



Southern
PREPARATORY ACADEMY

Parent & Student Handbook
Academic Year 2026-2027

Lead. Shape. Inspire.

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Chapter 1 - Southern Preparatory Academy

Since its founding in 1898 as the Southern Industrial Institute, Southern Preparatory Academy has remained true to Dr. Lyman Ward's vision, *"to prepare young people for the work of life."* This timeless mission, rooted in faith-based values and principles, inspires the integrity, character, and service we instill in our students today.

The Parent and Student Handbook outlines standards for all students and identifies the conduct expected of each student. These standards are effective on the date of issue to the student.

The Academy reserves the right to amend, revise, and/or supplement the Student Handbook. Recommended changes may be submitted during the academic year to the Director of Residential Life. Changes are approved by the Academy President.

Mission

Southern Preparatory Academy is dedicated to developing young men and women of character, faith, and leadership. Through academic excellence, disciplined structure, and a whole-person approach, the Academy equips all students to lead with confidence, integrity, and purpose, whether students pursue higher education, military service, or professional careers.

Vision

Southern Preparatory Academy will be the premier academy for developing future leaders by fostering excellence, resourcefulness, and faith. We embrace innovation while upholding the values that have shaped our institution since 1898, ensuring every graduate is prepared to make a lasting impact in their community and beyond.

BEHIND THE CREST



Southern Prep Academy's official school colors are navy blue and metallic gold.
Navy represents humility, selfless service, and the Healing Power of God.
Gold represents confidence, courage, and compassion.

Foundational Pillars Southern Prep Academy





Dixon All Faith Chapel

Weekly chapel services
Fellowship Hall

Russell Hall (HQ)

Top Floor

President's Office
Office of Engagement
Office of Advancement
Business Office

Bottom Floor

Leadership Department
Ranger Rack
Barber Shop

Supply

Weekly laundry services
Alterations

Athletic Complex

Football, soccer, baseball
Weight room

Tallapoosa Hall

Main school building
Academic Deans
College & Career Counselor
Athletic Director

Martha Dixon Library

Top Floor

Library
Online classes

Bottom Floor

JROTC
Science Lab

Edwards Dining Hall

Breakfast, lunch, & dinner
Weekend brunch

Kevin Jenrette Gymnasium

Basketball & wrestling
Locker rooms

Core Values

Southern Preparatory Academy is solidly grounded in the enduring values of excellence, integrity, resourcefulness, and faith. By remaining true to our values, we secure the Academy's relevance and ensure its lasting impact for generations to come.

Motto

At our Academy - Lead, Shape, and Inspire is more than a motto - it's how we expect an individual to grow as a student, cadet, and person.

- **LEAD**

Lead means developing students who take responsibility for themselves and others. It emphasizes integrity, initiative, and service—encouraging students to act with courage, fairness, and accountability, whether in the classroom, on the field, or in the wider community. Leadership here is not about position or title, but about influence grounded in character.

- **SHAPE**

Shape reflects the Academy's role in forming intellect, habits, and values. It speaks to rigorous academic preparation, critical thinking, discipline, and personal growth. The Academy helps shape students' judgment, resilience, and ethical compass so they are prepared to navigate complex challenges and make thoughtful decisions beyond graduation.

- **INSPIRE**

Inspire is to ignite curiosity, purpose, and aspiration. The Academy seeks to motivate students to pursue excellence, embrace lifelong learning, and imagine meaningful contributions to the world. Inspiration comes through high expectations, strong mentorship, exposure to ideas, and a culture that celebrates effort, creativity, and service.

Together, Lead, Shape, and Inspire reminds students that their time at the Academy is about preparation for work, for higher education, for leadership, and for service. The standards are high because the expectations for students' futures are high. The Academy's commitment signals a community that values academic excellence, moral responsibility, and purposeful action—the hallmarks of a true preparatory education.

Honor Code

All Academy students will abide by the Honor Code, which is based on respect for self and others, with the underlying principle of *truth*. Students are expected to pledge to be a member of the Academy community that *does not permit lying, stealing, cheating, plagiarism, nor tolerate those who do*.

The Honor Code belongs to all students and requires self-discipline and moral courage. For the Honor Code to be effective, all students must believe in and follow the five tenets.

- **Lying:** Making a false statement, whether written or oral, to a member of the faculty/staff or any student.
- **Cheating:** Receiving or giving aid on any school-issued work for which a grade is received.
- **Plagiarism:** Presenting another person's, or AI-generated, language, thoughts, ideas, or expressions as one's own original work.
- **Stealing:** Taking without authority or permission, including personal, business, or school property.
- **Toleration:** Failure to report any case of lying, cheating, plagiarism, or stealing to any member of the faculty/staff.

Any student or faculty/staff member who becomes aware of a possible Honor Code violation will report the violation in a timely manner to the Director of Residential Life, Residential Directors, Dean of Academics, or Assistant Dean of Academics. Consequences for Honor Code violations include, but are not limited to, detention, suspension, probation, or dismissal. In addition, grade penalties may be imposed when a case involves academic integrity violations.

Contact Information

Office of Engagement

- **Director of Engagement and Student Billing:** Ms. Jenifer Isbell
 - (256) 675-6260 (cell)
 - jenifer.isbell@southernprepacademy.org
- **Family Engagement Coordinator:** Mrs. Nichol Morgan
 - (256) 794-1284 (cell)
 - nichol.morgan@southernprepacademy.org
- **Student Engagement Coordinator:** Miss Dalis Smith
 - (256) 827-9556 (cell)
 - dalis.smith@southernprepacademy.org

Academic Department

- **Dean of Academics:** Mr. Blaine Thompson
 - (256) 307-9057 (cell)
 - blaine.thompson@southernprepacademy.org
- **Assistant Dean:** Mrs. Indhira Murphy
 - (256) 455-4914 (office)
 - indhira.murphy@southernprepacademy.org

- **College and Career Counselor & Registrar:** Ms. Julie Goree
 - (256) 455-4914 (office)
 - julie.goree@southernprepacademy.org
- **Teachers:**
Please visit www.southernprepacademy.org and click on the Faculty & Staff tab to find teacher email addresses. You can also reach the schoolhouse directly at (256) 455-4914.

Leadership and Character Development Department (LCDD)

- **Director of Residential Life:** Mr. Bill Monk
 - (334) 787-7989 (cell)
 - bill.monk@southernprepacademy.org
- **Residential Director:** Mr. John Gatzman
 - (256) 790-9218 (cell)
 - john.gatzman@southernprepacademy.org
- **Residential Director:** SSG Shawn Williams
 - (256) 675-6207 (cell)
 - shawn.williams@southernprepacademy.org
- **Senior Army Instructor:** CSM Greg Caywood
 - greg.caywood@southernprepacademy.org
- **Junior Army Instructor:** MSG Kimberlyn Burns
 - kimberlyn.burns@southernprepacademy.org
- **Academy Nurse:** Miss Sara Kelly
 - (256) 537-0043 (cell)
 - sara.kelly@southernprepacademy.org

Athletic Department

- **Athletic Director:** Coach. J.R. Rodriguez
 - jr.rodriguez@southernprepacademy.org

Supply

- **Supply Officer:** Mrs. Amber Willford
 - (256) 400-1336 (office)
 - amber.willford@southernprepacademy.org

Academy Leadership

- **President:** Col Corey Ramsby
 - (256) 794-8643 (cell)
 - corey.ramsby@southernprepacademy.org

Mail

- Incoming mail is received each afternoon, Monday through Friday. Outgoing mail is given to the Family Engagement Coordinator for mailing.
- Student mail is handed out by the Residential Director at dinner.
- Please limit the food items being sent to your students. **We ask that they be kept in a sealed plastic container no larger than 6 quart plastic tote with a lid.**
- Please note the following: For the protection of the Southern Prep community, all packages, bulk mail, and any bulky envelopes will be opened for inspection by the students in the presence of a faculty member and is done so for the health and welfare of all students.
- Please use the following address when sending mail to students at Southern Prep:

Student First and Last Name
174 Ward Circle
Camp Hill, AL 36850

Academy Development

At Southern Preparatory Academy, we are deeply grateful for the ongoing support of our families, alumni, and friends. Your time, talents, and resources help provide the best possible educational experience for our students, while ensuring our programs continue to grow and thrive.

Volunteer Opportunities

Supporting Southern Prep doesn't always mean financial giving. We welcome and encourage parent involvement in a variety of ways:

- Volunteering at athletic events (e.g., concession stands)
- Helping with school dances and special events
- Assisting with student activities or programs

Parent Teacher Organization (PTO)

The Southern Prep Parent-Teacher Organization (PTO) supports the school's mission by fostering collaboration between families, faculty, and staff. The PTO encourages parent involvement, assists with school events and activities, and helps strengthen the sense of community across campus. All parents and guardians are encouraged to participate and support PTO initiatives throughout the school year.

Fundraising Events

Each year, Southern Prep hosts a number of in-person and virtual fundraising events. These events are not only vital to our mission but also serve as a great way to stay connected with the Southern Prep community. Information about these events will be shared well in advance via email and the school website.

Why Your Support Matters

Southern Preparatory Academy is a nonprofit 501(c)(3) organization. Tuition alone does not cover the full cost of a Southern Prep education. Philanthropic support allows us to:

- Fund scholarships and financial aid
- Support athletic teams and extracurriculars
- Add new academic and student life programs
- Maintain and improve campus facilities
- Attract and retain outstanding faculty

In recent years, designated campaigns have supported specific needs, such as travel expenses for athletic teams or classroom enhancements. Every gift—big or small—helps ensure a high-quality, well-rounded experience for all our students.

Ways to Give

Giving to Southern Prep is simple and meaningful. You can make a one-time donation, set up recurring gifts, or give in other impactful ways.

Donation Methods

- **Online:** Visit <https://southernprepacademy.org/support/>
- **By Phone:** Call Becca Clegg in the Office of Institutional Advancement at 256-496-8865 or email becca.clegg@southernprepacademy.org
- **By Mail:** Send checks payable to Southern Preparatory Academy and mail to: 174 Ward Circle, Camp Hill, AL 36850
- **Recurring Gifts:** Set up monthly, quarterly, or annual donations
- **Gifts of Stock or In-Kind Donations:** Contact the Office of Institutional Advancement for details

All gifts are tax-deductible to the fullest extent allowed by law. We are also happy to work with you if you wish to designate your gift to a specific area or program.

Giving Opportunities

- **Annual Fund:** Supports the most immediate and essential needs of the Academy.
- **Pave the Way Brick Campaign:** Leave a lasting legacy by purchasing an engraved brick for our Walk of Honor.
- **Planned Giving:** Include Southern Prep in your estate plans and create a legacy for future generations.
- **Designated Giving Funds:** Choose to support specific programs or areas of campus life that align with your values and passions—such as athletics, academics, or student life.
- **Endowment:** Strengthens our long-term financial sustainability by ensuring lasting resources for scholarships, faculty support, and facility improvements.

Alabama Tax Credit Scholarship Opportunity

Alabama residents have a unique opportunity to support Southern Prep **at no personal cost** through the **Alabama Accountability Act of 2013**. Through this program, Alabama taxpayers can donate up to 100% of their state income tax liability to **Scholarships for Kids**, a state-approved Scholarship Granting Organization (SGO). These funds directly provide tuition assistance to Southern Prep students from low-income families.

- You receive a **dollar-for-dollar** tax credit on your state taxes
- You help fund life-changing educational opportunities
- More information is available on our website: southernprepacademy.org/give/tax-credits/

Thank You

The mission of Southern Preparatory Academy is made possible through the generosity and partnership of families like yours. Whether you're donating your time, making a gift, or attending an event, **you are making a difference** in the lives of our students. We invite you to thoughtfully consider supporting our efforts as we continue to shape confident, capable future leaders.

