



## **Bayou Academy**

**P.O. Box 417**

**1291 Crosby Road**

**Cleveland, MS 38732**

Elementary Office 662-843-8823

Jr. High/High School 662-843-3708

662-843-9728

Jr. High/High School Fax 662-843-9618

## **Administration**

**Headmaster: Dr. David Granville** 662-843-3708

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**School Counselor: Caroline Hill** 662-843-4330

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**Elementary Principal: Keith Aycock** 662-843-8823

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**Athletic Director: Will Reed** – 662-843-3708

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**Financial Secretary : Shellie Steadman-** 662-843-3708

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**Jr. High/High School Secretary: Beth Heinsz** -662-843-3708

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**Elementary Secretary: Amy Craft** - 662-843-8823

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## **Standards**

Bayou Academy is licensed by the Southern Association of Colleges and Schools and the Mississippi Private School Association and complies with all of the standards put forth by each association. Its operation is governed by an elementary principal, headmaster, and a school board. Each class is taught by a certified teacher.

## **Mission Statement**

Bayou Academy strives to provide each child with an excellent education in an environment that promotes rigorous academic challenges, Christian values, and student-engaged instruction.

**BAYOU ACADEMY ADMITS STUDENTS OF ANY RACE, COLOR, AND NATIONAL OR ETHNIC ORIGIN.**

## **Introduction and Philosophy**

Bayou Academy is the name given for the entire school system, which includes students enrolled in kindergarten through grade twelve. Shaw Educational Foundation is a corporation composed of members interested in excellence in education. The business of this corporation is run by a Board of Directors elected by the membership.

Bayou Academy believes that the welfare of our community, state, and nation is dependent upon an enlighten citizenry. We are challenged to strengthen our pupils in intellectual development, economic competence, and social and moral values. In addition, the school strives for the total development of students by meeting their individual needs – physically, socially, and emotionally – with emphasis on moral values and democratic principles.

In order to become responsible and effective citizens, students should learn to cooperate with their peers, faculty, administration, staff and parents. Bayou Academy attempts to achieve this atmosphere cooperation within a democratic setting. However, we believe that our students must have respect for authority, because respect for authority, as well as a cooperative attitude, are important attributes of good citizens.

Whether you are a student, parent, or faculty member, we welcome you to Bayou Academy. Our school was established in 1964 to provide excellence in education and character for its students. Our purpose remains the same. Attaining this goal requires the combined efforts of each of us. This booklet has been prepared as a guide for students, parents, and faculty. We operate with a minimum number of rules. However, when regulations are determined, we will accept and abide with the established rules of Bayou Academy.

We look forward to working with you in making the time you spend at Bayou Academy both rewarding and memorable.

## **Application for Enrollment**

The Board of Directors is vested with full power to pass upon and to either approve or disapprove of all applications for enrollment in schools operated by Shaw Educational Foundation.

Attendance at Bayou Academy is a privilege, which may be forfeited by any student who does not conform to the standards of the school.

## **Nondiscriminatory Policy**

**Shaw Educational Foundation is an equal opportunity employer.** Bayou 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. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, and athletic and other school-administered programs.

## **Tuition and Fees**

Tuition fees are available through the business office.

All monthly tuition accounts are due on the first of each month. Any accounts not paid by the tenth of the month will be considered a past due account. Reports cards will be withheld and grades will not be recorded on the cumulative records for the semester or year until accounts are current. On any account two months past due, the student will not receive any grades until the account is current.

## **Registration and Withdrawal**

All registration of students must be by a parent or guardian, in person, at the Business Office of the Shaw Educational Foundation. The registration fee is due at the time of registration and is **non-refundable** unless the student is not accepted by a vote of the Board of Directors. The tuition is due in twelve (12) equal draft payments, due the first day of each month, beginning August 1<sup>st</sup>. financial obligations must be current for a student to register. No student is finally registered until he/she is accepted by a vote of the Board of Directors. No student may enter school until all fees are paid for the delinquent previous year. The contract signed and executed by the parent or guardian of each student shall be considered a single integrated contract and shall be subject to all provisions of the written policy of the Board of Directors of Shaw Educational Foundation, Inc., as set forth in this handbook. The commitment to pay the tuition fee and other fees, as set forth in each contract, subject to release by the Board of Directors of the school only for good cause shown, including the student's permanent ill health, removal from the general geographical area served by the school, physical disability or other condition, not caused by fault or voluntary action on the part of the student or parents or guardians of the student, which renders school attendance impracticable as determined by the Board of Directors of the school in its sole discretion.

## **Handling of Complaints**

The Shaw Educational Foundation Board of Directors promotes good communication between patrons, the administration, teachers, and students. If any patron wishes to discuss a problem with a teacher, the patron is encouraged to schedule an appointment with the teacher through the respective school's Principal and/or Headmaster. Any complaint or misunderstanding by the parents or teachers shall be directed to the Headmaster. In those cases where satisfactory solutions cannot be found by the Headmaster or his assistants, the parent or teacher may air their grievance with the Education Committee of the Board of Directors by a written request to meet with this Committee. The request should be directed to the President of the Board. Such hearings shall be held during executive session of the Education Committee, and then the Education Committee and Complainant will present the complaint to the full Board. The Board will make a final decision.

## **Parent's Responsibility**

Discipline is the primary responsibility of the parents and the students while attending school. The behavior of students attending our school shall reflect standards of good citizenship demanded of members of a democratic society as well as proper attitudes toward the school. To insure the student's success, parents should, at regular intervals, check with school officials concerning their child's school conduct and academic progress.

It is necessary that each parent be aware of the rules and policies of Bayou Academy. Bayou Academy students are expected to abide by the rules and regulations established by the faculty, administration, and Board of Directors of Bayou Academy. Parents are expected to be familiar with the school's disciplinary policies and lend support to the administration at all times. Disciplinary actions are designed to be fair, firm, and swift. It is the desire of the administration and faculty that the lines of communication between student and teacher be maintained even when the student must be disciplined for his mistakes. Teachers are the primary source of discipline within the classroom. The principal acts in a support role for the teacher in the classroom. When a problem becomes serious enough to warrant the principal's attention, extra work requirements, suspensions, corporal punishment, and expulsion will be considered.

## **Conferences**

All teachers are available for conference during the school day at their designated conference period, or if other arrangements cannot be made, after 3:00 P.M., except on Friday. If you desire to have a conference with a teacher, please call 662-843-3708 or 662-843-9728 for grades 7-12 and 662-843-8823 for grades K-6, and the secretary will set up an appointment.

