, netbooks, iPads, Mini iPads, tablets, e-readers, all types of cell phones, Smartwatches, calculators, and cameras. In order to use a school computer or a digital/electronic device at school, all students must obtain signed parental permission as verified in the form located at the back of this handbook.

All areas of usage outlined in this agreement are applicable at all times on campus and during off-campus school activities and functions.

1. Cell phones: (High School only): *I agree to the school policy of “off and away” for all types of cell phones.*

I understand that while I may have my cell phone with me at school, I will keep my phone turned off and put away once I arrive on campus and during school hours, preferably in a backpack or purse. Any cell phone heard or seen in the school building during school hours will be taken and disciplinary action will be as follows:

1st offense - phone taken and kept with an administrator; parent is contacted through phone call or a warning detention write-up; phone returned at end of school day

2nd offense and beyond – phone taken and kept in the office; parent is contacted; phone returned at end of school day; detentions given for each offense. After the 4th offense, the phone will be given to the Upper School Administrator for 5 school days upon arrival at school. The phone will be returned at the end of the day.

2. Smartwatches: I understand that while I may have my Smartwatch with me at school, I will not use it for communication during school hours. Anyone caught during school hours communicating with their Smartwatch will have it taken and disciplinary action will be as follows:

1st offense - Smartwatch taken and kept in the office; parent is contacted; watch returned at end of school day

2nd offense and beyond – watch taken and kept in the office; parent is contacted; watch returned at end of school day; detentions given for each offense

3. Digital Citizenship: *I agree to be a positive digital citizen.*

I agree to use appropriate language when using any digital or electronic device for any form of communication. It is unacceptable to use electronic communication to spread rumors, to gossip, to bully someone, or to engage in any activity that is harmful to other students, faculty, or persons associated with Calhoun Academy. Should I observe inappropriate use of any digital or electronic device, I agree to report such activity to one of the computer teachers or to an administrator.

4. Appropriate Use: *I agree to proper use of all electronic and digital devices.*

I will use the school computers and my personal devices only for appropriate purposes, including obtaining, using, processing, and distributing information for the purpose of legitimate school related or school approved activities. I understand that inappropriate use includes, but is not limited to: assuming the identity of another; sending or seeking to receive messages that contain or suggest pornography, unethical or illegal solicitation, racism, sexism, or inappropriate language; illegal activity; bullying of any kind; any attempt to embarrass or harm another person; and information which could violate another person's privacy. This includes watching personal videos, apps, listening to music, or playing games or any non-school related activities. I understand that if I do not use digital or electronic devices (not including cell phones) appropriately, I may receive a major or minor infraction as decided by the administration.

5. School iPads/Computers/Chromebooks: *I agree that I will use the school computers responsibly.*

I understand that the use of a school computer is a privilege, not a right, and therefore may be revoked if abused. I will not use a school computer without the permission of a faculty member, and I will not alter, download, or copy software or settings to or from school computers, Chromebooks, or iPads. I will not remove or attempt to remove the Meraki management or Meraki profiles. I will not attempt to wipe, jailbreak, or otherwise attempt to clear settings off of my iPad.

6. School Internet use: *I agree that I will access the Internet responsibly.*

I understand that the school utilizes a software filter in an attempt to block inappropriate material available on the Internet; however, I realize it is incapable of blocking 100% of this material. If I encounter inappropriate language or other materials, I will immediately report this to a faculty member. I will not attempt to bypass the firewall, and I will not use a phone hotspot.

7. Classroom Guidelines: *I agree with the rule of using personal devices in the classroom.*

I will not use a personal device in the classroom without the consent of each teacher daily. This includes recording of any kind. Teachers will allow use of these devices as appropriate and will outline specific classroom guidelines. At no time may a personal device in any way disrupt the classroom. Students will be responsible for charging their devices at home.

8. Safety of Personal Devices: *I will take care of my own property.*

I acknowledge that by bringing my device to school, I am responsible for the equipment while it is on campus. Calhoun Academy is not responsible for any equipment that is damaged, stolen, or lost. I also agree that I am responsible for all content on my personal device.

Driving and Parking on School Grounds

School grounds are divided into two areas ~ parking area and playground. No cars are allowed in the playground area, and no students should be in any parking area except during school hours or for after school activities. Students of eligible driving age will be asked to provide information to the Upper School Administrator about their car, license tag for the car driven to school, and a copy of the student's driver's license.

Any student who rides in a car parked in the school parking lot **must leave the car/parking lot immediately upon arrival and report to his designated area.** Students should not return to the parking lot before school, during the lunch period, or at any time. If a student needs to go to the parking lot, he/she will need to see the Upper School Administrator.

When school is dismissed, students who drive/ride in cars parked in the student lot should leave the area as soon as feasible. Students leaving the student parking lot upon dismissal to drive to another parking lot or designated area for after school practices, etc. should do so in a safe, responsible manner.

Upper School students who are brought to school (other than by CA students) should exit cars in front of the library, not in the center lot or student lot, and should be picked up after school in the same fashion. Parents are not to be in the student parking lot for any reason except to exchange cars or for emergency car repairs. Lower School students need to be escorted into and out of the student parking lot by an older Upper School student.

Students driving in a reckless or unsafe manner (in the opinion of school personnel) while on campus will forfeit the privilege of driving a car on campus for one month, and the parents will be notified immediately of such action. If a student parks his/her car on campus at times other than those designated above, driving privileges on campus may be forfeited for one month. No student should stand between cars in any lot while waiting for a driver. Students are asked not to play radios/CDs/tapes loudly at any time while on campus.

Parents/guardians are prohibited from picking up students behind the school or in the Upper School parking lot. These areas are not designated student pick-up locations and must remain clear to ensure safe traffic flow. All students must be picked up through the designated parent pick-up line.

eLearning Due to Weather or School Shutdown

If eLearning is needed, teachers in grades 5th-12th will provide assignments through Google Classroom. Teachers in grades 3K-4th will provide meaningful assignments either through packets or computer-based assignments. For students in 7th grade and above, 5 points will be deducted each school day that an assignment is late. If a student is having problems submitting

an assignment or getting an assignment, he/she needs to communicate with his/her teacher. Communication is key. These types of issues will not result in the deduction of points. Our goal during eLearning is to keep the learning process continuous. Missing assignments will result in a zero if communication does not occur. Students also need to be mindful when turning in assignments, cheating cannot occur. It is especially important that students submit their own work.