Join us in building a brighter future at Southern Prep!

Chapter 2 - Academics

Instructional Environment

The Academy expects students to *be on time, be prepared, be respectful, and be responsive*. Each faculty member will inform students of their specific classroom procedures and expectations to be followed in concurrence with the Academy's discipline philosophy. Students must understand the consequences for failing to behave in the classroom. When a student crosses the boundaries established by the faculty member in their classroom, discipline protocol will be followed. A student who creates disruptions after receiving corrections and consequences within the classroom may be removed from class and will report to the Dean of Academics.

Grading

The Academy's grading scale is to clearly define how student academic performance is measured, evaluated, and communicated. The grading scale supports clarity, fairness, and academic readiness, ensuring students are evaluated in a way that reflects both achievement and growth.

GRADING SCALE	
A	90-100
B	80-89
C	70-79
D	60-69
F	59 and below

All courses (except for select elective courses) will implement the following grading system to ensure grading is consistent. This allows for students' true mastery and knowledge to be exemplified through their grade.

Category	Weight	Purpose	Examples
Summative	60%	Evidence of Mastery: Measures the final product of learning.	Unit tests, mini-tests, final projects, essays, lab reports, performances.
Formative	30%	Evidence of Progress: Measures the process and practice of learning.	Quizzes, rough drafts, homework, classwork, lab notebooks.
Professionalism & Soft Skills	10%	Evidence of Readiness: Measures the habits and soft skills of a student.	Preparedness, deadlines, participation, tech etiquette.

Academic Performance and Achievement Awards

Honor Roll

The Academy recognizes students' academic performance and achievements at the end of each semester. Three separate awards - Founder's List, President's List, and Dean's List celebrate students who demonstrate commitment to learning and excellence in academic performance.

Founder's List	Students must have GREATER than a 4.2 weighted GPA over all classes attempted (without earning anything less than an A).
President's List	Students (grade 9-12) must have at least a 4.0 unweighted (A) over all classes attempted. Students (grade 7-8) must have at least 93% over all classes attempted.
Dean's List	Students (grade 9-12) must have a 3.75 Unweighted GPA over all classes attempted, with all classes either a 4.0 or 3.0 (A or B) only. Students (grade 7-8) must have 87% over all classes attempted.

Graduation Achievements & Honors

- **Valedictorian:** The graduating senior with the highest GPA, has attended Southern Prep for at least 2 years, and has demonstrated good character
- **Salutatorian:** The graduating senior with the second-highest GPA who has demonstrated good character
- **Highest Distinction** (white & gold cords): Students must graduate with a 4.1 or higher weighted GPA.
- **High Distinction** (gold cord): Students must graduate with a 3.9 weighted GPA.
- **Distinction** (white cord): Students must graduate with a 3.7 weighted GPA.

NOTE: If a student is caught cheating or plagiarizing during the semester, the student will be automatically removed from any award list.

Class Add/Drop Policy

Students are permitted to add/drop classes before the end of the 3rd week of the semester. It is the responsibility of the student to carefully consider their course load and performance early in the semester. This policy ensures that students take ownership of their academic progress and utilize available support before requesting a schedule change. The Dean of Academics has the

authority to approve/deny any change to a student's schedule.

NOTE: Science classes will not be considered for transfer to online learning unless under emergent or extenuating circumstances.

Before the Add/Drop Deadline

- Students considering a schedule change must consult with their teacher and either the Assistant Dean or Dean of Academics before the end of the 3rd week.
- Faculty may provide guidance, support options, or recommendations to help students succeed in their current classes.

After the Add/Drop Deadline

- Any changes to a student's class schedule will only be considered under special circumstances.

Before the Dean of Academics will consider approving a schedule change, a student must:

- Speak directly with their current teacher to voice concerns, seek help, and explore solutions.
- Show evidence of consistent effort and engagement in the course.
- Demonstrate that reasonable steps have been taken to improve performance (e.g., attending tutoring, completing assignments, following up on feedback).
- Failure to complete these steps will result in the denial of any request to change courses after the deadline.

Academic Support

The Academy believes in helping all students succeed academically, and academic support is designed to address different learning needs, reinforce understanding, and promote independent learning skills.

Academic support may include extra instruction, individual guidance, and study skills development. No matter the form, academic support ensures that students are not only assessed but also guided, encouraged, and equipped to overcome challenges, improve performance, and build confidence in their learning. *Tutoring sessions are available to all students before and after the academic day; however, students earning below a 70 in any course are required to seek additional tutoring support.*

Designated Study Spaces

With permission and supervision, the following spaces can be utilized for during or after school studying sessions. Both individual and group spaces are available.

Library

- Common Area
- Individual Study Rooms (2) - study rooms offer quiet spaces with a whiteboard and desk
- Group Room (1) - allows for group meetings with a TV monitor and whiteboard

- Student Lab - space for Honors or Capstone research with storage and work spaces

Common Areas

- Tallapoosa Hall- couches and chairs in the hallway offer comfortable places for a quick study break or study session
- Ranger Cafe - cafeteria offers wifi during lunch
- Student Center - Game Room, Ranger Canteen, and Movie Room offer wifi after school

Late Work Policy

Students will have limited opportunities to make up missing or late assignments. Students' work will be due on the date initially assigned.

Within the first three(3) days that the assignment is past due, students may turn it in with a late penalty and a value of 50% of the original grade. The work is graded normally, and then entered into the gradebook at a 50% value of the graded work. (example: Student received a 75% on the work, - a 75% can be entered into FACTS Gradebook with an adjustment penalty to 35% so that both grades are visible for the report - but calculated at the 50% value).

After three (3) days of no work, the student will receive a zero for the assignment.

Exceptions for this policy include:

- **Medical excuse:** If a student was absent for medical reasons or scheduled to be absent on the date the assignment is due, the teacher may adjust the original due date and allow an extension of time for the work.
- **School activity:** If a class is not held due to a school-wide activity (early dismissal, sports pep rally), the teacher will adjust the original due date accordingly.
- **Sports activity:** If a student misses the class due to a sports obligation (early dismissal for an away game), it is NOT an excuse for adjusting the original due date. However, teachers are encouraged to account for potential sports conflicts when initially assigning the work.

Make-Up Work

Excused Absence: Students are responsible for completing all missed assignments, tests, and classwork. The time for completion is equal to the number of days absent or as prescribed by the faculty.

Unexcused Absence: Students will not be permitted to complete missed assignments, tests, or classwork, which may result in a reduced or failing grade at the faculty's discretion.

Academic Competitions

Through AISA-sponsored and other academic competitions, students have opportunities to participate and compete both individually and as members of academic teams. Competitive opportunities may include, but are not limited to:

- Robotics
- Drones
- Scholar's Bowl
- Math
- Science Fair
- Visual and Performing Arts
- Spelling Bee
- And more

Artificial Intelligence (AI)

Prohibited Academic Conduct

Unless explicitly authorized by the instructor in a course syllabus, all work submitted for academic credit must be entirely the student's own creation. Prohibited actions include, but are not limited to:

- **AI-Generated Content:** Submitting essays, code, mathematical solutions, translations, or creative works generated in whole or in part by AI.
- **Unauthorized Editing:** Utilizing AI tools to substantially rewrite, rephrase, or structurally reorganize student-authored text beyond basic spelling and mechanics correction.
- **Undisclosed Use:** Incorporating AI-assisted research, outlines, or ideas without explicit attribution.

Misuse of Generative AI is categorized as a form of plagiarism and unauthorized collaboration. Violations are directly against the Academy's Honor Code and are subject to standard institutional and academic penalties.

Permitted Uses

We recognize that AI is a fixture of the modern academic and professional landscape. Our faculty aims to educate students on the responsible application.

AI may be used only when explicitly integrated into a course curriculum or permitted by an instructor for specific tasks, such as:

- **Conceptual Tutoring:** Querying AI as a supplementary explanatory tool to clarify complex concepts or methodologies.
- **Iterative Brainstorming:** Generating broad topic suggestions, conceptual frameworks, or counterarguments to strengthen a student's *own* research.
- **Formative Practice:** Using AI to generate sample quiz questions or flashcards for self-directed study.

Expectations for Transparency & Attribution

If an instructor permits the use of AI tools at any stage of an assignment (research, ideation, or editing), students must practice transparency.

Students are required to document and disclose this assistance in a dedicated appendix or citation. This disclosure must specify:

- The tool used (e.g., *ChatGPT*).
- The exact prompts provided to the AI.
- How the output was utilized in the final submission.

Ultimately, students bear full academic responsibility for the factual accuracy and structural integrity of any work submitted under their name.

Furthermore, students will be required to orally present their essays in front of their instructor and peers while fielding questions regarding the topic. This ensures students' research and work is the product of their effort and demonstrates their acquired knowledge.

College and Career Counseling

The Counseling Program will assist students in preparing for their post-high school plans and future. Students desiring an academic path will be offered assistance in college selection, application, and enrollment. Students desiring a career path will be assisted with learning about their career field, learning the skill and training requirements for their chosen field, and getting assistance with gaining those skills and training requirements. This program is coordinated by the College and Career Prep Counselor and is under the guidance and supervision of the Academic Dean. Dual enrollment opportunities are available for qualified students in grades 10–12. Students or parents with interest should contact the College & Career Prep Counselor or the Academic Dean.

Testing

- The Pre-ACT will be required for grades 8-10.
- The PSAT/NMSQT will be administered to 11th-grade students for the chance to qualify for the National Merit Scholarship.
- ACT testing is offered on the Southern Prep campus on national testing dates.
 - 10th grade: Students are encouraged to take the ACT to establish a baseline score.
 - 11th–12th grade: Students should take the ACT as part of their college admissions preparation.
 - Questions about ACT preparation or registration should be directed to the College & Career Prep Counselor.
- SAT testing is available upon request through the College & Career Prep Counselor.
- The Armed Services Vocational Aptitude Battery (ASVAB) is offered twice a year for students in grades 10–12.

Transcript Policy

Official transcripts are sent directly to other schools or colleges upon request and include grades, GPA, earned credits, and the school seal with an authorized signature. When a student changes schools or enrolls in college, the new school will send a request for the official transcript. All

transcript requests must be submitted online through [Parchment.com](https:// Parchment.com). Official transcripts require a \$20 fee per transcript.

- **Senior Requests:** Current seniors may request up to five (5) official transcripts at no cost. Additional transcripts are \$10 each.
- Before any transcript can be released, the following accounts must be verified as clear:
 - Tuition balance
 - Uniform fees
 - Chromebook or school-issued equipment
 - Library books
 - Incidentals/canteen charges
 - Transcript accuracy confirmed with the Academic Department

If any item is outstanding, the transcript request will be placed on hold until the account is fully resolved.