**PLEASE DO NOT CALL A TEACHER AT HIS/HER RESIDENCE CONCERNING A STUDENT.**

## **The School Day**

### **Daily Schedules**

8:00 - First Bell  
8:05 - Tardy to 1<sup>st</sup>  
9:00 - Report to 2<sup>nd</sup>  
9:04 - Tardy to 2<sup>nd</sup>  
9:54 - Report to Break  
10:09 - Report to 3<sup>rd</sup>  
10:13 - Tardy to 3<sup>rd</sup>  
11:03 - Report to 4<sup>th</sup>  
11:07 - Tardy to 4<sup>th</sup>  
11:57- Report to Lunch  
12:17 - Report to 5<sup>th</sup>  
12:21 - Tardy to 5<sup>th</sup>  
1:11 - Report to 6<sup>th</sup>  
1: 15 - Tardy to 6<sup>th</sup>  
2:05 - Report to 7<sup>th</sup>  
2:09 - Tardy to 7<sup>th</sup>  
3:00 - School Dismiss

## General Rules

### Attendance

Regular and punctual attendance is expected of all students and is necessary for success in school. It is essential that students be in school and on time. The responsibility of the student is to be in school each day to benefit from the instruction and supervision. The responsibility of the parent is to support their child's education by insuring punctual daily attendance.

The Bayou Academy Administration and Faculty solicit the support of each parent and student in eliminating unnecessary absences from school.

### Absences

Absence from school is classified as excused or unexcused. Absence due to personal illness with an excuse from a doctor, parent, or guardian shall be considered excused. A serious illness in the family or death in the family shall be considered excused. In addition to this, any request by the parents in exceptional circumstance, up to a maximum of 8 days per year, will be considered by the administration. A request must be presented to the Headmaster 24 hours prior to the absence and arrangements for completion of assignments must be made prior to the absence.

The scholastic achievement attained by any student is directly related to his/her pattern of school attendance.

**Any student who is absent from school must have a parent or guardian write an excuse giving the date, days of absence, the reason for absence, and his/her signature.**

This excuse must be presented in the office where the absence will be determined excused or unexcused.

**EXCUSED ABSENCES:** The student will receive an admit slip which is to be initialed by teachers of classes from which the student was absent. It is essential that parents and students assume the responsibility for properly verifying absences to the principal's office. No student shall be promoted to the next grade whose absences exceed twenty (20) days during the school year or ten (10) days absences for a semester course.

Students shall **NOT** receive credit for a course whose absences in that course exceed twenty (20) absences during the school year or ten (10) absences for a semester course.

**UNEXCUSED ABSENCES: will result in a grade of 50 for any test or class work missed. Also, students will be assigned to detention hall for 1 day per each class missed.** This policy can be waived at the discretion of the administration and school board due to unusual circumstances or extended illness.

Students shall **NOT** receive credit for a course whose absences in that course exceed twenty (20) absences during the school year or ten (10) absences for a semester course.

### Perfect Attendance

To receive perfect attendance in grades 7 – 12 students **must** be present for **all** scheduled classes.

### Policy on Make-Up Test

When the student returns to school, a date for the make-up test will be scheduled. A student should make up the test within a reasonable time frame set by the teacher. **IN ALL CASES IT IS THE STUDENT'S RESPONSIBILITY TO INITIATE AND FOLLOW THROUGH WITH THE PROCESS OF COMPLETING MISSED WORK.**

**THE STUDENT IS RESPONSIBLE FOR GETTING MAKEUP WORK FROM THE TEACHER AND THEN TURNING IN THE WORK. ANY WORK NOT MADE UP WILL RESULT IN A GRADE OF "0" FOR THAT ASSIGNMENT.**

Makeup time will be on a "day to day" basis. If the student is absent for one day, work must be turned in the day after the student returns to school. If the student is absent two days, the work must be turned in two days after the student returns to school. The maximum number of days allowed however, is five unless the teacher and the principal agree upon an extension of the time period. **PREVIOUSLY ANNOUNCED ASSIGNMENTS ARE DUE ON THE DATE ANNOUNCED OR IMMEDIATELY UPON THE STUDENT RETURN TO SCHOOL.**

## **Tardiness**

### **Tardy to school:**

Students should be in class by 8:00 a.m. After 8:05 a.m., a student is considered tardy and must report to the office for a tardy slip. This applies to each class period during the day. Students should be in class when the tardy bell rings.

5 tardies: Students will have Saturday school.

10 tardies: Students will have in-school suspension.

15 tardies: Students are suspended and parents or guardians must appear before the Board.

Students sent out of class will receive the following with the approval of the Headmaster:

1<sup>st</sup> time: Students will be assigned a work project.

2<sup>nd</sup> time: Students will have Saturday school.

3<sup>rd</sup> time: Students will have in-school suspension.

4<sup>th</sup> time: Students will be suspended and parents/guardians will appear before the Board.

Parents may be asked to appear before the Board at any time due to issues with parents or students.

## **Dismissals from school**

A written request for dismissal should be received, in the principal's office by 8:00 A.M. Any student leaving campus without permission from the office will receive an unexcused absence.

In case of dismissal due to illness, the student will be sent either home or to the doctor only after parents have been contacted by office personnel. No student will be permitted to leave school without the permission of school officials. A parent or guardian must be contacted by school officials by telephone before a student may be released from school during the regular school day.

1. If a student leaves campus at any time without permission and approval from the Headmaster and appropriate contact with office personnel, he or she will be suspended. Students are only to leave school or be out of school for medical or dental appointments, or family situations. To obtain approval to leave campus, a student must have signed written permission from his/her parent or guardian requesting that the student be allowed to leave campus.
2. Students may be assigned Saturday School for disciplinary purposes. Saturday School will be held on a Saturday morning from 8:00 a.m. until 9:30 a.m., under the supervision of the Headmaster or the Athletic Director. Students will perform manual labor during this time. If a student fails to appear for a scheduled Saturday School, he/she will be suspended, and no exceptions will apply to the suspension policy for students who are absent at Saturday School.
3. At least a week's notice will be given to the student and his/her parents or guardians of a student's assignment to Saturday School.

## **DRIVING REGULATIONS**

Bayou Academy certainly appreciates all of you that transport our students to and from field trips, academic competitions, athletic events, and other school-related activities. We realize that you are giving of your time and money, as you transport our students at your expense. However, for safety and liability purposes, we need to establish some basic driving regulations. Therefore, if you agree to transport our students, we ask that you follow these guidelines:

- Do not drive over the posted speed limit at any time.
- Drivers should refrain from cell phone use at all times the vehicle is in motion.
- All occupants should wear seatbelts at all times the vehicle is in motion.
- Make sure that all students who ride to a school event in your vehicle return with you. The only exception is that students may certainly derive home with **THEIR** parents.
- All drivers must be 21 years or older, have a valid driver's license and current insurance coverage.

These guidelines will keep our children safe and will set a great example for proper car safety.

Thank you for your support, and for understanding the necessity of these regulations.

### **Policy on Lack of Homework**

Bayou Academy students are expected to complete daily assignments and turn them in on time. Failure to complete assignments will result in a grade penalty.