Eligibility for Athletic Participation

A student must take, pass, and receive credit for at least four (4) one-credit core courses or any five (5) one-credit courses (which have not been previously passed) each nine-week period.

According to the South Carolina Independent School Association, “a student in grades 9 – 12 must take and pass at least **four (4), one credit CORE Courses** or **any five (5) one-unit courses, each grading period** (6/9/12 week) or semester to be eligible. Students below the 9th grade must pass four (4) subjects each grading period/semester. A senior who has met or is meeting all requirements for graduation must pass four (4), one-credit courses each marking period/semester.

Note: A student must have earned a minimum of 4 core units or any 5 units of credit to be declared eligible at the start of a school year (the student must also follow all other eligibility standards). ”

All other eligibility rules as outlined in the SCISA (South Carolina Independent School Association) athletic “blue book” will be followed. The Athletic Director needs to be notified if a student athlete is going to be absent the day of a game. The Athletic Director will then determine if a child is eligible to play that day. If an athlete “quits” a team before the season is over, he/she cannot join the next season’s team until the original season the athlete was playing is complete.

Failures

Students who do not complete in full required, assigned projects such as term papers, laboratory work, etc, will not receive credit for the course, even though they receive a passing grade for the remainder of the course.

If a student fails a course in any nine (9) weeks, he/she and a parent/guardian must meet with their teacher within one (1) week of the day report cards go home.

Students in grades 6–12 may stand for a re-examination in any course failed for the year, provided the yearly average in the course is between 53 and 59. This re-examination will be cumulative. The parent/guardian and student are required to notify the Head of School of their intent to take a re-examination. Procedures will be followed to notify the teacher, who will provide a study guide for the examination. It is strongly recommended that the student work with an approved tutor before taking the re-examination. The highest yearly grade a student may

receive after successfully completing a re-examination is a 60. A student may not take a re-examination in the same course more than once.

Failure of an individual course does not necessarily result in retention at the same grade level; however, it may prevent the student from advancing to the next course in that subject area until the failed course has been successfully completed. All costs associated with summer coursework are the responsibility of the parent/guardian.

Only approved dual enrollment courses offered through Calhoun Academy's established dual enrollment program will be included in the student's high school GPA and receive the corresponding GPA points.

Dual enrollment courses taken through other institutions or programs may be considered for graduation credit only, provided they meet Calhoun Academy's graduation requirements.

A student in Lower School will be retained if he or she fails either English/Language Arts or Mathematics. A student may fail one additional academic subject (such as Science or Social Studies) and still be promoted.

The Head of School and Board of Directors will review students with multiple yearly failures on a case-by-case basis to determine appropriate academic placement and promotion.

From the Constitution

In order to be eligible for offices such as Student Body Officer, Student Council Representative, all Junior and Senior Class officers, class presidents (grades 7 – 10), or club presidents, the student must have a preceding term (9 weeks) average of no less than eighty (80) with no F's in each of their core classes. Only students having been enrolled at Calhoun Academy for one full year shall be eligible to hold these offices. Once in office, if an F is made on a 9 weeks or semester average, students will be removed from office. A student must serve on Student Council for a year before running for an office.

In order to be eligible for offices such as May Court, Homecoming Sponsors, Junior-Senior Prom Servants, class and club officers not mentioned above, the student must have an overall average of seventy-five (75) or above in the preceding term, nine weeks, and no F's during the current academic year in their core classes. A student shall be required to have attended Calhoun Academy for one (1) full term prior to their election to these offices.

For specific offices that are held for the entire school year, an average as stated above must be maintained.

All clubs and organizations should have activities approved by the Student Council and the Head of School. In addition, these activities must be scheduled through the Head of School. All specific activities should have a teacher-sponsor designated by the Head of School.

A student shall hold only one (1) major office and one (1) minor office or two (2) minor offices in any year. No student may hold two (2) major offices in one year. Major offices are president, vice-president, secretary-treasurer of the Student Body, and Junior and Senior Class officers. Minor offices are club and organization officers, and Student Council Representatives.

Student elections shall be held in the following order: Student Body officers, Student Council Representatives, Senior and Junior Class officers, other club and class officers.

Any student who holds an office and who is suspended, ISS or OSS, for any reason will automatically be removed from the office(s) for the remainder of the school year and will not be allowed to run for office(s) held during the year of suspension. This also applies to students who do not currently hold an office and are running for an office for the next school year including May Court, Homecoming, and Prom Servant. Should a suspension occur between the time a student is elected to an office for the following year and the end of the school year they were elected, they shall not be allowed to assume the office in the next year.

Cheerleading

To be eligible for cheerleading, the student must meet academic eligibility requirements of a 75 cumulative average or higher in core classes and must have submitted an application signifying her intention to attend Calhoun Academy for the coming year. The method of selection of cheerleaders is contained in cheerleader documentation that is available for students upon request.

Varsity Cheerleader: Students of the rising 9th, 10th, 11th, and 12th grades may be considered for Varsity cheerleader. One (1) varsity cheerleading squad will be chosen for football and basketball.

Junior Varsity Cheerleader: Students of the rising 7th and 8th grades may be considered for JV cheerleader.

B-team Cheerleader: Students of the rising 6th grade may be considered for B-team cheerleader and will cheer during basketball season.

Additional requirements and selection procedures are included in the “Cheerleader Regulations.” Each year the sponsors review these regulations with the cheerleading squads.

Cheerleader elections will be held in the spring for the following year. These rules may be changed at the discretion of the Head of School and/or Cheerleading Coach.

Grading System

For grades of Calhoun Academy students to be competitive for college and scholarship awards, the uniform grading policy issued by the State Commission on Higher Education must be used.