Southern Prep offers a preparatory curriculum grounded in academic excellence and personalized learning. **Students pursue one distinct diploma track—Honors, College Preparatory, or General Studies**—each designed to support individual aspirations. In addition to their chosen track, **every student selects an area of concentration** to fulfill graduation requirements. Concentration options include **STEM, Cybersecurity & Computer Science, Aviation, Fine Arts, Humanities, JROTC, and Industrial Arts/Trades.**

DIPLOMA TRACKS OVERVIEW

CATEGORY	HONORS	COLLEGE PREPARATORY	GENERAL STUDIES
Core Requirements	16 AISA Core Credits	16 AISA Core Credits	16 AISA Core Credits
Additional Requirements	+ Area of Concentration + Honors Credits (6 min.) + 3 Foreign Language + 1 Fine Arts + 1 Health & Wellness + 7 Electives (Research Methods is required) + 10 Extra Community Service Hours (seniors) + Honors Capstone (seniors) + Applied Ethics Seminar (seniors)	+ Area of Concentration + 2 Foreign Language + 1 Fine Arts + 1 Health & Wellness + 6 Electives (Research Methods is required) + College Prep Capstone (seniors) + Applied Ethics Seminar (seniors)	+ Area of Concentration + 1 Fine Arts + 1 Global Studies + 1 Health & Wellness + 5 Electives + Career Readiness Capstone (seniors) + Applied Ethics Seminar (seniors)
Capstone Requirement	Required	Required	Required
Number of Credits Required	28 Total Credits (3.75 weighted GPA)	26 Total Credits	26 Total Credits

SOUTHERN PREP & AISA GRADUATION REQUIREMENTS (26-28 CREDITS)

CATEGORY	CREDITS	NOTES
AISA Core Requirements	16	
◦ English	4	Includes American Literature and British Literature
◦ Social Studies	4	Includes US History and Government
◦ Math	4	Includes Geometry and Algebra II
◦ Science	4	Includes Biology w/ Lab and Physical Science
Electives & Additional Requirements	10-12	
◦ Global Studies	1*	*Honors take 3 Foreign Language; College Prep take 2 Foreign Language
◦ Fine Arts	1	
◦ Health & Wellness	1	
◦ Leadership & Service	—	Satisfied through Ethics Seminar & community service
◦ Electives	5-7	

3

Junior Reserve Officers' Training Corps (JROTC)

Southern Preparatory Academy's JROTC program focuses on citizen development through leadership, character development, and life skills. While it offers a strong foundation for those pursuing military careers, the program's core goal is to build discipline and teamwork applicable to any college or professional path. Students gain the benefits of military-structured values with no service obligation.

JROTC offers a variety of extracurricular and cocurricular opportunities, including but not limited to Raider Team, Color Guard, and Community Service Projects

Honors Academy

The Honors Academy is a selective academic program designed for highly motivated students who demonstrate exceptional curiosity, leadership potential, and a commitment to intellectual growth.

The Honors Academy is the beginning of a cohort of peers who challenge one another to think deeply and engage meaningfully with the world through specialized coursework, quarterly colloquia, and competitive academic teams. The Honors Academy is the umbrella for our Honors Diploma Pathway as well as future honors programs and/or diploma pathways.

Academy Highlights

- **The Honors Academy Cohort:** Honors Academy students will have at least homeroom together with the possibility of an academic course.
- **Honors Diploma Pathway:** The Honors Academy will provide a place for the Honors Diploma Pathway.
- **Quarterly Colloquium:** A forum for guest speakers and discussions.
- **Academic Competition:** Members represent our school on elite teams such as Math Team, Robotics, Scholars Bowl, etc.

Eligibility & Requirements

To ensure a high standard of academic excellence, the following criteria must be met for admission and continued membership:

- **Academic Standard:** Applicants must hold a minimum 3.5 GPA.
- **Program Maintenance:** Scholars must maintain a 3.5 GPA to remain in good standing within the Honors Academy.
- **Exemplary Character:** Membership is a privilege. Students are expected to model the highest standards of integrity and conduct.
- **Honors Courses Enrollment**

The Application Process

Rising **10th, 11th and 12th grade students** are invited to apply for the inaugural cohort. A complete application includes:

- **Online Application Form:** Including a brief record of your current extracurricular involvements. An email will be sent early summer with a link to the application.
- **Two Teacher Recommendations:** One from a STEM faculty member and one from a Humanities faculty member.
- **Essay (500 words):** PROMPT: *The most complex problems in the world cannot be solved by one subject alone. Choose two seemingly unrelated fields (e.g., Biology and Ethics, Coding and Sociology, or History and Physics) and explain how their intersection could help solve a modern global challenge. Why is it important for an Honors Scholar to think across disciplines?*
- **Team Commitment:** Verification of participation (or intent to join) one of our competitive academic teams.

Daily Bell Schedule

8:00 AM	Homeroom (10m)	
	Passing Period (5m)	
8:15 AM	1st Block (90m)	
9:45 AM		
	Morning Break (10m)	
9:55 AM	2nd Block (95m)	2A (45m)
10:40-10:45		Skinny Block Passing Period (5m)
11:30 AM		2B (45m)
11:30 AM	Lunch (40m)	
12:10 PM		
12:15 PM	3rd Block (90m)	
1:45 PM		
	Afternoon Break (10m)	
1:55 PM	4th Block (95m)	4A (45m)
2:40 PM - 2:45 PM		Skinny Block Passing Period (5m)
3:30 PM		4B (45m)

Flex Days

Flex Days are designed with flexibility and exploration in mind. Students can engage in co-curricular clubs and learning, mentorship, community service, differentiated course experiences, collaboration, enrichment speakers, and the Senior Applied Ethics seminar. Below is the Flex Day bell schedule.

	<i>Monthly on Last Wednesday</i>
8:00 AM	Homeroom (10m)
8:15 AM	1st Period (45m)
9:00 AM	
	Passing Break (5m)
9:05 AM	2nd Period (45m)
9:50 AM	
	Passing Break (5m)
9:55 AM	3rd Period (45m)
10:40 AM	
	Passing Break (5m)
10:45 AM	4th Period (45m)
11:30 AM	
11:30 AM	Lunch (40m)
12:10 PM	
	Passing Break (5m)
12:15 PM	5th Period (45m)
1:00 PM	
	Passing Break (5m)
1:05 PM	6th Period (45m)
1:50 PM	
	Passing Break (5m)
1:55 PM	7th Period (45m)
2:40 PM	
	Passing Break (5m)
2:45 PM	8th Period (45m)
3:30 PM	

****FOR MORE DETAILED INFORMATION REGARDING ACADEMICS, SEE THE 26/27 COURSE & CURRICULUM GUIDE****

Chapter 3 - Student Life

Conduct and Discipline

Discipline at the Academy is educational in purpose. The primary goal is to help students understand the impact of their actions, accept responsibility, and develop the self-discipline and judgment necessary for the work of life. Expectations for conduct apply equally in the classroom, residential buildings, cafeteria, activities, athletics, and during Academy-sponsored events, as well as off campus when behavior reflects on the Academy community.

All students are expected to:

- Follow Academy expectations, rules, policies, and procedures
- Respect the authority of faculty, staff, and student leaders
- Treat others with dignity and respect
- Act honestly and uphold the Honor Code
- Take responsibility for their actions and choices

Violations of the Academy's expectations, rules, policies, and procedures will be addressed promptly, consistently, and fairly. Disciplinary responses will be proportionate to the nature, severity, and frequency of the misconduct and may include corrective actions, loss of privileges, restorative measures, counseling, or disciplinary consequences as outlined in Academy policy.

Residential students are expected to understand that community living requires higher standards of conduct, cooperation, and accountability. Freedom within the Academy community is earned through responsible behavior, and trust is maintained when students consistently meet expectations.

The Academy reserves the right to take appropriate disciplinary action to protect the safety, integrity, and well-being of the community while supporting each student's growth and development.

Discipline Philosophy

The Academy views discipline as an essential part of education and character development. In an environment where students live, study, and lead together, discipline exists to protect safety, uphold standards, and prepare students for the responsibilities of adult life. While accountability is necessary, discipline is intended to correct behavior, reinforce values, and promote growth rather than to punish. When appropriate, restorative and reflective practices are used to help students learn from mistakes and repair trust.

The Academy believes that structure, accountability, and mentorship work together to shape character. Through discipline, students learn that choices matter, leadership requires responsibility, and high standards are a sign of respect for their potential.

The ultimate purpose of discipline at the Academy is to graduate young adults who are academically prepared, morally grounded, and capable of leading themselves and others with integrity.

Prohibited Behavior

Any behavior or action that is not identified in the Handbook and is determined to adversely affect good order and discipline may be grounds for referral to the Director of Residential Life, Dean of Academics, or Academy President. All Academy faculty, staff, and students are **compelled** to report any potential violations.

All retaliation against individuals who report concerns in good faith is strictly prohibited.

TYPES OF VIOLATIONS		
Serious	Offense for which a student may appear before the Academic & Disciplinary (A&D) Board	Conduct Resolution Report (maximum consequence may be dismissal)
Major	Offense for which a student may be assigned campus service hours or loss of privileges	Student Conduct Notice
Minor	Offense for which a student may be assigned campus service hours	Student Conduct Notice

All campus service hours assigned because of a student's prohibited behavior will be worked within 30 days or before the end of the semester, whichever occurs first.

Student Conduct Notices

A Student Conduct Notice may be issued for violations of Academy policies that do not require referral to an Academic and Disciplinary Board. The notice serves as official documentation of the policy violation and the assigned consequence, while providing students with an opportunity to accept responsibility and correct their behavior. Repeated Student Conduct Notices or continued misconduct may result in referral to the Academic and Disciplinary Board for further review and additional disciplinary action.

Conduct Resolution Report

A Conduct Resolution Report is issued following an Academic and Disciplinary Board for violations of Academy policies that warrant formal disciplinary review. The report serves as the official record of the Board's findings, the policy violation(s), any disciplinary action imposed, and any conditions or expectations for continued enrollment or return to good standing. The report becomes part of the student's disciplinary record and may be considered in the review of future disciplinary matters.

Serious Violations

- **Hazing:** Any action or situation—whether physical, mental, emotional, or social—intentionally or recklessly imposed on a student as a condition of joining, remaining in, or gaining status within a group or organization, that causes or risks causing harm, humiliation, intimidation, or undue stress. Hazing is prohibited regardless of a student's willingness to participate or perceived consent. Hazing includes, but is not limited to, any conduct, activity, or expectation that endangers a student's physical or mental health; subjects a student to ridicule, embarrassment, or degradation; disrupts

academic responsibilities; or pressures a student to participate in unsafe, illegal, or inappropriate behavior as a condition of group membership, association, or acceptance.

- **Bullying:** Any significant behavior—whether verbal, physical, social, or electronic—that is intended, or reasonably perceived to harm, intimidate, threaten, humiliate, or exclude another student. Bullying involves a real or perceived imbalance of power and interferes with a student’s sense of safety, dignity, or ability to participate fully in school life. Bullying includes, but is not limited to, persistent teasing, name-calling, rumors, social exclusion, intimidation, unwanted physical contact, or harassment conducted in person or through electronic means. Bullying may occur on campus, off campus, or online when it affects the school community or a student’s educational experience.
- **Sexual Misconduct:** Any unwelcome, non-consensual or consensual, but inappropriate or prohibited sexual behavior—whether verbal, nonverbal, physical, or digital—that interferes with a student’s dignity, safety, or ability to participate fully in school life. Sexual misconduct is prohibited regardless of intent or perceived consent and may occur between students or between students and faculty/staff.

Sexual misconduct includes, but is not limited to: sexual harassment; sexual assault; unwanted sexual touching; sexual exploitation; indecent exposure; stalking with a sexual component; sharing, soliciting, or possessing sexual images or messages; and any sexual behavior that is coercive, intimidating, degrading, excessively intimate, or otherwise inappropriate within the school community, even when consensual. Sexual misconduct may occur on or off campus, in person or through electronic means, when it impacts the school community or a student’s educational experience.