### **Policy on Cheating/Plagiarism**

Cheating and/or Plagiarism Cheating and/or Plagiarism will not be tolerated. The student will receive an "O/F" on the assignment and may receive Saturday School or suspension.

### **Detention**

Disciplinary action will be handled through Detention. Detention will be from 7:00 to 7:40 on a day selected by the Headmaster. Failure to meet an assigned detention will result in a 2<sup>nd</sup> day of detention. Failure to meet the two days will result in the student being placed in in-school suspension.

### **Lunch Period**

No student will be permitted to leave the school grounds at the lunch period regardless of the distance he/she lives from the school. Students may not order food to be delivered to the campus during school hours.

Students behavior in the cafeteria should be based on courtesy and cleanliness, which means talking quietly, using proper table manners, and leaving the area in the condition in which anyone would like to eat. Students will go through the cafeteria line and there are to be no "cuts" in the line. At no time are students allowed to take food, drinks, or cups of ice outside the cafeteria.

### **Gym**

No student should be in the gym before, during or after school without supervision of a school official.

### **Admission to Building**

Students may not come to school before 7:30 A.M. without prior approval.

No student will be allowed in the building without special permission and supervision after 3:30 P.M. each day.

### **Visitation**

All visitors must report to the office when coming to the school. Visiting students wishing to attend classes or to visit campus must have special permission from the headmaster.

### **Textbooks**

Textbooks are provided for classes. The books will be returned at the end of the course. A fine will be assessed for any abuse and charged to the students at the end of the term. The cost of lost textbooks must be paid in full.

All previous financial obligations must be paid before textbooks will be issued.

### **Class Dues**

There will be a fee of \$15.00 per year for students in the 7<sup>th</sup> through 12<sup>th</sup> grades. These dues will be used for class projects (Homecoming decorations, Jr. High & Senior High Prom, Class Day, etc.) throughout their school years. The fee needs to be paid by the first day of school.

### **Insurance**

School Insurance is required by all students. The fee will be put on the fee list at the beginning of each school year.

### **Schedule Changes**

Schedule changes may be made through the first five (5) days of the semester. All requests for schedule changes must be made through the Counselor's office.

Final approval for schedule changes rest with the principal. After the principal's approval, teachers involved in the changes must sign the Change of Schedule form.

### **Course Changes**

No student may drop a course unless approved by the Headmaster. No course may be dropped after Jan. 10 of each school year.

### **Office Telephone**

Students will not use the office phone for personal calls except in emergencies and then only with staff permission. In the event a student receives an emergency call he/she will be called from class. Phone calls for students will be handled between classes, during lunch time, or after school.

### **Cell Phones**

No cell phones are allowed in the building during school hours. A violation of this policy will result in a fine of \$100 for the first offense. The phone will be taken up and will not be returned until the fine is paid. A second offense is a \$150 fine. A third offense will result in a fine of \$200 and the parents and student must appear at the next Board meeting to seek a resolution to ensure there will not be any more violations during the school year.

Seniors may keep their phone in their car.

Students in grades 7-11 are to put their phone in the office before 8:00 a.m. and pick up when leaving school. Each grade will have a box for the phone.

## **Exiting the School Building or Leaving School without Permission**

No student is allowed to go to his vehicle, exit the school or leave the school without permission. Any student who violates this policy will be suspended immediately. Students are to enter and exit the school by the assigned doors only – no classroom doors.

## **School Locker and Locks**

Lockers are available to students. Since the locker is school property, the school reserves the right to inspect it at any time. Students should not post any type of pictures, slogan or other inappropriate materials inside of lockers. Students may furnish a padlock with 2 keys, one to be given to the office.

## **Restrooms**

Students are not to be in the restrooms during class time without a written permit from the classroom teacher or an administrator. All personal grooming is to be done in the restrooms between classes. All students are expected to keep the restrooms clean. Anyone who damages the facilities or marks on the walls will be charged for repairs.

## **Regulations**

A. The following are not permitted: (1) the use or possession of tobacco, or alcohol; (2) pornographic materials; (3) gambling; (4) possession of firearms, ammunition or knives; (weapons include but are not limited to the following: firearms of any type, other guns that fire projectiles including but not limited to BB guns, pellet guns, soft air guns, any gun that is powered by carbine dioxide cartridges, compressed air or spring loaded mechanisms, ammunition, knives and box cutters.) (5) other substances or material judged by the administration to be deleterious to the proper functioning of the school or to the health of the student(s).

**For the purpose of this policy, possession includes but is not limited to contraband found on the physical person of a student, or that found in a student's locker, books, notebooks, backpacks or other personal possessions, and that found in vehicles that students drive to school. Bayou academy students who violate any part of the policy stated above will be subject to severe penalties up to and including expulsion.**

B. Cheating, stealing, fighting, profanity, disrespect for authority, and lying are expressly forbidden.

Students who are guilty of any of these are subject to penalties up to suspension and /or expulsion.

C. Any student driving to school must have a copy of their valid driver's license and proof of insurance on file at Bayou Academy. The student will be issued a parking decal to place on the vehicle. Any vehicle on campus without the decal will be subject to being towed. Administration of Bayou Academy may revoke a student's driving privilege due to unsafe driving habits.

a. Valid Driver's License

b. Proof of vehicle insurance

c. Form for a Bayou Academy parking sticker which is to be on the student's vehicle.

D. A student desiring to leave school must check out by signing out in the high school office after receiving necessary permission.

E. A code of conduct is expected to be followed. Inappropriate public display of affection such as; touching and fondling of another person will be dealt with by the administration. The first time the student will be warned followed by detention if offense continues. Repeated offenses of this misconduct will warrant suspension.

F. All social activities must be approved by the administration two weeks in advance.

G. All fund-raising activities must be approved by the Board.

H. The policy of the board of directors of the Shaw Educational Foundation concerning student possession, use, or distribution of alcohol, drugs, or other controlled substances is as follows:



1. The possession, use or distribution of alcohol, drugs, unauthorized prescription drugs, or other controlled substances at school or at any function which could be considered an activity of the school will make the student(s) subject to expulsion.

2. Bayou Academy students attending school, on the school grounds, or at any functions that could be considered a school activity who are under the influence of alcohol, drugs, unauthorized medication, or other controlled substances but not having possession of the same, will be subjected to penalties up to and including expulsion.

3. The possession, use, or distribution of alcohol, drugs, unauthorized prescription drugs, or other controlled substances outside of school and school functions may result in disciplinary actions up to and including expulsion. Offenses subject to disciplinary action include but are not limited to:

- Any situation in which the action of the student is deleterious to the academic environment of Bayou Academy.
- Any situation in which the student is charged or convicted of a legal court of law.

4. The Board of Directors reserves the right of access to all parts of the buildings and grounds of Bayou Academy including, but not limited to lockers, bathrooms, and automobiles.