A = 90 – 100

D = 60 – 69

B = 80 – 89

F+ = 53 – 59 (failing)

C = 70 – 79

F = below 53 (failing)

South Carolina Uniform Grading Policy

<i>Numerical Average</i>	<i>Letter Grade</i>	<i>College Prep Weighting</i>	<i>Honors Weighting</i>	<i>AP/IB/Dual Credit Weighting</i>
100	A	5.000	5.500	6.000
99	A	4.900	5.400	5.900
98	A	4.800	5.300	5.800
97	A	4.700	5.200	5.700
96	A	4.600	5.100	5.600
95	A	4.500	5.000	5.500
94	A	4.400	4.900	5.400
93	A	4.300	4.800	5.300
92	A	4.200	4.700	5.200
91	A	4.100	4.600	5.100
90	A	4.000	4.500	5.000
89	B	3.900	4.400	4.900
88	B	3.800	4.300	4.800
87	B	3.700	4.200	4.700
86	B	3.600	4.100	4.600
85	B	3.500	4.000	4.500
84	B	3.400	3.900	4.400
83	B	3.300	3.800	4.300
82	B	3.200	3.700	4.200
81	B	3.100	3.600	4.100
80	B	3.000	3.500	4.000
79	C	2.900	3.400	3.900
78	C	2.800	3.300	3.800
77	C	2.700	3.200	3.700
76	C	2.600	3.100	3.600
75	C	2.500	3.000	3.500
74	C	2.400	2.900	3.400
73	C	2.300	2.800	3.300
72	C	2.200	2.700	3.200
71	C	2.100	2.600	3.100
70	C	2.000	2.500	3.000
69	D	1.900	2.400	2.900
68	D	1.800	2.300	2.800
67	D	1.700	2.200	2.700
66	D	1.600	2.100	2.600
65	D	1.500	2.000	2.500
64	D	1.400	1.900	2.400
63	D	1.300	1.800	2.300
62	D	1.200	1.700	2.200
61	D	1.100	1.600	2.100
60	D	1.000	1.500	2.000
59	F	0.900	1.400	1.900
58	F	0.800	1.300	1.800
57	F	0.700	1.200	1.700
56	F	0.600	1.100	1.600
55	F	0.500	1.000	1.500
54	F	0.400	0.900	1.400
53	F	0.300	0.800	1.300
52	F	0.200	0.700	1.200
51	F	0.100	0.600	1.100

Honor Roll

All subjects are used to determine the honor roll except the following Lower School subjects: Handwriting, PE, Computer, Art & Music, and Library.

Honor roll for grades 2-12 will be calculated using the following criteria:

A certificates are awarded to students with all A's each quarter at the end of the year.

Distinguished: All A's.

Honor Roll: A's and B's only

Food

Food, drinks, and candy are to be consumed during break and lunch periods only in the designated areas provided. Eating breakfast in the classroom is a senior privilege.

Guidelines and Procedures

Standards for Student Behavior

Code of Conduct

The Code of Conduct for Calhoun Academy is based on the belief that every student has the right to learn. Students must conduct themselves at all times in a manner so as not to interfere with the rights of themselves or others by benefiting educationally, socially, spiritually, and morally during their time spent at Calhoun Academy. The administration at Calhoun Academy believes that students have eight (8) basic responsibilities, and the rules and regulations of Calhoun Academy are based on the following student responsibilities:

1. To respect the rights of fellow students, staff, and property at Calhoun Academy.
2. To respect the rights of teachers to teach and students to learn.
3. To attend school and classes regularly and promptly with the proper materials, including completed homework assignments.
4. To do one's own work with respect to homework and class work.
5. To never bring or possess any article or substance on campus that might endanger the physical or mental well-being of self or others.
6. To come to school properly dressed so as to ensure that no distractions interfere with the learning process.
7. To keep his/her parents/guardians informed about his/her education, including grades, disciplinary problems, homework, and activities at school.
8. To fully understand the school code of conduct, the Honor Code, and all policies and procedures.

Honor Code

Self-government can be successful only when founded on personal honor. Personal honor requires that everyone act honorably in academic work and in every other phase of school life. Personal honor **MUST** involve respect for oneself and others regarding their feelings, rights, property, and their desire to obtain the best possible education.

The student shall be on his honor to prepare and submit only his/her work and to refrain from giving or receiving help on homework, class work, tests, or exams. The student shall be on his or her honor to prepare and submit only his or her own work, whether completed independently or with teacher-approved resources. Unauthorized use of artificial intelligence (AI) or other technologies to produce or alter academic work is considered a violation of the Calhoun Academy Honor Code. To uphold the Honor Code of Calhoun Academy, each person is responsible for reporting any infractions of the Honor Code. The faculty cannot observe all infractions; therefore, each student can contribute constructively to maintaining honor with the Student Government Association. Both the faculty and the students must believe that an Honor Code is desirable; therefore, cooperation of both is essential to the success of the Honor Code of Calhoun Academy.

Discipline Guidelines

1. All students at Calhoun Academy are subject to the Code of Conduct, the Honor Code, and all other rules and regulations of the school during school hours, at all other times when on school grounds, and at any school-related functions off-campus.
2. Discipline begins in the classroom, and each teacher must maintain good order and discipline in his/her classroom. The following procedures will be followed to emphasize prevention of disciplinary action:
 - a. **Instruction:** Students will be instructed by the administration in small group settings about the Code of Conduct, Honor Code and other rules and regulations of Calhoun Academy. In addition, teachers will instruct their students about their classroom rules. These rules are reviewed regularly so that each child fully understands what is required of them.
 - b. **Warning:** Students are given warnings when they do not obey the rules. They are spoken to when they have violated a rule. The teacher may confront a student concerning misconduct, a poor attitude, lack of responsibility, etc. At this point the teacher is free to explain the concerns and potential difficulty. If the student is responsive and has a teachable heart, discipline may end at this point. If the inappropriate behavior continues after the warning, the student will be disciplined appropriately.
3. No all-inclusive list of actions that constitute inappropriate behavior is possible. For this code's purposes, certain instances of misconduct are broken down into categories according to seriousness and type of punishment.

4. Faculty and staff members will consult with the Head of School regarding any instance of misconduct not specifically stated herein. **All faculty and staff members have full authority to cite discipline code when and where it applies. They are expected and required to do so.** The Head of School, along with the Administrator, will use good judgment in categorizing and dealing with any behavior considered inappropriate.

All discipline actions are subject to the Head of School's and the Board of Directors' review and shall be acted upon accordingly using their discretion. The administration reserves the right to change or bypass discipline policies if the situation warrants. Anything that is derogatory towards the school or puts the school in a "bad light" recorded in any media could result in expulsion. This is especially important in personal information/pictures provided over the Internet/social media/other apps.