- **Pornography:** Possession, viewing, creation, distribution, solicitation, or sharing of pornographic or sexually explicit material in any form by a student on/off campus. This includes, but is not limited to, images, videos, audio recordings, written content, animations, or digital media accessed or shared through phones, computers, tablets, or any electronic platform. Pornographic material includes content that depicts or is intended to arouse sexual interest through explicit sexual acts, nudity, or sexually graphic representations. This prohibition applies on campus, during school-sponsored activities, and off campus when such conduct impacts the school community or a student’s well-being. The creation, possession, or sharing of sexually explicit images of minors—regardless of consent—is strictly prohibited and may result in serious disciplinary consequences and mandatory reporting to appropriate authorities.
- **Weapons:** Possession of weapons or weapon replicas, including but not limited to, firearms, knives, explosives, fireworks, BB or pellet guns, and any item reasonably perceived as a weapon. Only permitted when directly related to an Academy-sponsored event (JROTC, airsoft, and paintball).
- **Threats or Threatening Behavior:** Any communication or behavior that threatens harm to oneself, others, or property. A threat includes any statement, gesture, image, post, message, or action—whether verbal, written, electronic, or symbolic—that a reasonable person would interpret as expressing intent to cause physical injury, violence, or serious disruption. Threats may be direct or indirect, explicit or implied, and may be communicated in person or through digital means, including text messages, social media, email, gaming platforms, or other online forums. This policy applies on campus, during school-sponsored activities, and off campus when the conduct affects the safety or well-being of the Academy. All threats will be taken seriously, regardless of intent,

humor, or perceived joking. Statements made “as a joke,” in anger, or without intent to act may still constitute a violation of this policy.

- **Drug and Alcohol:** Student use, possession, distribution, offer for actual sale, or manufacture of any product containing alcohol or drug (prescription or non-prescription).
- **Tobacco or Nicotine:** Student use, possession, distribution, offer for actual sale, or manufacture of any product containing nicotine, including but not limited to cigarettes, disposable vape, rechargeable vape, vape refills, vape juice, gum, pouches, and all products/liquids containing nicotine.
- **Additional Serious Violations**
 - The use, possession, distribution, offer for actual sale, or manufacture of chemicals, aerosols, products, or materials for use as an intoxicant.
 - Possession of paraphernalia to facilitate the use, consumption, and abuse of a drug, narcotic, intoxicant, or other controlled substance.
 - Possession of a Master Key, unauthorized keys, or tools for breaking and entering.
 - Creating a fire or arson.
 - Willful destruction of school or any personal property.

Major Violations

- Disrespect or willful disobedience to Academy faculty/staff, or students.
- Failure to report for an assigned duty, class, or activity.
- Ordering food from outside delivery sources without permission from a Residential Director (DoorDash, Uber Eats, etc.).
- Gambling or possession of gambling equipment.
- Repeated minor offenses

Minor Violations

- Ill manners to include rude, dismissive, disruptive, or inconsiderate behavior.
- Out of the room or playing during quiet time.
- Profanity.
- Late return from leave unless extenuating circumstances.
- Any display of affection exceeding hand-holding is prohibited on and off campus, including during all school-sponsored events. These inappropriate actions include sitting on, hanging on, extended hugging, reclining on, and kissing another student.
- Creating a minor disturbance
- Improper or no haircut
- Room not up to the cleanliness standard
- Out of uniform
- Not upholding dress and appearance standards
- Accessing any campus off-limits areas without permission from Academy faculty/staff. The off-limited areas are:
 - Privately owned vehicles that belong to the Academy faculty/staff or students without consent or knowledge.
 - Barn and maintenance area.
 - All boiler and storage rooms.
 - All Academy motor vehicles, except when being officially transported by a member of Academy faculty/staff or maintenance crew.

- Tallapoosa Hall and Dixon Library after hours unless authorized by a staff member for use as a study space.
- Rappelling tower, unless supervised by faculty/staff.
- Chapel and Fellowship Hall, Supply, Auditorium, Indoor Swimming Pool, Gymnasium, and weight room unless supervised by faculty/staff.
- Cafeteria without staff supervision.
- Fenced area of the water tower.
- In another dormitory without permission from the student's Residential Director and the dormitory Residential Directors.
- Alumni house, print shop, and surrounding areas.
- Indoor/outdoor range.
- Cross-country trail, Ranger trail, and ponds unless coordinated with a staff member and following the buddy system.

Permitted and Prohibited Items

Allowed if secured by Residential Director or Coach

- Baseball bats
- Golf clubs
- Airsoft guns and equipment
- Paintball guns and equipment
- Bow & arrows
- Bikes
- Workout powders: Protein, BCAAs, and Creatine
- Sunflower seeds

Allowed with Permission or Earned Privilege

- Mini-fridge: seniors or students who hold certain positions of authority or designated residential assistant. Check with the Director of Residential Life before bringing it to campus.
- Personal vehicles
- Personal laptops/iPads
- Cash or credit cards - must be secured with the Family Engagement Coordinator unless a permission form is signed by a parent/guardian.

Prohibited Items

- **Home and Utility**
 - No TV over 32 inches
 - Smart Assistant Devices (Alexa, etc.)
 - Extension cords, multi-plugs, or outlet multipliers
 - Candles/Wax warmers
 - Tools of any kind (screwdrivers, wrenches, etc.)
 - Lighters
- **Appliances and Cookware**
 - Electrical appliances (coffee pots, Keurigs, hot water kettles/hot pots, corn poppers, electric skillet, microwave ovens, electric heating spoons, waffle

- makers, electric blankets, air fryers, etc.)
 - Glass jugs
 - Portable air conditioners or heaters
- **Other Items**
 - Firearms of any type, real or imitation
 - Fireworks or explosives of any type
 - Swords of any kind
 - Ammunition
 - Knives of any kind
 - Darts and a dartboard
 - Aerosol containers/cans of any type
 - Energy drinks
 - Pre-workout
 - Chewing gum
 - Mouthwash containing alcohol
- **Drug and Alcohol Paraphernalia**
 - All alcohol products
 - All drugs or related paraphernalia (syringes, needles, pipes, inhaling devices, rolling papers, etc.)
 - Vapes or related paraphernalia
 - THC pens, edibles, gummies, or related paraphernalia
 - All tobacco and nicotine products, including but not limited to cigarettes, cigars, Zyns, and chewing tobacco
 - Display items relating to alcohol, drugs, occult, death, etc.

Substance and Chemical Abuse

Southern Prep aspires to be a safe, drug-free, and tobacco-free environment to facilitate a safe, healthy educational environment for its students. Substance abuse is defined as the use or possession of a controlled substance, or any chemical, including inhalants, which alters a student's physical, intellectual, or emotional state. Our substance abuse policy includes random urinalysis testing and frequent physical searches of rooms, vehicles, property, buildings, and grounds by faculty personnel and contracted control substance abuse teams. The sanctions for substance abuse include suspension, dismissal, or expulsion.

Urinalysis Screening Program

- Random urine screenings for the presence of illicit substances are conducted for all students periodically throughout the year, and students may be tested more than once a school year.
- A student may also be tested if there is reasonable suspicion that they are involved with drugs/chemical substances.
- The cost for a urinalysis screening is \$15.00 and will be charged to your FACTS account.

Alcohol/Drugs/Chemical Substance

- Whenever it is evident that a student is using, under the influence of, in possession of, or trafficking in, drugs/chemical substances or drug paraphernalia, they may be immediately

dismissed from the Academy. Further, if circumstances exist to cause reasonable suspicion of substance abuse by a student, the Academy will require an immediate substance abuse test. If the test result is positive, the student may be dismissed from the Academy. Students who refuse to undergo substance abuse testing may be dismissed.

Tobacco & Nicotine

- Tobacco and nicotine devices are prohibited. The possession or use of chewing tobacco, snuff(dip), cigarettes, cigars, vapes, etc., is prohibited. For those students who demonstrate a problem with tobacco and nicotine, every effort will be made to counsel and modify the behavior. If it becomes apparent that the student's behavior cannot or will not be modified, continued tobacco/nicotine offenses may result in suspension or dismissal from the Academy.

Disciplinary Process

When a potential student violation of the Academy's expectations, rules, policies, procedures, or Honor Code occurs, the following general process will be followed:

1. **Report and Initial Review** - Alleged misconduct may be reported by faculty/staff or students by completing an incident report form with the Director of Residential Life. The Director of Residential Life will conduct an initial review to determine the nature and seriousness of the concern and whether immediate action is necessary to protect safety or good order.
2. **Investigation and Fact-Finding** - The Academy will gather relevant information in a fair and timely manner. Students may be asked to provide an account of the incident and are expected to be honest and cooperative throughout the process.
3. **Administrative Review** - Based on the information gathered, the matter may be resolved by the Director of Residential Life with a Student Conduct Notice or referred to the Academic and Disciplinary Board, depending on the severity or frequency of the misconduct.
4. **Determination and Response** - Disciplinary decisions will consider the nature of the violation, the student's conduct history, intent, and impact on the community. Disciplinary responses will be proportionate and may include corrective actions, restorative measures, loss of privileges, probation, suspension, or other consequences.
5. **Notification and Follow-Up** - Students and parents/guardians will be notified. When necessary, the Academy may require counseling, mentoring, or additional conditions to support the student's return to good standing.
6. **Appeal Process** - Appeals are generally limited to questions of process, new information, or proportionality of the disciplinary response. Appeals must be submitted in writing within 72 hours of the punishment being imposed to the person authorized to issue the Student Conduct Notice or Conduct Resolution Report. The President may choose to reduce or add to the punishment.

Disciplinary Actions

- **Extra Duties** - Mandatory performance of extra duties beyond that required of students in good standing may be awarded as punishment. The duties may be physical work or campus service hours. Extra duties will be specific, conducted for specified hours, and supervised. These duties will only be performed during what would normally be considered “off-duty” time.
- **Restriction** - From electronic devices for a specified period of time. These limitations will be made known to the student when punishment is awarded.
- **In-School Suspension (ISS)** - Assigned at any time by either the Dean of Academics. The student will report to the ISS classroom to be supervised by the Director of Residential Life or an assigned designee. The student will only have access to the school-issued Chromebook. Personal devices are strictly prohibited.
- **Out-of-School Suspension (OSS)** - Temporary removal from school and school-sponsored activities for a specified period of time. During OSS, the student may not attend classes, participate in extracurricular activities, be present on campus, or attend school-sponsored events. Students assigned OSS are not permitted to make up assignments, quizzes, tests, or other academic work missed during the suspension and will receive grades in accordance with the Academy’s grading policies.

Academic and Disciplinary Board

The Academics and Disciplinary Board (A&D) will uphold Southern Preparatory Academy’s standards of academic excellence, personal integrity, and responsible conduct. The A&D Board serves to ensure that academic and behavior expectations are applied fairly, consistently, and with regard for the well-being and development of each student.

In carrying out the A&D Board’s responsibilities, the A&D Board seeks not only to address academic and disciplinary concerns but also to promote accountability, learning, and growth. The A&D Board is guided by the principles of respect, honesty, proportionality, and educational purposes, with the goal of supporting students in meeting the Academy’s expectations and preparing students for responsible participation in life.

The A&D Board comprises Academy staff, including the Director of Engagement, Director of Residential Life, Dean of Academics or Assistant Dean, Athletic Director, and Residential Director. At the request of the student, a character witness may be allowed.

- Before the A&D Board convenes, the student’s parent/guardian will be notified by the Director of Engagement or Director of Residential Life.
- The A&D Board will consider all relevant facts, statements from witnesses, and any mitigating circumstances from the student.
- The A&D Board will provide a recommended Conduct Resolution Report to the President for approval. The recommendation may include, but is not limited to:
 - Loss of privileges
 - Campus service hours
 - In school suspension

- Out-of-school suspension
- After school detention
- Dismissal
- Upon the President's approval, the Director of Engagement or Director of Residential Life will notify the student's parent/guardian and issue the Conduct Resolution Report to the student.
- The A&D Board may also be convened to make recommendations concerning the reinstatement of a student into the Academy.