➤ NOTE: A school may usually pursue disciplinary action against a student regardless of the status of any outside criminal prosecution. This Federal law does not require the school to await the outcome of the criminal prosecution before initiating proceedings to suspend or expel a student or to impose whatever other penalty is appropriate for the violation of the school's rules.

A school is generally free under Federal law to discipline a student when there is evidence that the student has violated a school rule, even if a juvenile court has acquitted (or convicted) the student or if local authorities have declined to prosecute criminal charges stemming from the same incident.

WHAT WORKS, SCHOOL WITHOUT DRUGS, United States Department of Education, William J. Bennett, Secretary, 1986.

## **Definitions:**

**Bayou Academy** is that property that is normally considered "the school". It includes the limits of the deeded area plus immediately adjacent areas easily accessible to the student.

**Drugs and controlled substances** as used herein are those specified by the Mississippi Code: The Uniform Controlled Substances Law and Other Narcotic Drug Regulations, 41-29-101 through 41-29-185.

**Unauthorized prescription drugs** are drugs taken by the student not prescribed for the student by a licensed physician.

A **school function** is any function supervised by the school staff or its representatives, or otherwise attended by Bayou Academy students under the auspices of the school.

**Alcohol** as used herein means any beverage of alcoholic content.

## **Suspension**

Short of expulsion, suspension is the school's most serious disciplinary action. A student who is suspended from school will receive a **major grade of zero in each class** for the suspension day(s).

## **Saturday Suspension**

Saturday school is a discipline between detention and Suspension. A student who has Saturday School will come to the school on Saturday morning at 9:00. He or she will do manual labor for one hour under the supervision of Administration. Failure to be present will automatically result in suspension the following Monday. If a student is late, he will serve Saturday school, and have detention added on another day.

## **In House Suspension**

In-house suspension is coming to school by 8:00 A.M. and going straight to the designated area and waiting for school work to be given. This school work is to be worked on while the school day is going on. The Headmaster will set the day up for the suspended student.

### **Expulsion**

Offenses subject to expulsion:

1. Any situation in which the action of the student is deleterious to the academic environment of Bayou Academy.
2. Any situation in which the student is charged or convicted in a legal court of law.

### **State Law**

Parents, guardians, or custodians of a child may be civilly liable for any criminal act of a child.

Juvenile possession of a handgun is a delinquent act.

It will be a felony, punishable by a fine up to \$5,000 and/or three years in prison to possess or carry certain firearms or weapons on school grounds.

**ANY SITUATION IN WHICH A STUDENT IS CHARGED AND CONVICTED IN LEGAL COURT OF LAW COULD JEOPARDIZE THAT STUDENT'S STANDING AT BAYOU ACADEMY.**

### **The Redemption Policy**

Bayou Academy's disciplinary philosophy functions on the broad base expectation and consequence. We expect students to behave and we give them incentive to want to do so. When a student's behavior caused him to reach the suspension level in the level system, he/she will be suspended. However, when it is his first suspension of the school year, he is able to redeem himself/herself. By redeem we mean that he/she can recoup 75% of the major grade zeros recorded due to the suspension. All other consequences such as loss of eligibility, etc., cannot be retroactively redeemed. They will be treated as consequences of an ill-advised action or inaction, as the case may be.

In order for the redemption policy to be in effect, the student must behave in an exemplary manner for nine weeks including the day(s) of suspension.

By exemplary manner, we mean that the student's name would not come before the administration in any disciplinary context during the said nine week period. This disciplinary context includes, but is not limited to, being sent to the office by a teacher for misbehavior. The redemption policy will only be in effect for students who are suspended for the first time on a school year. The policy will not be in effect for any subsequent suspension during the same school year.

### **Vandalism and Property Damage**

Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If damage is done by accident, it should be reported to a teacher or the office immediately.

### **Appearance**

To ensure that students observe basic rules of personal hygiene and dress in a manner that would not disrupt the educational process and promote a sound learning environment, the school recognizes that parents/guardians are basically responsible for dress, so the following guidelines have been established.

1. Students in grades 7-12 may wear shorts that are neat and modest in length (no more than 4 inches above the knee). Students in grades 7-12 may only wear shorts that are cut and fashioned like regular long pants. Umbro shorts, gym shorts, or other athletic type shorts are excluded.
2. Students cannot wear caps or hats in the school.
3. Students cannot wear clothing that is backless or strapless. No halter tops or tops that expose the midriff, shoulder blades, or under garments are allowed.

4. Students should wear clothing that is appropriately hemmed or mended without holes, tears, and rips or frayed ends.
5. Girls in grades 7-12 may not wear dresses or skirts shorter than 4 inches above the knee.
6. All boys wearing a button down shirt must have them tucked in to their pants.
7. No sweat pants (cotton jersey) may be worn by students in grades 7-12.
8. Nylon wind suits may be worn by all students.
9. No shirts may be worn that advertises alcoholic beverages, tobacco, or has printed on it obscene language, gestures, or inflammatory messages.
10. Our young men must be clean shaven and shall wear their hair in a neat suitable manner. (Bangs must be cut above the eyebrows, hair off the collar and hair cut above the ears).
11. Body Piercing: Males, No visible body piercing will be allowed. Females, No visible body piercing, other than earrings worn in the ears will be allowed.
12. Tattoos: No visible tattoos will be allowed for males or females.
13. Athletic uniforms or parts of uniforms are not permitted. The only exceptions are football jerseys and cheerleading uniforms on game day.

Repeated warnings about dress code will constitute detention then suspension.

### **Married Students**

No married student will be allowed to attend Bayou Academy

### **Pregnancy**

No pregnant student will be allowed to attend Bayou Academy. If the father is known the same will apply.

## **Athletics**

### **ELIGIBILITY REQUIREMENTS – VARSITY ATHLETICS (2013-2014) SCHOOL YEAR**

1. Must have accumulated four (4) major units (credits during the past school year can include 2013 summer school and proper correspondence courses or online). 2. Shall not have reached his/her 19<sup>th</sup> birthday before August 1, 2013. This means anyone born before August 1, 1994, would be ineligible. 3. Shall not have entered the 9<sup>th</sup> grade before the 2010-2011 school year.

### **ELIGIBILITY REQUIREMENTS – JR. HIGH ATHLETICS 2013-2014 SCHOOL YEAR**

Must have passed four (4) major subjects or been promoted to the next grade. 2. Shall not have reached his/her 16<sup>th</sup> birthday before August 1, 2013. Anyone born before August 1, 1997 would be ineligible. 3. Shall not have entered the 7<sup>th</sup> grade before the 2011-2012 school year. Attendance requirements for athletic participation – In order to participate in an athletic event a student must attend school for at least ½ of the school day (4 class periods).