Classification of Offenses

Minor Infractions

Minor offenses are those that disrupt the teaching/learning environment and/or smooth and efficient operation of the school. The following are some examples of offenses that would be considered minor:

1. Disrupting a class or activity
2. Tardiness to school or class
 - a. After a student accumulates six (6) unexcused tardies, one (1) unexcused absence will be manually entered into the attendance system. Each additional six (6) tardies will result in an additional unexcused absence.
 - b. Students will also serve detention after the 3rd, 6th, 9th time tardy and after each additional time tardy.
3. Failure to bring excuse after 2 days
 - a. Excuse must be brought to homeroom teacher during morning homeroom
4. Failure to return report card, progress report, or any other school information the student was told to take home for signature within 2 school days.
 - a. Altering grades and/or forging parents'/guardians' names on progress reports, report cards, or any other materials which should be signed by parents will result in the student serving 5 consecutive days for 30 minutes after school, and the parent will be notified.
5. Eating in class
6. Loitering in the halls or unassigned classrooms, gym, or anywhere on campus
7. Littering
8. Dress code violations

9. Being in a car on campus for more than five minutes after arrival at school or at any other time
10. Inappropriate public display of affection
11. Violation of a specific classroom or lunchroom rule or policy.

Minor Offense Repercussions

- Any faculty member may assign a student a detention for any of the minor offenses of inappropriate behavior listed previously or for similar offenses.
- Detentions will be either 30 or 60 minutes in length and will be served after school with a Detention Hall Teacher/ Administrator.
 - The exception is for class/activity disruption that will automatically be for 60 minutes **after** school.
- Once a student accumulates 10 detentions for any or similar offenses above, one (1) day In- School Suspension (ISS) will be assigned.
 - A student will be referred to the Administrator for counseling and warning upon assignment of the 3rd detention.
 - Parents will be notified after a 5th detention is assigned.
- An accumulation of 14 detentions will result in two (2) days ISS, and an accumulation of 18 detentions will result in three (3) days ISS
- Over 18 accumulated detentions will result in out-of-school suspension or expulsion and an automatic meeting with the Board of Directors.

Major Offenses

Major offenses are extremely serious and/or would be considered actionable offenses under the law. The following are examples of some offenses that would be considered major:

1. Leaving school grounds without permission
2. Cutting class or school including extended time in the gym and restrooms.
3. Possessing/use of tobacco/tobacco products, Juuls, alcohol/alcoholic beverages, or drugs on campus any time or under the influence upon arrival
4. Disorderly conduct or fighting (to the extent that bodily harm is likely)
5. Threatening or use of abusive, profane, or obscene language towards a faculty or staff member
6. Disobeying or showing disrespect to any faculty or staff member
7. Destruction of property (school or another student's property)
8. Using profanity, obscenity, or other inappropriate language or action
9. Cheating or other violations of the Honor Code

10. Plagiarism, submitting work purchased from the Internet or other sources, and the unauthorized use of artificial intelligence (AI).
11. Inappropriate use of digital or electronic devices.
12. Stealing
13. Any violation of the law
 - a. At the discretion of the Board of Directors

Major Offense Repercussions

- Any instances of major offenses will be referred immediately to the Head of School. The Head of School will consider the circumstances and gravity of the misconduct as well as the student's record when assigning punishment. Punishment for major offenses may range from multiple detentions to expulsion.
- Students who are suspended for any reason may not exempt exams during the school year of suspension.
- Major offenses will become part of discipline record and possibly result in adding to the detention requirements for ISS.
- Three (3) major offenses may result in an automatic suspension.

Any infraction, minor or major, not mentioned herein, which in the judgment of the Head of School and Board of Directors is not acceptable for a student at Calhoun Academy, will be left up to the discretion of the Board of Directors as to its severity and penalty. Any major infraction may result in that student being sent home immediately. The student and parents must then make arrangements with the Head of School to appear before the Board of Directors if they wish to continue to send their child to school. In the interim period, the student cannot attend classes or any school function, but will be required to continue with all schoolwork. Additional punishment and credit for graded work during this time will be at the discretion of the Board of Directors.

Disciplinary Actions

Assigned Detentions

One of the primary corrective action methods used by teachers and the office alike is detention. Students serving detention may be assigned to perform various clean-up tasks.

1. Detention will be held beginning five minutes after the close of school and will last either 30 or 60 minutes in duration.
2. When a student is assigned detention, the teacher will contact the parent and the student will report to the administrator to schedule a detention day. If the assigned day is the day the detention is given, the student is to report to the Detention Hall Teacher. If the assigned day is different from the day the detention is given, the student is to report ON TIME to the Detention Hall Teacher.

3. It is the student's responsibility to make parents aware of an assigned detention and the day and duration of the detention.
 - a. Parents will be notified after the child has been issued 5 detentions to advise of the seriousness of problems.
4. A designated faculty member or administrator will supervise detention.
5. Students tardy to detention will serve an additional five minutes for each minute that they are late.
6. Cutting or missing an assigned detention is an act of disobedience and will be treated seriously. The first instance of failure to serve detention without acceptable excuse in advance will result in the assignment of two detentions (determined by the type of detention not served). A second instance of failure to serve detention without acceptable excuse in advance will result in one (1) day ISS. Further instances of failure to serve will be dealt with more seriously and individually.
 - a. Detentions **may** be postponed upon request of a parent/guardian or teacher (tutoring), in advance and on a case-by-case basis. Otherwise, no excuse will be accepted for failure to serve detention at the time assigned.
 - b. After schoolwork or athletic activities are not acceptable excuses for missing detention unless approved by the Head of School.
 - c. Students absent on the day of an assigned detention will automatically serve the missed detention on the first day they return. **It is recommended that the student come see the administration on the first day he/she returns.**

In-School Suspension (ISS)

In-school suspension (ISS), an unexcused absence, will be assigned after an accumulation of detentions or for specific major offenses.

1. Parents will be notified, if possible, before assigning ISS by phone or in writing.
2. Parents of Upper School will be assessed a \$75 fee per day during ISS.
3. Parents of Lower School will be assessed a \$75 fee per day during the length of ISS
4. Students will report to the office on the day of ISS. The student should bring all books, notebooks, iPad, etc. to school and will be assigned to a designated room for ISS.
5. An adult will supervise the student all day.
6. Students will be in isolation unless other ISS students are present; hence losing all social privileges for the school day.
7. Students will be expected to complete all assignments during ISS ~ note taking, practice work, readings, as well as any graded assignments.
8. Students who are suspended for any reason may not be exempt from exams during the school year of suspension.
9. Students who are suspended are not allowed to participate in school activities, attend after-school practices, or attend school-sponsored events either on or off campus during the day(s) of ISS.
10. Phones will be kept in the office on the day(s) of ISS.