Dismissal

Dismissal, the physical separation of a student from the Academy, occurs with a recommendation from the A&D Board and the President's approval. The Director of Engagement or Director of Residential Life will notify the student and the student's parent/guardian.

A student's dismissal is for the remainder of the semester or academic year. The student is not authorized on the Academy campus after dismissal. Exceptions may be given by the President.

A student who is dismissed for disciplinary reasons, or withdrawn in lieu of dismissal for disciplinary reasons, and is unable to depart the Academy grounds immediately will be kept under constant supervision.

Any re-admittance will require a request for re-enrollment. Re-admittance may be contingent upon the satisfactory completion of conditions set forth by the A&D Board.

Health

The health and well-being of each student, physically and emotionally, are integral to the success of each student at Southern Prep Academy. The following information outlines the roles, responsibilities, and policies regarding the personnel and facilities of the infirmary.

Southern Prep Academy employs a licensed professional nurse who oversees the health and wellness needs of both residential and day students. The infirmary is stocked with commonly used over-the-counter medications for the treatment of minor illnesses and injuries.

Students may not possess over-the-counter medications at school. All medications must be stored and administered through the infirmary.

The Academy Nurse Is Responsible For:

- Assisting with virtual medical appointments (*Please schedule between 8:00 a.m. and 3:00 p.m. CST*)
- Maintaining, inventorying, and dispensing all prescription and approved over-the-counter medications
- Assessing and evaluating students for illness or injury
- Ensuring compliance with required immunizations and sports physicals
- For residential students: Coordinating and scheduling necessary off-campus health

- appointments
- Serving as the primary point of contact for parents, physicians, and the Academy regarding student health concerns

Parent/Guardian Communication

Parents/guardians will be notified as soon as reasonably possible when any of the following occur:

- Any illness or injury requiring off-site medical evaluation or emergency services
- Fever above **100.4°F**
- Persistent symptoms such as vomiting, diarrhea, respiratory distress, or severe pain
- Head injury, suspected concussion, or a significant fall
- Any injury requiring splinting, immobilization, or wound care beyond basic first aid
- Any condition affecting the student's ability to participate in school or program activities
- Treatments requiring monitoring, follow-up, or activity restriction
- Known or suspected exposure to a communicable illness identified by school staff

Parents/guardians may be asked to pick up their student when:

- A health condition requires evaluation or follow-up beyond what the school can safely provide
- A communicable condition is suspected or confirmed
- The student is unable to comfortably or safely participate in school activities
- A healthcare provider recommends removal from school until symptoms improve or resolve

When Students Become Sick or Injured

A morning sick call is done at breakfast daily. Students may be referred to the Academy Nurse throughout the day by any employee, and the nurse will determine a treatment plan. During periods of high seasonal illness or when individual circumstances warrant, parents may be asked to pick up their student—residential or day—for appropriate medical care. This may include psychological evaluations, post-surgical needs, at-risk behaviors, or other conditions as determined by the Academy Nurse.

Sick Quarantine Procedures

Students who require isolation will be supervised in the infirmary.

- Day students: Parents will be notified and must pick up their student as soon as possible.
- Residential students: Parents will be notified and may pick up their student to care for them at home.
 - Residential students who must stay overnight in the infirmary will incur a fee of \$60 per night.

Off-Campus Health Appointments

- Residential Students

- The Academy Nurse may assist with scheduling approved off-campus appointments and coordinating transportation to and from appointments.
- Parents should contact the nurse before arranging off-campus care to determine whether the concern can be managed on campus and to schedule with minimal academic disruption.
- Day Students
 - Parents of day students are responsible for arranging transportation and managing attendance at off-campus appointments. To avoid conflicts, please notify the Academy Nurse prior to scheduling.

Hospitalization

If a student is hospitalized, parents may be required to pick up the student at discharge. Students must remain home for at least 48 hours after discharge unless otherwise cleared by the Academy Nurse.

Medication

- If a student takes prescription medication, the Academy Nurse is responsible for tracking refill needs for residential students. Once the student is down to a 7–10 day supply of medication, parents will be notified. **Parents may choose to pick up medicine at their personal pharmacy and ship it to the school address ATTN: Academy Nurse.** Parents also have the option to have the medication called into our local pharmacy for staff to pick up at an additional cost.
 - Lakeshore Discount Pharmacy (preferred)
 - 221 E South St, Dadeville, AL 36853
 - (256) 825-0063
 - Walgreens Pharmacy
 - 459 N Broadnax St, Dadeville, AL 36853
 - (256) 825-4242

Safety

Southern Prep utilizes a Parent Alert System through FACTS SIS to communicate important information to parents and guardians. Notifications regarding weather-related updates, school delays or cancellations, emergency situations, and other safety concerns may be delivered via phone call, text message, and/or email. Parents and guardians are responsible for ensuring that their contact information remains current with the school to receive timely notifications.

Visitors

All visitors arriving on the campus of Southern Preparatory Academy during normal business hours must report to the Administrative Office located in the Main Office to officially check in. Visitors arriving outside of normal business hours must report to a Residential Director to complete the official check-in process.

All visitors, including alumni, day students, and parents, are not permitted in the residential buildings at any time without permission from the Director of Residential Life or the student's Residential Director.

Severe Weather

When severe weather alerts are received, all faculty/staff and students will evacuate classrooms and buildings and move in an orderly manner to the lowest floor in the building with their backs against the wall.

Fire

It is the duty of each individual to report known or suspected fire hazards.

- Reporting A Fire
 - Alert personnel in the building.
 - Give a fire alarm signal
 - Rapid ring of a fire bell, a bugle call, or the shouted command "Fire."
 - Report to the adult present for instructions.
- Academic Area Fire Procedure
 - The teacher present is in charge.
 - Teachers will evacuate their students. A teacher may designate students to assist, as needed.
 - Teachers will remove all necessary documentation and secure all windows and doors.
 - Students will evacuate the building in an orderly manner and gather in their designated areas.
 - Teachers will control their section and remain in their designated gathering area until given further orders.
- Dorm Area Fire Procedure
 - Residential Directors (RDs) are in charge.
 - RDs will evacuate their students. RDs may designate students to assist, as needed.
 - Students will evacuate the dorm in an orderly manner and gather in their designated areas.
 - RDs will direct the use of extinguishers.
 - RDs will control their section and remain in their designated gathering area until given further orders.

Active Threat

It is the duty of each individual to report known or suspected internal and external threats.

- Run, Hide, Fight
- Run if you can; Hide if you can't; Fight only as a last resort.

- Lockdown and silence all devices.
- Use cell phones for official communication only.
- Proceed to safe staging areas only when cleared.
- Understand and respond appropriately to color codes.

RED	Active Threat on Campus	Full Lockdown
YELLOW	Suspicious Activity	Lockdown Warning
GREEN	All Clear	
BLACK	External Threat	Secure Perimeter

Accounting for all students and faculty/staff is the highest priority immediately after an active threat. The following process should be followed to ensure the safety of all on campus.

- Faculty/staff will conduct student roll calls.
- Faculty/staff will report the results of the roll call to the Director of Residential Life.
- Faculty/staff will attempt to verify the whereabouts of any missing students through communicating with other areas before reporting to the Director of Residential Life.
- The Director of Residential Life will report to the President.
- The President will report to Law Enforcement.

Attendance

Southern Preparatory Academy expects all students to attend school consistently and arrive on time to maintain high academic standards and meet all course requirements. The academic day is from 8:00 am to 3:30 pm. All students are expected to be in their homeroom by 8:00 am and remain on campus until the end of the academic day unless officially dismissed early. All students will report to all classes, assemblies, and mandatory activities unless excused.

Daily Routine

- All Residential Students wake up at 6:30 am.
- All Residential Students assemble at 7:15 am for accountability.
- Day Students may arrive on campus no earlier than 7:20 am and must report to the Ranger Cafe unless otherwise authorized by faculty/staff.
- Breakfast is served at 7:20 am.
- Academic day begins at 8:00 am.
- Lunch is served at 11:30 am.
- Academic day ends at 3:30 pm.
- Dinner is served Monday-Thursday at 6:00 pm and Friday-Sunday at 5:00 pm. (Times may vary due to on-campus activities)

Tardiness

- Any student arriving at their homeroom after 8:00 am is considered tardy and must sign in at the Registrar's Office before reporting to class.

- Three (3) tardies equal one (1) unexcused absence

Excused Absences

- Illness
- Medical appointment
- Court appearance
- Family emergency
- Bereavement
- Religious obligation
- Job shadowing
- College visit
- Any other absence pre-approved only by the Dean of Academics

Any absence without prior approval or proper documentation is considered an unexcused absence. Documentation in support of an absence must be provided no later than three (3) business days after the absence. When a Day Student is absent from their homeroom, the student's parent/guardian will be notified by the Academic Office.

When a student accumulates five (5) or more unexcused absences per semester, the Dean of Academics will conduct an academic standing review, and a parent meeting will be scheduled.

When a student accumulates ten (10) or more excused absences per semester, the Dean of Academics will conduct an academic standing review, and a parent meeting will be scheduled.

Absence Documentation

- Student's parent/guardian note
- Doctor's note
- College visit registration
- Other documentation related to the absence

Sign In/Out Procedure

Day Student - Day Students should arrive no later than 7:50 am. Drop off is located at the top of Ward Circle, closest to Tallapoosa Hall. Day Students arriving at the Academy after the start of the academic day or needing to depart prior to the end of the academic day will sign in/out in the Academic Office. The student's parent/guardian must notify the Academic Office by phone or email. If unable to pick up a student at 3:30 pm, please have them check in with Ms. Dalis in our Rec Deck located in Hill Hall. This is where they will be able to stay until you arrive.

Residential Student - The Director of Residential Life is authorized to regulate all Residential Students' leave and departures from the Academy. Early departures or late returns, unless approved by the Director of Residential Life and Dean of Academics, are considered unexcused absences and will result in appropriate disciplinary action.

- **Leave** - All leave requests, including weekend leave, should be initiated by the student's parent or guardian. Parents/guardians are asked to notify the Family Engagement Coordinator so that appropriate arrangements can be made. While advance notice is appreciated whenever possible, we understand that plans may change and will work with families to support their needs.
 - **Weekend Leave** - Friday 3:45 p.m. until Sunday by 6:00 p.m.
- **Day Pass** - The student's parent/guardian may request a day pass to take a student off campus. The student's parent/guardian should coordinate the request with the Family Engagement Coordinator. Day passes are issued during the following days and times:
 - Monday - Thursday from 4 pm-7 pm;
 - Friday from 4 pm-9 pm;
 - Saturday from 8 am-9 pm;
 - Sunday from 8 am-6 pm

Campus Closures and Airport Transportation

The Academy observes scheduled closures during Thanksgiving Break, Christmas Break, and Spring Break. Because all residential facilities and services are closed during these periods, boarding students are required to leave campus and return home or to an approved guardian.

Parents and students are expected to carefully observe all published departure and return dates. Students may not remain on campus after the designated closing time and may not return before the scheduled reopening time, as supervision, cafeteria services, and residential staff are not available during campus closures.

To minimize disruptions to academic programs, extracurricular activities, and Academy operations, families are asked to avoid requesting early departures, extended vacations, or late returns outside of the published break schedule.