**Athletic Eligibility as to Grade Level** In addition to MAIS regulations, athletic participation pertaining to grade level at Bayou Academy is as follows: 1. Students who participate in junior high sports must be enrolled as a full-time student in grades 7, 8, or 9. 2. Students who participate in senior high sports must be enrolled as a full-time student in grades 10, 11 or 12. 3. Numbers one and two above do not apply to a sport that does not have a junior high team. #2 does not apply to students who have finished their junior high eligibility. 4. Any additional exceptions to this policy must have prior approval of the Headmaster, the Athletic Director, the coach involved, the parents of the athletic or athletes involved, and the Board.

**Ejections from Athletic Events:** Good sportsmanship is important to the success of Bayou Academy's athletic program. Bayou Academy expects all players to represent themselves in a manner that brings respect and pride to our school. If a student is ejected from a game, he/she and his /her parents or guardians shall meet with the coach(s) in charge of the sport for which the ejection occurred and the members of the Athletic Committee of the Board of Directors to discuss the facts and circumstances surrounding the ejection and review of the video tape of the play associated with the ejection if the same is available. Following the meeting, the athletic Committee will issue a ruling as to what, if any, discipline action will be taken with regard to ejected player. Such disciplinary action may include, but not limited to, suspension for one or more games, payment of any fine issued against Bayou academy with respect to such ejections, or a finding that the player is ineligible to participate in the sport for the remainder of the season.

**In addition to the MAIS rules:** No Bayou Academy student in any extra-curricular activity can participate if he/she:

- Is failing two or more classes OR is not maintaining an overall average of 70.
- At the end of the school year, this eligibility policy will be consecutively carried over into the next school year
- No athlete will be allowed to quit one sport and go into another sport. If an athlete does quit a sport, he will not be allowed to practice the new sport until the season is over for the sport the athlete has quit. Example: a football player may not quit football and be allowed to participate in basketball until the football season is over.

### **Medication**

If it becomes necessary for a student to take any form of medication at school, a signed note from a parent must be presented to the office. The school is not allowed to give out aspirins or any other medication. We do not supply any Tylenol, stomach medication, or any other medication. You may send a bottle of Tylenol, stomach medication or any other medication with your child's name on it and it will be locked up in the high school office.

### **Bad Weather Procedures**

Fire and tornado drills are held periodically in order to prepare all members of the school for these emergencies. Places of shelter from tornadoes have been designated by Civil Defense authorities. As soon as Bolivar County is placed under a tornado warning, all students will be moved to places of maximum safety. To maintain order and to protect the lives of all students, parents will not be allowed to come to the school during a warning to pick up their child.

In the event that school must be closed for snow or icy roads, announcements will be made on local radio stations and on Channel 15 in Greenville and Channel 6 in Greenwood.

### **Emergencies**

In the event of a serious medical emergency the following steps will be taken:

1. Contact persons listed for each child on emergency form.
2. Call an ambulance or transport child to the hospital.

### **Emergency Drills**

1. **Tornado:** The signal for a tornado drill is one long horn sound. All students will take cover against corridor walls, cover heads, and pull up their legs. A bell will ring when the drill is over.
2. **Fire:** The signal for a fire drill is one long siren sound. Instructions on how to exit the building are posted in each classroom. Students should move quickly and quietly to the designated area.
3. **Earthquake:** In the event of an earthquake, students are instructed to remain outdoors away from electrical wires, poles, or anything which may fall. Students who are in the classroom should drop to the floor; take cover under a desk or table. Students should stay away from doors and windows.
4. **Hazardous Waste or Materials:** The office will notify students of directions to follow in evacuating the campus.

### **Assemblies**

All students are required to attend the assemblies and sit as a group by grade. At all times the student's behavior should be refined and courteous. An indication of the cultural level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled-for-clapping, boisterousness, and talking during a program. Students should be prompt in going to assemblies.

### **Student Government**

The Student Council plays a vital part in the coordination and control of student affairs. In becoming a member of the school, a student automatically becomes a participant in the student government. It is expected that as a good citizen, a student will take an active part in the life of the school.

### **Grading Policies**

Report cards are issued at the end of every grading period to enable the parents to know the quality of the work the student is doing. Grades are based on daily work and test results.

Semester grades are an average of the grades for each nine-week period for elementary students through 12<sup>th</sup> grade, and the semester examination grade. All semester grades and semester examination grades appear on the report cards as numerals.

An incomplete is given in cases of illness, emergency, or prearrangement, when the student has not been able to complete his/her assignments. An incomplete on the report card becomes an "F" four weeks from the date issued if the work is not completed.

Parents are requested to examine the report card carefully. If the report shows some unsatisfactory grades, we recommend that the parents have a conference with the individual teacher. This conference can be arranged at their convenience by calling the office.

The grading system is as follows:

A – 100 – 90

B – 89 – 80

C – 79 – 70

F – Below 70 – Failure

Each nine week term grade will be determined by tests counting twice and daily work (quizzes, homework, etc.) counting once. Semester grades will be determined by two nine week grades counting 40% each and the semester exam counting 20%.

All final grades will be determined by an average of both semesters. For semester courses, the final grade is the semester grade (40% first nine weeks, 40% second nine weeks and 20% semester exam).

A Headmaster's List shall be composed of students with grades from 93-100 and a Principal's Honor roll shall be composed of students with grades from 90-92.

**Exemption Policy for Semester Exams:** To be exempt from first semester exams, seniors must have a 90 or above for the first two nine weeks. Grades 7-11 must have a 93 or above for the first two nine weeks. To be exempt from second semester exams, seniors must have a 90 or above for the year to be exempt. Grades 7-11 must have a 93 or above for the year to be exempt for the second semester exam. For semester courses, seniors must have 90 or above and grades 7-11 must have 93 or above to be exempt.

All grades are to be posted on Ren Web no later than 72 hours after the test, quiz, project or homework has been turned in.

## **Student Classification for 2016 and beyond**

**7<sup>th</sup> grade** – Promoted from sixth grade

**8<sup>th</sup> grade** – Promoted from seventh grade (must pass English, Math, Literature and BOTH or AT LEAST ONE OF Social Studies or Science).

**9<sup>th</sup> grade** – Promoted from eighth grade (must pass English, Math, Literature and BOTH OR AT LEAST ONE OF Social Studies or Science).

**10<sup>th</sup> grade** – Six (6) Carnegie units of credit earned

**11<sup>th</sup> grade** – Twelve (12) Carnegie units of credit earned

**12<sup>th</sup> grade** – Eighteen (18) Carnegie units of credit earned

## **Class Day and Graduation**

ANY STUDENT NOT MEETING REQUIREMENTS FOR GRADUATION WILL NOT BE ALLOWED TO PARTICIPATE IN ANY PART OF GRADUATION, OR ANY ACTIVITIES PERTAINING TO GRADUATION, (BACCALAUREATE, CLASS DAY, ETC.)

All juniors and seniors are required to attend all practices for class day and class day ceremonies and dress in a manner dictated by the school administration. Example: girls – dress; Boys – dress slacks and shirt, tie, and shoes.