Out of School Suspension

Out of school suspension, an unexcused absence, will be assigned by the Head of School for major offenses or because of accumulation of ISS. While under suspension, students may not:

- Be on campus at any time
- Participate in school activities
- Attend after school practices
- Attend school-sponsored events, either on or off campus

A student who is assigned either an ISS or out of school suspension may have other repercussions regarding his/her leadership role and may be required to meet with the Board of Directors along with a parent/guardian.

Expulsion

Expulsion is the permanent removal of a student from class or from the school for the remainder of the school year. Students who have been expelled may re-apply for admission in subsequent years but may not be guaranteed acceptance. Substantial educational and/or behavioral progress made during the interim period will aid in acceptance.

Financials

Tuition payments are due and payable per the contract. All payments ten (10) days past due will be charged a late fee of ten (\$10.00) per child per month. **Final payment must be received by May 10 of each academic year.** The Academy has the right to dismiss from school any child whose tuition is not paid within thirty (30) days after written notice of non-payment of tuition and fees. The Academy reserves the right to withhold a student's school records, report card and online access until all tuition and fees are paid in full. The Academy has the additional right to cancel this contract if your account is delinquent after thirty (30) days written notice of non-payment and to institute legal action to collect tuition and fees plus legal costs and reasonable attorney's fees.

In the event that the child/student is withdrawn from school after the school year has begun, the responsible person shall pay for each day the child has attended on a pro-rated basis in addition to a penalty fee of 25% of the remaining school year's total tuition. Student records, including transcripts and other educational records, will not be released to parents, guardians, students, or other educational institutions until all outstanding tuition, fees, and applicable penalties have been paid in full. Payment may be made by cash, credit card, money order, or check. If payment is made by check, records will not be released until the check has successfully cleared the bank.

Accounts must be paid in full by May 10 of the academic year in order for your child to participate in graduation ceremonies and for senior transcripts to be finalized. This includes tuition as well as any other fees due for **all students** in the family. The account is the

responsibility of the parent/guardian, so all student accounts within the family must be paid in full.

Guidelines for Dress Code

The basic responsibility for the appearance of our students lies with the students and their parents. Students must be neat, clean, and well-groomed at all times. All school clothes must be clean, pressed (when necessary), **appropriately sized**, and in good repair (no holes). Clothing and appearance that disrupt the educational process will not be allowed. The school reserves the right to be the final authority as to what is acceptable and what is not acceptable, even if the attire is not addressed in the following guidelines. The following guidelines are by no means comprehensive or all inclusive:

Lower School

Students in grades 1 – 6 are permitted to wear walking shorts or shorts that are **no shorter** than 8 inches from the floor when kneeling. No short shorts or halters shall be worn to school above the third grade. Students in grades 4 – 6 must adhere to the length for shorts/skirts as stated above. Dress leggings may be worn with a tunic or swing top. Shoes must be worn at all times by all students. Because of safety issues, thong sandals (beach flip-flops) or other backless shoes should not be worn. Hats/caps **should not** be worn in school buildings at any time during the school day or in the waiting areas prior to school. When wearing jeans, no skin should be visible through frays or rips.

GIRLS' ATTIRE

Garment Type	Acceptable	Unacceptable
Shirts:	Shirts may be worn untucked. Shirts must be sized appropriately. Midriff must not be exposed.	Tanks tops, bare midriff tops, spaghetti straps with no shirt underneath, tube tops, strapless tops, low-cut tops, bralettes, spandex, bare-backs, or tight fitting, t-shirts with inappropriate slogans or logos.
Shorts/Skirts	Worn at the waist: no more than 8 inches from the floor when kneeling.	Beachwear, spandex, or cut-offs
Pants:	Worn at the waist. Dress leggings may be worn with a tunic/swing top. Leggings may be worn on PE days with a t-shirt that covers the rear end area.	Torn and hems which drag the ground.

Dresses:	No more than 8 inches above the knee from the floor when kneeling.	Strapless, spaghetti straps without a shirt underneath, low-cut
Shoes	Required; close-toed, athletic shoes, and dress sandals	Beach flip flops, cleats, shoes with wheelies, army-style boots, and athletic slides.
Hair:	Clean, neat, and well-groomed.	Extreme in style and or color. No extensions: feathers, color strips, etc.
Other:		No visible undergarments

Boys' Attire

Garment	Acceptable	Non-Acceptable
Tops	T-shirts, collared, and golf-shirts may be worn untucked.	T-shirts with inappropriate slogans or logos (see below for specifics)
Shorts	Worn at the waist. No more than 8 inches from the floor when kneeling	Beachwear (including Chubbies) or cut-offs
Pants	Worn at the waist	Tight, torn, or hems that drag the ground
Shoes	Required	Beach flip flops, athletic slides, cleats or army style boots
Hair	Clean, neat, well-groomed; above the eyebrows, and top of the ears	Hair touching the collar; extreme colors or hairstyles (Mohawks, mullets, severe spikes, or ponytails)

Students must dress and groom themselves neatly, cleanly, conservatively and appropriately for school. Teachers will set an example and will provide guidance to students. The administration and faculty of Calhoun Academy intend for the students to learn the importance of dress and grooming in interpersonal relationships. When wearing jeans, no skin should be visible through frays or rips.

Appropriate grooming for school includes personal cleanliness, well-kept hair, and moderation in use of make-up.

If dress code is violated, students will be warned the first time. After that, parents will be asked to bring a change of clothes. If dress code violations become a pattern, detentions will be given for students in grades 4th-6th.

Upper School

GIRLS' ATTIRE

Garment Type	Acceptable	Unacceptable
Shirts:	Shirts may be worn untucked. Shirts must be sized appropriately. Midriff must not be exposed.	Tanks tops, bare midriff tops, spaghetti straps with no shirt underneath, crop tops, strapless tops, low-cut tops, bralettes, spandex, bare-backs, or tight fitting, t-shirts with inappropriate slogans or logos.
Shorts/Skirts	Worn at the waist: no more than 7 inches from the floor when kneeling.	Beachwear, spandex, or cut-offs
Pants:	Worn at the waist.	Torn with skin showing and hems which drag the ground; athletic wear, fatigues, or camouflage.
Dresses:	No more than 7 inches above the knee from the floor when kneeling.	Strapless, spaghetti straps without a shirt underneath, low-cut
Shoes	Required; close-toed, athletic shoes, and dress sandals	Beach flip flops, cleats, army-style boots, and athletic slides.
Hair:	Clean, neat, and well-groomed.	Extreme in style and or color. No extensions: feathers, color strips, etc.
Other:		No visible undergarments, body piercing (except for earrings- in moderation), distracting or inappropriate jewelry (such as dog collars or heavy chains around the neck), tattoos, hats, or sunglasses; jackets, letter jackets, or t-shirts from other high schools.