Scheduled Campus Closures

- Thanksgiving Break
 - Campus Closes: Saturday, November 21
 - Campus Check-In: Sunday, November 29 (12:00 p.m. until 6:00 p.m.)
- Christmas Break
 - Campus Closes: Friday, December 18
 - Campus Check-In: Sunday, January 3 (12:00 p.m. until 6:00 p.m.)
- Spring Break
 - Campus Closes: Saturday, March 13
 - Campus Check-In: Sunday, March 21 (12:00 p.m. until 6:00 p.m.)

Academy transportation to and from the airport is also available on the dates listed above. The Academy will communicate any changes to the school calendar or closure schedule as soon as reasonably possible.

Airport Transportation

All student travel should be coordinated through the Family Engagement Coordinator. This includes travel for school breaks, weekends, the beginning of the school year, and the end of the school year.

Airport transportation is provided by the Academy for mandatory school breaks and designated travel days only for an additional fee. Parents are responsible for purchasing airline tickets and ensuring that travel arrangements comply with the Academy's transportation guidelines.

Please note that shuttle schedules are coordinated around the travel plans of all students utilizing Academy transportation. As a result, students may experience waiting periods at the airport before departure or after arrival.

Flight Scheduling Guidelines

The Academy is approximately two hours from the airport. To ensure timely transportation and adequate staffing, families must schedule flights within the following windows whenever possible.

Non-Unaccompanied Minors

- Departing Flights must be scheduled after 12:00 p.m. EST.
- Returning Flights must arrive before 4:00 p.m. EST.

Unaccompanied Minors

- Departing Flights must be scheduled between 12:00 p.m. and 4:00 p.m. EST.
- Returning Flights must be scheduled between 12:00 p.m. and 4:00 p.m. EST.
- Please consult your airline regarding its specific policies and requirements for unaccompanied minors.

Travel Coordination

Parents are encouraged to book airline reservations as early as possible for all mandatory school breaks. Airline ticket information and confirmation numbers must be submitted to the Family Engagement Coordinator no later than seven (7) days before the scheduled departure date.

Travel information should be sent to:

Nichol Morgan, Family Engagement Coordinator
nichol.morgan@southernprepacademy.org

Transportation on an Academy shuttle cannot be guaranteed for travel arrangements submitted less than seven days before departure.

Alternative Transportation

Families may choose to use alternative transportation services. A commonly used option is

Groome Transportation, which provides service between Auburn, Alabama, and Atlanta Airport.

Groome Transportation information and reservations can be found at:

<https://groometransportation.com/auburn/reservations>

For mandatory leave only, Academy transportation to and from the Groome office is available between 7:00 a.m. and 10:00 p.m.

Transportation Fees

- Shuttle to Atlanta Airport: \$40
- Shuttle from Atlanta Airport: \$40
- Transportation to Groome Office: \$25
- Transportation from Groome Office: \$25
- Transporting an Unaccompanied Minor: \$75
- Accommodating Transportation of an Unaccompanied Minor outside of designated times: \$375

REAL ID and Identification Requirements

Federal regulations require travelers 18 years of age and older to present a REAL ID-compliant driver's license, identification card, or passport for domestic air travel.

Students who travel by air should have a valid REAL ID-compliant identification card or passport. For safekeeping, these documents may be secured by the Family Engagement Coordinator and returned to students when needed for travel.

Dress Code and Appearance Standards

Southern Preparatory Academy's dress code and appearance standards are intended to promote respect, personal pride, and a professional appearance. The dress code and appearance standards apply to all students, regardless of enrollment status, both on and off campus, as representatives of the Academy. Students participating in the Corps of Cadets and Junior Reserve Officer Training Corps (JROTC) program are expected to uphold additional standards consistent with military discipline and bearing.

Students are expected to follow the dress code and appearance standards at all times. Those who are non-compliant may be asked to correct the issue before attending class or activities.

All faculty and staff share responsibility for helping maintain these standards and will work with students to address any concerns properly. Repeated or intentional violations may result in disciplinary action. The Director of Residential Life has the final authority on all matters related to the dress code and appearance standards.

Daily Uniform Schedule

The daily uniform schedule applies to all students and will be worn for morning assembly,

breakfast, academic day, and all events/functions where the student is representing the Academy, both on/off campus.

	ALLOWABLE ITEMS
Shirt	Academy polo in white, navy, black, or grey
Pant	Male - khaki or navy pants or shorts Female - khaki or navy pants, skirt, or skort; plaid skirt or skort
Belt	Brown or black belt worn with pants or shorts, not required for skirt or skort
Shoes	Brown or black loafers or boots; neutral color athletic shoes or flats
Outerwear	Academy items include zip-ups, quarter zips, rain jackets, crewnecks, and sweatshirts; Non-branded white, navy, black, or grey items without excessive logos or graphics.
Spirit Gear	Any Academy shirt (excludes grey PT shirt). Jeans are allowed.

Monday-Thursday	Any color Academy polo with khaki or navy pants, shorts, skort, or plaid skirt
Friday	Spirit gear with khaki or navy pants or jeans. If no spirit gear, any color Academy polo.
Athletic Event Day	Participating athletes may wear the Under Armour Athletic Package attire with neutral color athletic shoes.

- Students may not wear a navy polo with navy pants.
- Shirts must be tucked in.
- All pants will be free from holes, rips, and tears.
- Clothing that is excessively tight, short, or loose-fitting will not be worn.

Personal Clothing

Students may wear personal clothing after the academic day has ended (3:35 p.m. Monday through Friday) and on weekends. Personal clothing may not be worn during the academic day unless specifically authorized by the Director of Residential Life. All personal clothing must be appropriate, neat, and consistent with Academy standards.

Unless otherwise approved, students are expected to wear the appropriate Academy uniform at:

- On-campus athletic events
- On-campus community events
- School-sponsored off-campus activities
- Other designated Academy functions

General Student Grooming Standards

The Academy will provide an on-campus barber; however, should a student wish to have someone different cut their hair, that financial responsibility will be on the parent.

- All students must maintain good personal hygiene, including regular bathing, oral care, and grooming.
- Clothing must be clean, properly fitted, and worn in accordance with school uniform standards.
- Hair color must appear natural to human hair (black, brown, blonde, auburn, or gray). Unnatural colors, including purple, blue, green, pink, and neon shades, are not permitted.
- Students may wear natural hairstyles, including braids, twists, locs, cornrows, and other protective styles, provided they are clean, neat, and well-maintained.
- Extreme hairstyles or distracting designs, including shaved patterns, graphics, symbols, words, or images, are prohibited.
- Head coverings may not be worn indoors unless approved for religious, cultural, or medical reasons.
- Fingernails must be clean and maintained at a moderate length.
- Jewelry and accessories must:
 - Be safe and not create a risk during classes, laboratories, athletics, or other school activities.
 - Be non-distracting and not interfere with learning or school operations.
 - Be in good taste and free from offensive, inappropriate, or disruptive symbols or messages.
 - Be of reasonable size and quantity for an academic setting.

Male Student Standards

- Hair may extend to the collar, but not below, and may touch the ears when maintained in a neat and professional manner. Hair must not obstruct vision, create a safety hazard, interfere with the proper wear of uniforms, headgear, or required safety equipment, or appear unkempt. Hair must be styled to allow clear vision and may not cover the eyes or face.
- Earrings are not permitted.
- Students must be clean-shaven. Mustaches are permitted if neatly trimmed, conservative in appearance, and do not extend beyond the corners of the mouth or cover the upper lip. Beards and goatees are not permitted.

Female Student Standards

- Hair must be clean, neatly styled, and maintained in a manner that does not obstruct the eyes or face.
- Simple hair accessories are permitted, provided they are conservative, non-distracting, and complement the school uniform.
- Makeup, if worn, should be minimal and natural in appearance.

Electronic Devices

Southern Preparatory Academy believes the use of electronic devices - phones, smartwatches,

earbuds, school-issued and personal computers/tablets, iPods, gaming systems, handheld games, mp3 players, and any electronic or battery-powered device that receives or transmits a wireless signal is a privilege.

Students are strictly prohibited from photographing, audio or video recording individuals without their permission. Any student taking, sending, portraying, sharing, or in possession of inappropriate pictures or videos of themselves or of other individuals will be subject to disciplinary action as well as law enforcement notification.

When faculty/staff have a reasonable suspicion to believe a student has violated a policy through the use of any electronic device, that device may be confiscated and subject to a reasonable search. Confiscated items will be placed in the Dean of Academics' or the Director of Residential Life' office, and the student's parent/guardian will be contacted. Parental consent must be obtained prior to any justifiable search.

Academy Issued Devices

The Southern Preparatory Academy issues a Google Chromebook to each student for the school year as part of its 1:1 initiative. The Chromebook remains the property of the Southern Preparatory Academy. Students receive their Chromebook after all enrollment fees have been paid. The device is on loan to the student and must be used according to the Chromebook Policies and Procedures, the school's Acceptable Use Policy, and all applicable laws. The school's administration considers all internet-capable devices used at the Academy to be under this policy.

Usage and Care

- Responsibility: Students are responsible for the care of their Chromebooks and peripherals, and for keeping them in good working order. Students must also keep the battery charged daily and bring the device to school fully charged. The Chromebook must never be left in an unsupervised area, such as an unlocked locker or car.
- Prohibited Actions: Students are not allowed to place any writing, drawing, stickers, or labels on the Chromebook that are not the property of the school.
- Account and Software: Students must not share their passwords. Inappropriate media, including guns, weapons, or gang-related images, may not be used as a screensaver or background photo. Students are prohibited from downloading unapproved apps, music, videos, or games. Students may be directed to remove content if it compromises storage for instructional materials. "Jailbreaking," "Power washing," or modifying the configuration of the Chromebook is a strictly prohibited action and will result in disciplinary action.

Disciplinary Actions

Violations of the Chromebook or Electronics policy may result in disciplinary action.

- First Violation: Warning
- Second Violation: Loss of Chromebook and internet access for 24 hours, and a report to the LCDD
- Third Violation: Consequences are at the discretion of the Dean of Academics &

Director of Residential Life.

- General Violations: Any disciplinary action is subject to the discretion of the Dean of Academics, Director of Residential Life, and President. Disciplinary actions can include In-School Suspensions and Out-of-School Suspensions.

Repairs and Fines

- Reporting Damage: Any damage, loss, or theft of a Chromebook must be reported to the administration immediately. All repairs must be performed or coordinated by Southern Preparatory Academy Technology Staff.
- Costs: Hardware and software repairs not caused by misuse are covered by the school. However, any accidental or intentional damage will incur a repair cost for the student. The vendor warranty does not cover accidental or intentional damage. After two incidents of accidental or intentional damage, a student may lose Chromebook privileges.
- Replacement Costs:
 - Repair/Replacement Chromebook: \$330
 - Repair/Replacement Touch Screen: \$75
 - Repair/Replacement Keyboard & Touchpad: \$75
 - Repair/Replace keyboard only: \$30
 - Replacement Charger: \$30
- Lost or Unreturned Items: Chromebooks and chargers must be returned on or before the last day of school or on the date a student terminates their enrollment. Failure to return the device and its accessories may result in a withholding of school records. The student and/or parent/guardian will be responsible for the replacement cost.
- Southern Preparatory Academy owned Chromebooks, and computers will be enabled on campus to use the wireless internet band (CB-Wifi). Personal devices may use either CB Wifi or Student Wi-Fi. Personal computers are only allowed with prior permission from the administration and the Technology Department.

Summary and Additional Information

- Chromebooks are monitored using third-party software (GoGuardian), as well as a combination of other website filters to limit student browsing abilities.
- Every student is provided with an email address for school use. These email addresses cannot receive or send email outside of the southernprepacademy.org domain without express permission.
- Students who have personal cellphones are not restricted by the school, other than the campus-wide filters when connected to the campus Wifi.
- Student Wifi (CB-Wi-Fi and Student-Wi-Fi) may be accessible outside of school hours. Availability times are subject to change.