All seniors are required to attend graduation practices and graduation ceremony. Class Day and Graduation must be held on school property.

## **Valedictorian/Salutatorian Selection**

Rules governing Valedictorian/Salutatorian Selection:

1. Must have attended Bayou Academy the entire Junior and Senior year and at least one other year in the 9<sup>th</sup> – 10<sup>th</sup> grades.
2. Must take the following courses to qualify:
  - 4 English (Eng. I, II, III, IV)

- 5 Math (from Alg. I, Geometry, Alg. II, Pre-Calculus, Intermediate Algebra, College Algebra)
- 4 Science (from Bio. I, Bio. II, Chem., Physics, Duel Credit Science)
- 4 Social Studies ( MS History, Civics, or World Geog., World Hist., Amer. Hist., Amer. Gov/Econ)
- 

Students should select electives to fulfill credit requirements toward graduation.

3. The highest GPA of the credits required to qualify for Val/Sal as noted in (2.) will be the Valedictorian. The second highest GPA of the credits required to qualify for Val/Sal as noted in (2.) will be the Salutatorian. **These grades will be obtained at the end of the progress reports 4<sup>th</sup> nine weeks.**

### BAYOU ACADEMY GRADUATION REQUIREMENTS

<u>SUBJECT</u>	<u>CARNEGIE UNITS</u>	<u>CONTENTS</u>
English	4	English I/II/III/IV Dual Enrollment – English IV
Mathematics:	4	Pre-Algebra, Algebra I, Algebra II Geometry, Pre-Calculus, Trigonometry, Intermediate Algebra, College Algebra - if available 1 must be Algebra I
Science:	4	Biology I/II, Chemistry, Physical Science, Agri-Science, Anatomy & Physiology Dual Enrollment Physics & Chemistry 1 must be biological lab-based science
Social Studies:	4	American History, Government, Economics, Mississippi Studies, World Geography, World History Dual Enrollment – American History
Computer	1	Keyboarding, Computer Applications
Speech:	½	
Creative Writing:	½	Journalism
Foreign Language:	2	Spanish I/II, Latin I

Electives: 4 Art I & II, Psychology, Advanced Computer, Personal Finance Business Law, Office Monitor, Accounting, Bayou Blues I & II, Sociology, Sports, Health

\*Up to ½ unit of Pass/Fail athletic credit may be earned per year – ¼ unit per sport

Total: 24

\*These requirements are in line with the MAIS as well as the eight public universities in Mississippi.

### **BAYOU ACADEMY GRADUATION REQUIREMENTS** **STUDENT CLASSIFICATION**

7<sup>th</sup> Grade – Promoted from 6<sup>th</sup> grade

8<sup>th</sup> Grade – Promoted from 7<sup>th</sup> grade (must pass English, Math, Literature, and both or at least one of Social Studies or Science)

9<sup>th</sup> Grade – Promoted from 8<sup>th</sup> grade (must pass English, Math, Literature, and both or at least one of Social Studies or Science)

10<sup>th</sup> Grade – Six (6) Carnegie units of credit earned

11<sup>th</sup> Grade – Twelve (12) Carnegie units of credit earned

12<sup>th</sup> Grade – Eighteen (18) Carnegie units of credit earned

**Requirements for Graduation from Bayou Academy:** All students (grade 7-12) must be enrolled in a least six (6) academic credits each semester. Exception: Seniors may take five (5) academic credits if they are taking a dual credit college course with Delta State University and Mississippi Delta Community College.

To be enrolled in dual credit, a student must have a 3.0 GPA and have a minimum ACT score of 16.

19 in the math subtest to enroll in College Algebra

20 in the math subtest to enroll in any Delta State Math course

17 in the English subtest to enroll in English IV

17 in the reading subtest to enroll in American History

17 in the science subtest to enroll in Physics

17 in the science subtest to enroll in Chemistry

**Credits required to graduate: 24**

### **Hall of Fame**

Hall of Fame – Induction into the Hall of Fame will be based on a point system. These points will be awarded for outstanding performances while participating in Bayou’s total scholastic program. Students will start earning points towards induction when they enter the ninth grade. Hall of Fame candidates can only earn academic points in college prep courses at Bayou. A total of over 70 points is necessary for induction. Points may be removed from a student’s total for disciplinary reasons just as points may be awarded for other reasons. The Headmaster, counselor,



and senior sponsors will serve as a Hall of Fame committee and will be the final authority. The following list indicates number of points to be earned or lost:

### **1. Grades**

Preparatory Dual Credit

A = +2 A = +4

B = +1 B = +3

C = +0 C = +2

D = -1

F = -2

### **2. Memberships**

a. Scholastic Organizations +1

b. Athletic Teams (High School) +½

c. Show Choir +1

d. Cheerleader +½

e. Office Monitor +½

f. Student Aide +½

### **3. Honors**

a. Office Held +1

b. Honors won +1

c. Athletic letters (High School) +½

d. Academic Betterment +½

Competition (placement 1-3) +1

### **4. Citizenship**

a. Attitude + or - 2

b. Example + or - 2

c. Cooperation + or - 2

d. Discipline -1 or -15

(Based on the severity of the discipline)

## **Honor Society Qualifications**

Traditionally, induction takes place at the beginning of the second semester, for sophomores, juniors, and seniors. Qualifications include a 90 or above overall grade point average based on the 9<sup>th</sup> grade and first semester 10<sup>th</sup> grade and a 90 above overall average throughout the remainder of high school. Otherwise, the student will be on probation for one semester and dismissed the following semester if his or her average is not 90 or above. In addition, membership is contingent upon members continued exemplification of the Honor Society qualities of honesty, integrity, loyalty, and leadership. Breach of these standards will be grounds for dismissal from the Honor Society. If a member of Honor Society is caught cheating, he/she will automatically be removed from the Honor Society. Transfer students who have not been inducted elsewhere and who qualify may be inducted at the beginning of the second semester. If a student has membership in an Honor Society at the previously attended school, that membership can be transferred to Bayou Academy as long as the minimum qualifications of the Bayou Academy Honor Society are met.

## **Requirements for Graduation from Bayou Academy**

All students (grade 7 – 12) must be enrolled in at least six academic credits each semester. Exception: Seniors may take five academic credits if they take a college course. Qualifications for taking these courses involve a minimum ACT score which is established by the individual college.