Boys' Attire

Garment	Acceptable	Non-Acceptable
Tops	T-shirts, collared, and golf-shirts may be worn untucked. Collared shirts are strongly recommended.	T-shirts with inappropriate slogans or logos (see below for specifics)
Shorts	Worn at the waist with a belt if loops are present; no more than 7 inches from the floor when kneeling	Beachwear (including Chubbies and cut-offs)
Pants	Worn at the waist with belt if loops are present	Tight, torn, camouflage, or hems that drag the ground
Shoes	Required	Beach flip flops, athletic slides, cleats or army style boots
Hair	Clean, neat, well-groomed; above the eyebrows, and top of the ears	Hair touching the collar; extreme colors or hairstyles (Mohawks, mullets, severe spikes, or ponytails)
Other	Must be cleanly shaven	Sideburns extending past the bottom of the earlobes, beards, moustaches, facial hair or goatees, no visible undergarments, body piercings, distracting or inappropriate jewelry, such as dog collars or heavy chains around the neck, tattoos, hats, or sunglasses; jackets, letter jackets, or t-shirts from other high schools.

General Information for All Students

Students must dress and groom themselves neatly, cleanly, conservatively, and appropriately for school. Teachers will set an example and will provide guidance to students. The administration and faculty of Calhoun Academy intend for the students to learn the importance of dress and grooming in interpersonal relationships.

Appropriate grooming for the school includes personal cleanliness, well-kept hair, and moderation in make-up use. Boys must be clean-shaven.

Clothing for school should be of conventional style and neat in appearance. The style and fit of clothing for boys and girls should be modest, considering the developing sexuality of teenagers.

Any clothing with pictures, logos, or lettering must be appropriate to the school setting, i.e. not advertise or portray tobacco, alcoholic beverages (including shirts like Old Row t-shirts with alcohol innuendos), drugs/drug culture, lifestyles or sentiments associated with social or spiritual rebellion, anti-Christian music groups, anything satanic or which has ungodly, double, or suggestive meanings. This includes any clothing article/shoe with the confederate flag.

Athletic clothing should be reserved for athletic events and PE. This includes gym shorts of any type; sweatpants, leggings, jogging suits, and any baggy shorts with an elastic waistband.

Shoes must be worn while on school property.

Upper School: Camouflage clothing is permitted as long as it is worn in good taste. Traditional hunting-style camouflage—including full camo outfits and camo pants are not allowed. Students should maintain a neat, school-appropriate appearance and should not appear as if they are coming in from the field.

Hats and caps should not be worn on campus during school hours, including the time before school begins in the morning.

When such clothing is deemed inappropriate even though it is not addressed herein, the student will be required to change into clothing provided by the school or to request that a parent bring appropriate clothing from home.

Certain outer garments may be asked to be removed at the discretion of the teacher.

When wearing jeans, no skin should be visible through frays or rips.

Blankets are not allowed.

We ask that during after-school activities, including activities when the student is away from campus representing the school, students dress in a respectful manner.

Gymnasium and Athletic Fields

No student(s) should be in the gym, the weight room, or on athletic fields without permission and unless a CA coach is present in the area with the student(s). Students may not use school facilities for meetings, practices, preparation for events, etc. without the permission of the Head of School or Athletic Director. In addition, students must always have a teacher sponsor/advisor present with them at approved meetings, etc.

Leaving School

No student will leave school anytime without permission from the Head of School. Any student coming on school grounds and leaving before school starts or at any time during the school day will have this incident reported immediately to their parent/guardian. The incident is considered a Major Infraction. In addition, all social privileges at lunch and break during this 5-day period will be given up. Students not at school when parents assume they are will be punished similarly. The first such incident will be reported to the Board of Directors, but a second such offense will require the student and parents/guardians to appear before the Board of Directors. Students who take dual-enrollment courses at the OCtech must follow guidelines for attendance as outlined by administration.

Lunch

Lunch is provided each day for students in the lunchroom. Students may bring lunch with hot or cold drinks from home, but we ask that parents do not bring lunch to the office every day or regularly for their child. No energy drinks are allowed. Should a parent/sibling bring lunch, please bring it to the office. Snacks and lunch should NOT be brought to school in glass containers. Students can purchase lunch cards for \$35.00 each Friday or other days if needed. Open drinks are not allowed in the classrooms in the Upper School except in the senior homeroom classes or in cases of inclement weather.

Medications

All medications, prescription and over-the-counter, must be submitted to the school nurse immediately for safe keeping upon arrival. Such medications should be in the pharmacy container with directions for taking medication on the bottle. Also, written directions should be provided to the nurse. Parents should carefully fill out the medical information form that is provided at the beginning of school and have it signed by the student's physician. Should any change occur in the health status or medication for the student, please notify the school nurse immediately.

Parent Signatures

Report Cards, Failure Slips, and any other papers that require a parent/guardian signature must be returned by the **second day** following receipt to the homeroom teacher (a.m.), unless the teacher designates otherwise. See "Minor Infractions", #4, part a.

Plagiarism

Teachers will explain the meaning and application of plagiarism and the appropriate use of artificial intelligence (AI) to students. Incidents of plagiarism on any type of graded work will be considered a Major Infraction of the Honor Code. This includes submitting work purchased from the Internet or obtained through any other source, as well as the unauthorized use of artificial intelligence (AI) to generate, complete, revise, or otherwise represent academic work as the student's own.

Projects, Reports and Tests

During a test or exam, a student who has books, notes, answers, study sheets, or any other materials pertaining to the subject being tested in his/her view or readily available will be considered as committing a Major Infraction of the Honor Code. It is the responsibility of the student to be certain that nothing which can be considered helpful for the test/exam is used or is in view during the testing/exam time. To avoid any misunderstandings or misinterpretation, a student should not bring notes to class during a testing period. If he/she does bring notes to class, the student is responsible for being certain that such information is out of view securely and is in no way evident.