Personal Devices

Students are authorized, but not required, to have personal electronic devices. To use a personal electronic device on campus, the student and their parent/guardian must have a signed Smartphone-Social Media Agreement on file with the Academy.

Inappropriate use of personal devices is prohibited and will result in disciplinary action. The Academy is not responsible for lost, stolen, or misused personal electronic devices.

If a student violates the personal electronic device policy and refuses to turn over their device, the student will be considered "willfully disobedient". All devices are subject to inspection and monitoring by faculty/staff while on the Academy campus. Students will provide passwords to devices when asked by faculty/staff. Failure to comply will result in the loss of privilege to use personal electronic devices or disciplinary action.

Classroom Usage

Southern Preparatory Academy does **NOT** permit the use of personal devices during the academic day and in any instructional spaces. Personal devices will only be permitted during lunch or break times. Personal laptops may only be used during the specific class for which permission has been granted by the Dean of Academics. If a teacher requests students to use a personal device other than their assigned Chromebooks for a specific assignment, the teacher must first obtain permission from the Dean of Academics.

Consequences for Violation

When a student's personal device is **used, seen, or heard** during class, the following consequences will apply:

- 1st Offense: The teacher confiscates the device, and it will be returned to the student at the end of the day by the Dean of Academics.
- 2nd Offense: The teacher confiscates the device, and it will be returned to the student at the end of the school day by the Dean of Academics. Academic Office referral is filed, and the student's parent/guardian is notified.
- 3rd Offense: The teacher confiscates the device, and it will be returned to the student at the end of the school day by the Dean of Academics. Academic Office referral is filed, and the student's parent/guardian is notified that the student will lose personal device privileges during the school day.

Game Systems and Other Handheld Gaming Devices

- High school students will have access to, and retain, their game systems and handheld devices at all times. Students are expected to use their devices responsibly and understand that it is their responsibility to manage their sleep schedule.
- Middle school students will be issued their game systems and handheld devices after school and have their devices stored in the Residential Director's office during lights out.
- Game systems and other similar devices are never to be in or used in the school building.
- If caught using a portable game system or like device in the school building, the system will be confiscated, and the student will lose their privilege for a period of time to be determined by the Director of Residential Life. If suspended from using a game system and then caught using another student's game that individual who lent the system will have it confiscated. The use of game systems can be revoked by the Director of Residential Life or Residential Director at any time if students do not follow the policies

- outlined.
- Game system usage times can be changed at the discretion of the Director of Residential Life.

Cell Phones

The Residential Directors may withhold issuing cell phones or collect cell phones when they deem the student has not earned that privilege.

- While the use of cell phones by students is allowed, subject to these rules, the use of a cell phone to take, store, or transmit inappropriate pictures is strictly prohibited.
- Unauthorized use of a cell phone will result in the phone being confiscated for a period of time. If suspended from using a cell phone and then caught using another's cell phone, that individual who lent the cell phone will have their phone confiscated.
- The Residential Directors have the discretion to determine whether a student gets use of their cell phone. The general guideline is that if a student is in good standing, they should be able to have their phone. If a student's privileges are revoked, the Residential Directors will notify the parent or guardian.
- Students are advised that they are responsible for the security of their phones while in their possession and for any subsequent bills generated. Questions on cellular phone bills are strictly between the student and their parent/guardian.
- Students in violation of the above policies may have their cellular telephone privilege revoked in addition to any other disciplinary action deemed appropriate. These regulations may be amended at any time by the Director of Residential Life, with the advice and consent of the President.

Authorized Users

- **9th -12th** grade will have the privilege of having phones at all times. While in school, they will follow the Academic Department's Cell Phone Policy. If a student violates the policy, they may lose the privilege of keeping their phone at all times.
- **Middle School** students will turn their phones in before bed Sunday through Thursday to the Resident Director and retrieve them before school the next day. They will be able to keep their phones for the weekend after school on Friday.
- Parents/Guardians may request additional limitations on their student's cell phone access or use. Requests will be considered on an individual basis and accommodated when reasonably possible based on the Academy's ability to implement and supervise the requested limitations.

Internet Governance

Internet governance at Southern Preparatory Academy is managed through several levels of filtering and monitoring designed to promote student safety, support academic success, and ensure appropriate use of technology.

At the network level, students have access to two Wi-Fi services. The "CB-WiFi" network is intended primarily for student Chromebooks and academic use. While other devices may be able

to connect, access may be limited based on time of day, internet usage, and content-filtering settings. Chromebook internet access is assigned based on each student's Academy account and technology tier. When students log in to their Chromebooks, the appropriate internet permissions and restrictions are automatically applied. Different filtering policies may be used during school hours and after school hours. The "Student-WiFi" network provides access for approved personal devices, including gaming systems and streaming services. This network is also subject to Academy monitoring and filtering and is available until 11:00 p.m.

All students are restricted to using Academy-approved email services. Twelfth-grade students may be granted access to external email unless they have been assigned to Tier 1 (Bronze) status. Students in all other grade levels remain restricted to internal email regardless of tier status.

The Academy recognizes that Artificial Intelligence (AI) tools are increasingly used in academic, professional, and personal settings. When used appropriately, AI can support learning, research, organization, and skill development. However, AI must never replace a student's own thinking, effort, or academic responsibility. Students are expected to use AI tools in a manner consistent with the Academy's Honor Code, academic integrity standards, and commitment to personal growth.

Acceptable uses of AI may include brainstorming ideas, organizing thoughts, reviewing concepts, practicing skills, or receiving feedback on work when permitted by faculty or staff. Prohibited uses of AI include submitting AI-generated work as one's own without permission, using AI to complete assignments or assessments in place of original student effort, bypassing learning objectives, generating false information or sources, or engaging in academic dishonesty.

Faculty and staff will communicate when and how AI tools may be used for specific assignments. When in doubt, students are responsible for seeking clarification before using AI. Improper use of AI constitutes academic dishonesty and will be addressed in accordance with Academy disciplinary policies.

The Academy reserves the right to modify internet access privileges, filtering categories, and technology tier assignments as needed to support student safety, academic success, and network security.

Tier 0 - All Students

All students are prohibited from accessing websites that are illegal for minors or that contain harmful or high-risk content, including academic dishonesty, malicious websites, controlled substances, pornography, and sexually explicit material(excluding health-related information).

Tier 1 - Bronze

This is the most restrictive internet access level and is primarily intended for use during school hours. Students have access to the websites and resources necessary for daily academic activities while limiting access to potentially distracting content. Restrictions include, but are not limited to, social media, entertainment, gaming, shopping, sports, news, travel, translators, and other

non-academic content. Students may not install programs, extensions, or use personal email accounts on Academy devices. YouTube access is restricted at this level. Teachers may request approval for specific videos needed for classroom instruction.

Tier 2 - Silver

This level is generally used after school hours and provides students with greater internet access while continuing to block inappropriate, unsafe, or distracting content. Restrictions continue to include academic dishonesty, controlled substances, malicious websites, pornography, sexually explicit content, social media, entertainment, gaming, and other categories determined by the Academy. Educational YouTube content is available at this level.

Tier 3 - Gold

This level includes all Silver privileges and provides additional access to educational and recreational websites, including approved blogs, forums, online reading materials, and games. Restrictions remain in place for academic dishonesty resources, controlled substances, malicious websites, pornography, sexually explicit content, and other inappropriate material. YouTube access is expanded to include educational, instructional, news, travel, and other approved content categories.

Tier 4 - Platinum

This level provides the greatest degree of internet freedom available to students. Social media, streaming services, and unrestricted YouTube access are permitted. However, websites related to academic dishonesty, controlled substances, malicious activity, pornography, sexually explicit material, and other inappropriate content remain blocked.

Extracurricular Activities

Southern Preparatory Academy recognizes the importance and benefits that extracurricular activities provide to all students. Extracurricular activities enhance academic performance, improve social skills, and provide opportunities for personal growth. They also help students develop interests and hobbies and shape well-rounded individuals.

While attending the Academy, a student's priority is to pursue academic excellence. When a student elects to participate in extracurricular activities, the student is responsible for effective time management.

Clubs and Organizations

- Alabama Youth Legislature
- Student Government Association
- Ranger Ambassadors
- Fellowship of Christian Athletes
- Bible Study
- Drones
- Robotics
- Mathematics Competition Team
- Agriculture
- Mock Trial
- Mountain Biking
- Photography

- Ranger Run Club
- Skilled Strategists
- Raider Team
- Rifle Team
- Color Guard
- Chess

Campus and Recreation

Our 330-acre campus is more than just an academic environment—it is a vibrant natural landscape ripe for wellness, exploration, and recreation. Students have access to natural and recreational spaces right outside their doors, including:

- **Trails & Wilderness:** Miles of scenic paths for hiking, running, and mountain biking. For those seeking an intense workout, the renowned Ranger Trail offers an excellent physical challenge.
- **Ponds & Waterways:** Two beautiful on-campus ponds, accessible for recreational fishing.
- **Athletic Facilities:** Comprehensive sports and recreational spaces equipped for both casual pickup games and structured athletic training.

Health, Safety, and Stewardship: To preserve the beauty of our campus and ensure the well-being of our community, all recreational spaces must be utilized in accordance with established safety protocols. *Students must obtain proper permissions and follow the buddy system where required, respect equipment guidelines, and prioritize personal and collective safety at all times.*

Bike Share Program

To ensure student safety and the longevity of our equipment, the following policy outlines the procedures and expectations for checking out school bicycles. Riding is a privilege that may be revoked if these guidelines are not followed.

Eligibility & Training

Before any student is permitted to check out a bike, they must:

- Attend a mandatory safety meeting covering bike use procedures, riding expectations, and trail safety.
- Sign an acknowledgement form confirming they understand the rules and responsibilities.

Check-Out & Check-In Procedures

Bicycles are stored in a secured area and must be accessed through a Residence Director (RD).

- **Notification:** Students must notify an RD when they wish to use a bike. The RD will unlock the storage room.
- **Logbook:** A check-in/out sheet is located in the storage room. Students must record the following:
 - Student Name(s)
 - Bike Number
 - Helmet Number (Helmets are mandatory)
 - Time Out and Time In
- **Walkie-Talkies:** One student in the group must sign out and carry a walkie-talkie for the duration of the ride.

Riding Groups & Supervision

For safety reasons, students are never permitted to ride alone.

- **The Buddy System:** Students must ride in groups of at least two.
- **Middle Schoolers:** Any middle school student wishing to ride must be accompanied by an upperclassman.
- **Boundaries:** Students are **under no circumstances** allowed to ride off-campus.

Equipment Care & Terrain

Bikes must be used on the appropriate terrain and returned in good condition.

Bike Type	Approved Terrain
Mountain Bikes	Trails and Pavement
Other (gravel, road, cruiser)	Pavement Only

Post-Ride Maintenance:

- **Cleanliness:** Students are responsible for cleaning their bikes after use. If a bike is muddy, it must be cleaned off before being returned to the storage room.
- **Reporting Issues:** Students must immediately report any damage or mechanical issues to the RD upon return. This includes **flat tires, chain issues, or brake malfunctions.**
- **Proper Storage:** Bikes should be returned to their designated storage areas and parked neatly to avoid damage to pedals or spokes.

Damages & Accountability

Students are expected to treat the equipment with respect.

- **Inspections:** Students should do a quick visual check of the bike (tires, brakes, chain) before heading out.
- **Liability:** If any damage occurs outside of normal wear and tear (e.g., resulting from misuse or off-road use of standard bikes), the student(s) will be held **financially responsible** for repairs or replacement.
- **Loss of Privilege:** Misuse of equipment, leaving campus, or failing to follow check-out/cleaning procedures will result in the immediate loss of bike privileges.