**Credits required for each grade level for 2016 and beyond:**

- 6 to be a sophomore
- 12 to be a junior
- 18 to be a senior
- 24 to graduate

**Beginning with the class of 2016 24 credits will be required for graduation.**

**Bayou Academy Graduation Requirements**

**Subject Carnegie Units Contents**

- English 4
- Mathematics 4 One must be Alg.I  
(With the recommendation that two of the four be Algebra I or Higher)
- Science 4 One must be Biological lab-based science
- Ms. Novels/Speech or Journalism 1
- Social Studies 4 Must include American History, World
- Geography, Government, and MS Studies
- Foreign Language 2
- Electives 5 which includes office monitors, elem. Aide,
- Athletics

**Total 24**

**For admission to State supported Colleges and Universities**

- **English** (4 Carnegie Units), Courses must require substantial Communication skills (i.e., reading, writing, listening, and speaking).
- **Mathematics** (3 Carnegie Units) Algebra I, Algebra II, and Geometry.  
A fourth course in high level mathematics is highly recommended.
- **Science** (3 Carnegie Units) Biology, Advance Biology, Chemistry, Advance Chemistry, Physics, and Advance Physics or any other science course with comparable content and rigor.  
One Carnegie Unit from a Physical Science course with content at a level that may serve as an introduction to Physics and Chemistry may be used. Two of the courses chosen must laboratory- based.

- **Social Studies** (3 Carnegie Units) United States History (1 unit), World History (1 unit with substantial geography component),
- Government (½ unit), and Economics (½) or Geography (½ unit).
- **Advance Electives** (2 Carnegie Units) Foreign Language, World Geography, fourth-year laboratory-based science, or fourth-year Mathematics. One unit must be in Foreign Language or World Geography.
- **Computer Application** (½ Carnegie Unit) the course should include use of application package such as word processing and spread sheets. The course should also include basic computer terminology and hardware operation.
- **Pre-High School Units** Algebra I or first-year Foreign Language taken in the 8<sup>th</sup> grade will be accepted for admission, provided course content is the same as the high school course.

## Reminders

1. At least two units of the last four units of work shall be earned in residence at the high school before the school may grant a diploma. The high school where the last residence is done will be the school authorized to grant the diploma.

(Two units are interpreted as a semester of work).

2. A school shall not deliver a diploma, signed or unsigned, or any substitute for a diploma, to a student who fails to meet the requirements for graduation.

## Addendum

Participation in a minimum of two sports during a school year will earn ½ unit of credit or ¼ credit for participation in one sport.

## Progress Report

These forms will be sent at the end of the fourth week of each nine week term for all students.

These reports are sent to parents in an effort to help eliminate failures by showing why, in the opinion of the teacher, the student is doing unsatisfactory work. It is our sincere desire to prevent as many failures as possible through everyone's cooperation.

Progress reports are to be signed by the parents and returned to the homeroom teacher on the next school day.

## Summer School and Online Policies

Carnegie units from summer school courses will be accepted for remedial purposes only. A student will be considered for enrollment in summer school if he/she failed that particular course during the regular school session. All courses will be attempted during the regular school session before a student will be allowed to seek other options. A student will not be allowed to take a summer school course for acceleration or to avoid the subject during the regular school session.

A student must obtain administrative approval in order to register for a correspondence course or an in class summer school class. We will no longer accept credit from online summer classes through New Summit unless the class needed is not offered through Cleveland High School's credit recovery classes or regular summer school at a surrounding school.

The following circumstances will be considered in granting permission to take a correspondence, or summer school in class course:

1. A student wants to take a course not offered at Bayou Academy.

2. A student fails a course.
3. A student lacks elective credits to graduate with his/her graduating class and the schedule does not permit the needed credits to be taken in the regular school session.
4. There is a limit of (2) two correspondence/online/in class remedial courses toward graduation requirements unless administrative approval in advance.

The following circumstances will be considered in granting permission to take an online course through New Summit:

1. A student wants to take a course not offered at Bayou Academy.
2. A student lacks a credit to graduate with his/her graduating class and the schedule does not permit the needed credits to be taken in the regular school session.

## **Dance**

Junior High dances are for 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> grades only.

High School dances are for 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grades only.

## **Sexual Harassment Policy**

In accordance with Title VII of Civil Rights Act of 1964, section 703, no employee, parent, or student in Bayou Academy shall be subject to sexual harassment. It is the intent of Bayou Academy to maintain an environment free from sexual harassment of any kind. Therefore, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature amounting to or constituting harassment are prohibited. Complaints of violation of this policy may be made to the Headmaster, or other persons designated by the Headmaster, without fear of reprisal. All complaints will be investigated thoroughly and promptly. Should complaints prove to be legitimate, the offending employee, or student will be subject to disciplinary action, including involuntary termination.

This policy in no way limits or precludes any employee, or student from pursuing any relief afforded by state or federal law.

## **Bayou Academy School Drug Testing Policy**

It is the belief of the Bayou Academy Board of Directors that providing a drug-free school is in the best interest of all students, faculty, and patrons of the school. The following are goals to be accomplished by this policy:

1. To educate students concerning the dangers of experimenting with and using drugs and alcohol.
2. To discourage any drug or alcohol use by Bayou Academy students.
3. To identify students who use drugs and to identify that drug.
4. To portray a safe and drug-free school to the community.
5. To assure students, faculty, and patrons that the health and academic progress of all students is the primary purpose of Bayou Academy.

**Parents of each student give consent to their participation in the drug testing procedure by signing the Bayou Academy educational contract. The following are Bayou Academy drug testing procedures:**

1. Reasonable suspicion will require a student to be drug/alcohol tested on any given date.
2. Refusal to participate will be interpreted as a positive test result and will require the student to follow the required steps stated in this policy.
3. The method of testing will be hair or urine samples. A positive result from the test will be confirmed by additional testing at a laboratory designated by the testing company.
4. All specimen samples will be collected and analyzed by the most up-to-date methods of pathology and confidentiality.
5. Positive results will be reported to the parents and Headmaster.

**The following steps will be taken in the event of a positive test:**

1. A more specific test by the laboratory will be conducted to ensure no error has occurred. Should the positive test be confirmed, the parents will be responsible for the additional charges incurred after the initial screen.
2. The parents and student will be contacted by the testing medical review officer (MRO).
3. The student will be evaluated by one of the following: Certified Drug and Alcohol Abuse Counselor, Student Assistance Professional, Licensed Social Worker, or Medical Review Officer, any of who must be approved by the Headmaster.
4. The student will be required to follow all recommendations made as a result of the evaluation. Failure to complete all recommendations will result in expulsion from school.
5. After the first positive test, the student will be required to take every random test for the next eighteen months.
6. A positive alcohol test will result in the student being sent home from school or school event with a parent or parent appointed adult until the next day. The student will be disciplined according to the student handbook for any positive alcohol test administered at school or a school event.
7. A second positive alcohol test will require the student to follow all steps required by the drug/alcohol policy.
8. The parent will be responsible for any cost incurred after the initial positive screening.

**The second incident of a positive test result will require the following:**

1. The student will be suspended until such time that he/she provides proof of successful completion of a pre-approved alcohol/drug rehabilitation program.
2. Reinstatement could occur with proof of successful drug rehabilitation and only after negative testing prevails. In order to maintain reinstated status, the student will participate in re-testing and must follow after-care recommendations of the health care professional. Written documentation of participation in after-care must be provided to the school on a monthly basis.