Any student who is talking to another student who has not handed in a graded class work, test, or exam paper or appears to be getting information from any source other than his/her memory will be considered as having committed a Major Infraction of the Honor Code. Any student who assists or is assisted by another student by any means during testing/examination will also be considered as having committed a Major Infraction of the Honor Code.

Searches

By enrolling at Calhoun Academy and agreeing to be bound by policies and procedures set forth in the school handbook, parents/guardians of minor students and all students agree that while on school property, the student and/or his/her property may be seized and searched at the discretion of the Head of School based on reasonable suspicion of conduct that may be in violation of the policies and procedures of Calhoun Academy.

School Property/Grounds

Desks and other properties owned by the school are entrusted to the care of the student who is responsible for their protection. Abuse or damage to school property will result in a fine and disciplinary action. Marking or cutting on desks or other school property will result in a fine to

be paid by the parents and automatic dismissal of the student. In order to minimize this offense, no student should be on school grounds before/after school hours except for teacher/coach supervised scheduled activities.

Senior Privileges

Seniors are allowed the following privileges provided that they are not abused:

1. The senior class may be allowed one (1) free cut. Individual class members may take advantage of this cut provided they have not been absent in any class more than 9 unexcused times, excluding absence for college visits or have been suspended in or out of school. The time of this cut must be arranged with the Head of School. Seniors who take the cut, but who are not eligible to do so will forfeit all other senior privileges for the remainder of the year, and the student taking the illegal cut may be treated as specified under “Leaving School”. For students who must be in attendance on “Senior Skip Day”, college visits may not be scheduled on this day.
2. Seniors may eat breakfast and snacks during break in their senior homerooms.
3. Seniors may dress down once a month.
4. Seniors will also be granted early dismissal.
5. Seniors may use their cell phones during homeroom and break while only in their designated classroom.
6. Any other privileges approved by administration.

Abuse of senior privileges will result in their removal.

Students (Non-School Hours)

Students should not be left at school unattended by an adult in the mornings before the arrival of responsible school personnel. School personnel generally do not arrive prior to 7:30. After school is dismissed, parents should not leave students on school grounds that do not have a scheduled, adult-supervised activity. The school will not assume responsibility/liability for students who remain on school grounds while waiting for an activity that may take place several hours after school. This also applies to having older siblings “babysit” while participating in athletic/other after school activities.

Student Identity Policy

Calhoun Academy is a conservative school with a keen awareness of the visible, as well as the invisible, characteristics associated with being a lady or gentleman. Students are expected to be neat and clean and to reflect a feminine or masculine identity in their appearance. Students will

be identified by the gender that is recorded on their birth certificate and appropriate facilities will be used accordingly. They will also be required to participate in the sport by which their birth certificate gender is identified.

Calhoun Academy's Head of School and Athletic Director reserves the right to withhold participants from competing against member schools that present an unfair advantage related to gender.

Tardiness

Those students arriving at school after 8:03 will be considered tardy. Upon arrival on campus, the student must report straight to the office to sign in and receive a tardy slip **that is to be turned into the teacher in the homeroom class** for admission to homeroom/class. Students who have excuses from a medical doctor or dentist in hand upon arrival will be considered tardy but will not be punished. It is the student's responsibility to contact the teacher of any missed test immediately upon arrival (after sign-in) and obtain work/assignments missed. Appointments should be made after school if at all possible.

An excuse from a parent/guardian **must** be submitted to the homeroom teacher by the **second day** after the tardy. Should Upper School students be given a "yellow" tardy form from the office, it is preferred that the office form be return with the excuse either written on the form or written on a separate piece of paper which is to be attached to the office form.

Tardiness at school will be treated as a minor offense (see Classification of Offenses). No tardies will be excused except as stated above. Parents of students, who are habitually tardy, even for medical/dental appointments, will be notified, and appropriate disciplinary action will be taken at the discretion of the Head of School and Board of Directors.

Telephone and Office

The office telephone is not to be used by students except in emergencies and then only with permission from the office personnel or the Head of School. Parents should disseminate information to students before leaving home each day. We ask that parents refrain from calling or texting students during the school day, as this can disrupt the learning environment. If an urgent message needs to be communicated, parents should contact the school office, and the message will be delivered to the student.

Parents are encouraged to notify the office no later than 10:00 a.m. regarding messages and homework assignments for students. Please allow teachers until the end of the school day to gather requested books and assignments. The large number of calls we receive regarding these matters hinders our staff's ability to complete their daily responsibilities efficiently.

Tobacco, Alcoholic beverages, and Drugs

Positively no vaping, smoking, use, or possession of tobacco/vaping products, drinking of alcoholic beverages or possession of alcohol, or use or possession of drugs will be permitted on school grounds or in buildings at any time. Any student who is under the influence of alcohol, drugs, or uses vaping/tobacco products on school property at any time (including after-school hours) shall be considered as committing a Major Infraction which could result in expulsion from school.

Unacceptable Equipment

Firearms, explosives or weapons (including knives) of any type should never be in the possession of a student while on campus, either during the school day, after school, or at after-school events. This applies to paintball guns, BB guns/pistols, slingshots, plastic play guns, mace, etc. This could be considered a Major Infraction to be reviewed by the Board of Directors and, depending upon the circumstances, could result in expulsion from school.

Visitors

Parents and/or anyone coming on campus to see a student, teacher, or staff member must come to the office **first and have one of the office staff ask that the child leave the room.** This is less disruptive for the teacher, class, and, more importantly, helps us to better assure the safety of all students. **Please do not wait in the halls for your child after school nor plan to eat lunch with them. This is for your child's safety.** Immediately when arriving at school and exiting their vehicle, parents/visitors should come to the office without entering any other building, student parking lot, or playground area. A visitor's badge may or may not be issued. **At no time, before, during or after school hours should a parent, family member, or visitor go directly to a classroom.**

We invite parents to visit the school, and we encourage parent-teacher conferences. We do ask that parents call the school office or send a note to the teacher to make an appointment with the teacher during a planning period.

Students are not to see or bring visitors during school hours or during after school activities, such as practices, prom decorating, or academic/school-sponsored practice without prior permission from the Head of School, office staff, or responsible coach. Any student seen meeting another person who does not attend Calhoun Academy on the school grounds who does will have this incident reported to their parents and may be subject to disciplinary action.

Handbook

Should there be changes in the rules and procedures contained herein after publication of this handbook, parents and students will be notified in writing or email.