**THE THIRD INCIDENT OF A POSITIVE TEST WILL RESULT IN PERMANENT EXPULSION FROM BAYOU ACADEMY.**

# Technology

## ACCEPTABLE USE POLICY

### 1. Purpose

The purpose of this Policy is to provide the students, faculty, and staff of Bayou Academy (BA) with notice of what conduct shall be deemed acceptable with regard to the use of Technology, as the term is defined herein below.

### 2. Who is covered by this Policy?

This Policy covers all students, faculty, and staff (collectively "User").

### 3. How this Policy Applies?

This Policy applies to all Users at all times, regardless of their location. This policy applies whether or not the User is engaged in school related activity or making use of Bayou Academy Technology.

4. "Technology" as used in this Policy, means any electronic communication tool, system or process, including, but not limited to telephones, cellular telephones, computers, software, the Internet, web sites, or Internet related software and communications tools. For example, Technology encompasses all cellular and SMS text messages, emails, instant messenger sessions, newsgroups, on-line forums, and file sharing and/or but torrent clients.

"BA Technology," as used in the Policy, means any Technology owned, controlled or provided by BA.

5. Responsibilities of the User of BA Technology must take full responsibility for what they publish, transmit or possess. Users of BA Technology must connect equipment and install software in a manner that meets the technical and security standards set by Bayou Academy. Users are also responsible for keeping their account information confidential at all times.

A certain measure of caution and awareness is required by Users to ensure the efficient and trouble-free use of BA Technology. While BA has systems in place to combat viruses, spy ware, spam and other computer "bugs," BA will not be responsible for damage to a User's Technology which results from viruses, spy ware, spam, or any other use of BA Technology. Users are responsible for adequately protecting and maintaining their own Technology.

Users are responsible for keeping their personally identifiable information, which may include, but is not limited to, a User's telephone number, address, age, gender, date of birth, credit card data, Social Security and Driver's License number etc., strictly confidential.

### 6. Acceptable Use

Use of BA Technology is a privilege, not a right. Users may make use of BA Technology for purposes of scholarship and academic research only.

### 7. Unacceptable USE

Technology – NO User may use any Technology to do the following:

- Steal, forge, lie, cheat, plagiarize or masquerade

- Bully or threaten,
- Violate the confidentiality of another;
- Tamper with, misuse, damage, interfere with or destroy the technology of another
- Upload, post, or transmit content that is obscene, threatening, harassing, defamatory, libelous, invasive of another's privacy, hateful or racially/ethnically motivated or
- Incite violence or the imminent threat of violence

## **BA Technology**

BA Technology exists to advance the mission of BA. BA will manage these resources accordingly. Users may not do any of the following with BA Technology:

- Steal, forge, lie, cheat, plagiarize or masquerade
- Bully or threaten,
- Access the account of another;
- Generate activities which consume more than a User's fair share of either system
- Time or network bandwidth (ex: sending chain letters);
- Fraudulently log into any computer;
- Forge e-mail header or manipulate other identifiers in order to disguise the origin of any system or network activity;
- Attempt to determine the passwords of others or obtain privileges on any computer to which a User is not entitled.
- Possess, willingly received or distribute obscene material;
- Copy, install or use any data in violation of applicable copyrights or license agreements (Downloading and distributing movies, songs, and software without authorization from the owner of the copyright is a violation of copyright law. The Recording Industry of America and Motion Picture Association of America can and do aggressively sue to enforce their copyrights.);
- Utilize IP forwarding, bridging, ARP proxying, IP masquerading, DHCP, Network Address Translation (NAT), IP/IPX tunneling, SOCKS, application layer proxies, SSH, bit torrent and /or peer-to-peer (P2P) software or any similarly enabling technology;
- Add new devices such as hubs, switches, gateways, routers, access points and/or servers of any kind to existing BA Technology;
- Use any BA Technology for commercial purposes or advertising, including unsolicited commercial e-mail (Commercial sponsorship of academic project, e.g., the inclusion of banner ads on a project web site, is strictly prohibited absent the express authorization of the Headmaster.);
- Use any BA Technology for partisan political activities;
- Install software on BA Technology that interferes with day-to-day work or hinders the operation of BA Technology;
- Violate this Policy off-campus anywhere in the world using BA Technology;
- Possess any software, resource or equipment whose purpose is to effect one of the violations listed in this Policy; or
- Attempt to violate any provision of this Policy.

## 8. Privacy

Users should have no expectation of privacy with regard to their use of Technology. BA may access, view, investigate and delete any and all information stored on or created with BA Technology. BA may do so without cause and without prior notice to the User.

#### 9. Duty of Parent or Guardian to Monitor Out-of-School Use of BA Technology

It is the responsibility of each parent or guardian to verify that their student's use of Technology is in compliance with the law and all of BA's policies. Failure to monitor a student's use of Technology may result in serious consequences.

Personal websites, Blogs, or profile directories such as Facebook, Twitter, MySpace, and Xanga are not monitored by BA. However, Users who engage in behavior unbecoming of a member of the BA community through the use of a website will be subject to penalties. In addition, if BA, in its sole discretion, believes that any information on a website, or in an email or text message, is obscene or constitutes a threat, defamation, copyright infringement or other illegal activity, whether directed by BA, faculty, staff, students, or other BA will be compelled to contact the appropriate authorities.

#### **PENALTIES**

Penalties for violation of this policy may include loss of BA Technology privileges, discipline, suspension, expulsion, or termination. Civil and criminal penalties may also be imposed.

#### **Student Use of Technology Equipment**

Any student using Bayou Academy technology equipment,(laptops, computers, tablets, interactive TV, etc.) who damages or destroys equipment, uses inappropriately, downloads or uploads any information or program that is not approved, or does anything inappropriate to our equipment may be suspended, or expelled depending on damage incurred. Student will be responsible for all expenses to repair or replace equipment.

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

Students will be reprimanded for any inappropriate behavior or action as defined by school guidelines. Said actions directed towards other students, faculty, or their family. This includes items posted on social networks sites such as: Facebook, Twitter, Instagram, Vine or other data share applications. Students will be reprimanded as per school guidelines, which may include suspension or expulsion.

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

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

If an employee chooses to identify himself or herself as a Bayou Academy employee on a website or blog, he or she must adhere to this policy:

Do not use personal insults, profanity, ethnic slurs, or disrespectful language for posting to social media sites which can be linked in any way to Bayou Academy or its affiliates. (This can occur when



posting to personal sites with Bayou Academy logos on shirts or any other objects and when referenced in information cover pages that you are an employee of Bayou Academy.)

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

All policies and information in the Handbook may be changed, deleted, or added per the discretion of the Headmaster or the Board of Directors.