Located at the back of the handbook is a statement for parents and students to sign acknowledging that they have, in fact, carefully read the handbook, understood the information contained within it, and accepted the rules and policies of the school. Ignorance of the rules/policies will not be an acceptable defense when/if infractions occur. These signed forms will be kept on file at the school.

The Head of School will be available to explain any information contained within this book to students and/or parents.

Abuse and Molestation Policies and Procedures were developed in 2020 in accordance with our insurance contract and policy. A copy of these policies is available in the school office or upon request. As part of our commitment to providing a safe learning environment, all faculty and staff members are required to successfully complete a criminal background check as a condition of employment.

Calhoun Academy
Board of Directors
Faculty and Staff

Chairman

Board of Directors

Bates Felder
Brett Evans
Sammy Fogle
Katie Hane
Stewart Perrow
Richard Thornton
Aubrey Sanders

PTO Liaison

Staff

Head of School
Lower School Assistant Administrator
Upper School Assistant Administrator
Bookkeeper
Administrative Assistant
Guidance Counselor
Administrative Guidance Assistant
OCtech Early College Advisor
Athletic Director
IT
Marketing Coordinator
School Nurse

Safety Advisor
Math Interventionist/ MAP Coordinator
Reading Interventionist

Becky Haigler
Sharie Quattlebaum
Sarah Barrineau
Jacque Fogle / Ashley Lynch
Kacey Smith
Clancee Felder
Melissa Weathers
Katie Haigler
Todd Layton
Kyle Childress
Lauren Culclasure
Kori Waters (Lead Nurse)/
Vance Flinton
Clif Hayes
Mims Taylor
Kacy Strock

Kindergarten

K3

Nancy Roberts /
Asst. Ashley Lanham, Tiffany Noell, and
Betsy Bouknight

K4

Emma Chavis/ Melissa Smith
Asst. Abby Childress and Bailey Sightler

K5

Sonia Cherry / Erin Burch /Melinda Rucker

Lower School

1st grade
2nd grade
3rd grade

Robin Chinnners/ Renee Fowler
Francie Daniel/ Crystal Thornburg
Patti Roland/Dotty Strickland

4th grade
5th grade
6th grade
LS Art
LS Computer
LS Enrichment
LS PE
Library
LS Music

Olivia Salley/ Taylor Tant
Judy McGee / Keith Coker
Vance Flintom / Amber Birkland
Katie Carson
Katie Love
Emily Little
Todd Layton and Paul Greer
Cappy Strock
Graham Smith

Sarah Barrineau

Rhodes Campbell

Troy Corbett

Lauren Culclasure

Whitney Felkel

Becky Haigler

Katie Haigler

Kelsey Hydrick

Terry Sue Moore

Fran Ott

Sharie Quattlebaum

Cappy Strock

Mims Taylor

Gary Thompson

Mary Snow Thornton

Melissa Weathers

Anna Margaret Weeks

Lynda Yoder

Todd Larrimer/

Paul Greer/Emily Little

Upper School

20th Century, US History, Western
Civilization

Advanced Computer/Personal Finance and 7th
Grade Computer

Government/Economics, World Geography,
20th Century

Art/ Theatre Appreciation, English 8, Advance
Computer, and Public Speaking

Spanish

Physics

BIO 101/102, Chemistry, Pre-Calculus

Biology, Environmental Science, Anatomy,
Explorations

SC History, CSLS, Global Studies

English 7, English I, English 10 CP

Pre-Algebra and Algebra I

7th Grade Explorations

Algebra III

Algebra II, Algebra III, SAT Prep, and Personal
Finance

French I, II, III, Geometry

Yearbook

Earth Science and Physical Science

English II Honors, English III, English IV

7th grade and 8th PE (B/G)

Lunchroom: Linda Bozard, Ashley Farnum, Emily Little, Judy Spires, and Stephanie Zeigler

Custodial Staff: Sally Ellison, Sammy Hills, and Pure Cleaning Services

2026-2027

STUDENT – PARENT

COMPLIANCE STATEMENT

All students received a *Handbook* on either Book Day or the first day of school. K3 – 3rd grade students and parents should read over the guidelines in the *Handbook* together. 4th-6th grade students receive a brief overview of general guidelines on the first day of school, while all Upper School students receive specific information about the discipline plan and other procedural information.

As you read the *Handbook*, you will note some changes in some of the information included which will have a direct impact on the students. Please make yourself familiar with all of the procedures outlined within the *Handbook*.

Students and parents should read the student handbook and return this sheet to the homeroom teacher with the appropriate signatures.

Compliance statement: My son/daughter and I have read the Calhoun Academy Handbook (or read the *Handbook* to my younger child) and discussed applicable information. We agree to follow the policies and procedures of the school to the best of our ability.

Parent's Signature

Date

Student's Name (K3 – 3rd)

Date

Student's Signature (4th – 12th)

Date

Please return to your child's homeroom teacher no later than Friday, September 4, 2026.

Grade

Homeroom Teacher

2026-2027

Digital and Electronic Device Policy Consent Form

By signing below, I understand the following specifics of the Calhoun Academy Digital and Electronic Device Policy.

- I agree with the cell phone policy of “off and away”, Smartwatch usage, and disciplinary actions for violating these rules as detailed on page 11 of the Student Handbook.
- I agree with the school policy for Internet use on school computers or on my digital and electronic devices.
- I understand that any school employee has the right to confiscate my digital and/or electronic device at any time.
- I will not take pictures, videos, or recordings with any device in restrooms, locker rooms, or any other private areas.
- I will not post any pictures, videos, or recordings taken at school or while on a Calhoun Academy vehicle to any website or social media without written permission from the administration.
- I consent to the administration of Calhoun Academy and/or their agents or designees, in their sole discretion, searching the contents of my child’s electronic devices described herein at any time or place the administration feels appropriate.
- I understand and agree that Calhoun Academy will not be responsible if my digital or electronic device is damaged, stolen, or lost while it is on campus.
- I understand that it may become necessary during the year for the school to add or modify this document.
- I understand that if I violate these statements, measures as outlined in the Student Handbook may be taken.

Student Consent:

I have read, understand, and agree to abide by the Calhoun Academy Digital and Electronic Device Policy.

Student signature

Printed name

Date

Parent Consent:

I have read, understand, and agree that my child will abide by the Calhoun Academy Digital and Electronic Device Policy.

Parent/Guardian signature

Printed name

Date