Note: Failure to report a flat tire or mechanical issue prevents the next student from having a safe ride. Please be responsible and keep our fleet in top shape!

Student Center

The Student Center serves as the heart of campus life, offering students a variety of spaces to gather, recharge, and participate in recreational activities outside the academic day. Whether spending time with friends, attending student events, or enjoying campus amenities, the Student Center supports a balanced and engaging student experience.

Game Room

The Game Room provides students with a fun and active space for friendly competition and recreation. Students can enjoy pool tables, ping pong, foosball, Xbox gaming, board games, puzzles, arts and crafts, and other activities during designated recreation times.

Movie Room

The Movie Room offers a comfortable setting where students can enjoy movies, sporting events, and other approved programming. It also serves as a venue for campus movie nights and special events throughout the year.

Ranger Canteen

The Ranger Canteen is the campus snack bar, offering a selection of food, beverages, and treats for purchase during designated hours. With its retro-inspired atmosphere, it provides a convenient place for students to grab a snack, take a break between activities, and spend time with classmates. Hours of operation vary throughout the school year, typically after school and on weekends.

Faith and Spiritual Life

Southern Preparatory Academy was founded on values shared across many faith traditions, including honesty, respect, service, and compassion. While we are not affiliated with any particular denomination or church body, **Southern Prep is anchored in nondenominational Christian faith.** Our Christian identity informs our character formation, campus culture, and approach to educating the whole student—mind, body, and spirit.

Faith and Academics

Faith is a foundational pillar of Southern Prep. It shapes our values, relationships, and moral framework. At the same time, faith is not the driver of our academic program, but a complement to it. Academic excellence stands on its own merit and is delivered through sound pedagogy, intellectual rigor, and evidence-based instruction. Faith serves to support and enrich the educational experience, not replace or override academic integrity.

We are committed to hiring highly qualified academic faculty based on professional credentials, expertise, and demonstrated excellence in teaching. Faculty are not required to adhere to a specific denomination or religious preference; however, all employees must understand, respect, and support the foundational role faith plays in our school culture and community.

Spiritual Life and Chapel

Because of our heritage and commitment to holistic formation, we host schoolwide chapel services grounded in the *Apostles' Creed* on Wednesdays at 10:45 am. All chapel services are open to families and the broader community.

We are willing to accommodate the needs and convictions of all students. Accommodations may be granted upon parent or guardian request, including:

- For boarding students: transportation to religious observances and/or denomination specific services (e.g., Mass and others)
- The ability to opt out of weekly chapel

Students who have been opted out of chapel will attend a supervised time of reflection held concurrently with chapel. This is an opportunity for quiet reflection in a respectful and silent environment.

We welcome and respect students and families from all backgrounds. We believe our students should learn to engage others with dignity and understanding, and we expect students to show respect for all faith traditions both on campus and in the broader world. To foster this, we will occasionally host leaders from other faith backgrounds to speak in cultural education settings outside of chapel services in order to promote cross-cultural awareness and understanding.

Vehicle Privileges

All students who drive to campus must have completed the student driver information in the enrollment packet, to include uploading: drivers license, vehicle registration, and auto insurance card. Once the enrollment is completed and submitted along with the required documents listed, the student will be permitted to drive a vehicle to campus.

The student will comply with the following:

- Southern Preparatory Academy will not be held responsible for any damage to the vehicle while it is parked on campus.
- Vehicles will be parked in the students' assigned parking area. Day Student parking is located on the back road in front of the cafeteria. Residential parking is located in front of the gymnasium.
- Residential students must turn in vehicle keys to a Residential Director or Director of Residential Life upon arrival on campus.
- The student must remove all needed items, as the student will not be allowed to access the vehicle until the end of the academic day.
- The vehicle is subject to being searched at any time by the Director of Residential Life, Director of Engagement, President, Residential Director, or a law enforcement officer at any time should probable cause present itself. Permission from the student's parent/guardian must be obtained prior to any justifiable search.
- The student may not have another student in the vehicle without prior written permission from both sets of parents/guardians submitted to the Family Engagement Coordinator.
- No other student is permitted to drive the vehicle.
- Any behavior deemed unbecoming of a student may result in the immediate removal of vehicle privileges.

Chapter 4 - Residential Life

Dorm Expectations/Student Belongings

Students are expected to respect the privacy, personal property, and living space of their roommates and fellow students.

To help maintain a safe, orderly, and comfortable living environment:

- Lights, televisions, gaming systems, and other electronics should be turned off when students leave their rooms.
- Lights and electronic devices must be turned off at designated lights-out times.
- Students are expected to sleep in their assigned beds and rooms unless otherwise approved by a Residential Director.
- Students will wear, at a minimum, boxer or brief-type underwear when sleeping.
- Only one student may occupy a bed at any time.

Student Room Standards

Students are expected to maintain their rooms in a clean, organized, and inspection-ready condition at all times. Room standards are designed to promote cleanliness, safety, personal responsibility, and respect for shared living spaces.

- **General Room Appearance**
 - Floors must be clean and free of clutter, trash, and obstacles.
 - One rug measuring no larger than 4 feet by 6 feet is permitted per room.
 - Room entrances and exterior stoops must be swept and kept free of debris.
 - Chairs should be pushed in and centered at desks when not in use.
 - Desks should be clean, organized, and free of dust, with all drawers fully closed.
- **Housekeeping Supplies**
 - Community trash cans must be emptied each morning before breakfast.
 - A clean trash liner should be placed in the can after it has been emptied.
- **Beds and Bedding**
 - Beds must be made daily, including weekends.
 - Bedding should include:
 - One fitted sheet
 - One top sheet
 - One pillow with a pillowcase
 - One blanket
 - Residential Directors may periodically inspect mattresses and bedding as part of routine health, safety, and cleanliness checks.
- **Lockers and Storage**
 - Lockers must remain locked when not in use.
 - Locker contents should be neat and organized.
 - Students should understand that lockers may be inspected when necessary for health, safety, or security reasons.
 - All food items must be stored in sealed plastic containers and kept inside lockers.
 - Personal sports equipment, hobby supplies, and miscellaneous belongings should

be stored in lockers whenever possible.

- **Personal Property and Equipment**

- Luggage may not be stored in student rooms and should be kept in designated storage areas.
- Exercise equipment, including weights, dumbbells, barbells, or similar items, is not permitted in student rooms without prior approval from the Residential Director.
- Any item that creates a safety hazard, interferes with room cleanliness, or damages Academy property may be prohibited or removed.

Students are expected to maintain these standards daily. Rooms may be inspected periodically to ensure compliance with Academy expectations for cleanliness, safety, and organization.

Health and Wellness Checks

Students are expected to maintain their living spaces in a clean, organized, and respectful manner that supports the health, safety, and well-being of the residential community. Learning to care for a personal living space is an important part of developing the independence, responsibility, and life skills expected in a college-preparatory environment.

To ensure that residential standards are maintained, student rooms, lockers, and their contents are subject to inspection by the Director of Residential Life or an authorized representative. Residential staff may enter and inspect rooms as necessary to address health, safety, security, maintenance, or policy concerns.

Residential Directors conduct weekly health and wellness checks. These checks are intended to promote healthy living habits, accountability, and respect for shared spaces. Results are reviewed by the Director of Residential Life and may be used to identify students who would benefit from additional guidance or support in meeting residential expectations.

Students should maintain their rooms in acceptable condition at all times, not solely in preparation for scheduled health and wellness checks. While minor deficiencies may be noted during a check, rooms that fail to meet established standards of cleanliness, organization, or safety may receive an unsatisfactory result. Students who repeatedly fail to meet residential expectations may be subject to corrective action consistent with Academy policies.

Students assigned to the same room share responsibility for maintaining the cleanliness, organization, and overall condition of the room. Roommates are expected to work cooperatively to ensure that common areas and personal spaces reflect the standards of the Academy.

Roommates are jointly responsible for:

- Keeping the room clean, organized, and free of unnecessary clutter.
- Maintaining shared areas of the room in accordance with Academy standards.
- Properly disposing of trash and keeping trash containers emptied.
- Maintaining the area immediately outside their room, including the adjoining stoop or entry area, free of litter and debris.

- Ensuring room furnishings and Academy property are properly cared for.

Students are individually responsible for:

- Their personal belongings.
- The cleanliness and organization of their desk, locker, and assigned bed area.
- Complying with all room standards and expectations.

Residential Directors also conduct regular health and wellness checks of common areas and work with students to ensure residence halls remain safe, clean, and welcoming for all residents.

Care of Academy Property

Students are expected to take pride in and care for Academy facilities, furnishings, and equipment. Students who damage, destroy, misuse, or remove Academy property will be held financially responsible for repair or replacement costs and may face disciplinary action based on the nature of the incident.

Additional guidelines include:

- Students are expected to report any damage, maintenance concerns, or safety issues to their Residential Director as soon as they are discovered.
- Residential Directors will document damages, verify responsibility when possible, and submit maintenance requests for repairs.
- Students may not attempt repairs to Academy property, including furniture, doors, windows, screens, locks, blinds, fixtures, or other facilities.
- Students may not tamper with electrical breakers, thermostats, smoke detectors, communication equipment, security devices, or other mechanical systems.
- Students may not tamper with room locks or deadbolts, including blocking or disabling their proper operation.
- The use of power tools or maintenance equipment is prohibited unless directly supervised by an Academy employee.
- For safety reasons, no more than two devices may be plugged into a wall outlet at one time. Extension cords, outlet multipliers, and unauthorized power strips are prohibited.

When responsibility for damage cannot be determined:

- Room damage may be divided among the students assigned to that room.
- Common-area damage may be divided among students known to have access to or use of that area.
- Students will not be charged for normal wear and tear.

Families will be notified of repair or replacement costs once damage assessments have been completed. Intentional damage, vandalism, or misuse of Academy property may result in disciplinary action in addition to financial responsibility for repairs or replacement.

Room Assignments

Room assignments are made by the Residential Directors. Requests for room changes will be considered on a case-by-case basis and must be approved by the Director of Residential Life following a recommendation from the Residential Director.

After receiving their room assignment, the student will be given an opportunity to inspect the room and inventory the equipment inside. Both rooms, if the student is departing a room, will be checked by the student and their Residential Directors. They must do a dual health and wellness check and note the condition of the items therein. Each student will sign for the room and equipment. Thereafter, any damages or the loss of equipment will be charged to the student. Failure to complete and turn in the form will result in charges for any damages applied to a student's and the Residential Director's account equally.

Visiting Student Rooms

Students are welcome to visit other students' rooms during approved hours. When visiting another room:

- Students should knock and wait for permission before entering.
- Visitors must leave when requested by either room occupant or a Residential Director.
- No more than four students may be present in a room at one time.
- Students will not visit dormitories, other than their own, unless they are accompanied by a student of the dormitory to be entered and have permission of BOTH students' Residential Directors.
- High school students are not permitted on the Junior School floor unless they reside there.
- When one roommate is away, the student remaining in the room is responsible for ensuring that visitors respect the room and its contents.

Room Decorations

Students may personalize their rooms with appropriate decorations, photographs, and posters that reflect good taste and are consistent with Academy values. Decorations should not damage walls, furniture, or Academy property.

The Academy reserves the right to require the removal of any item that is considered offensive, inappropriate, disruptive, or inconsistent with the school's mission and standards.

Food in the Dorms

Students may keep food in their rooms provided it is stored and maintained responsibly.

Permitted food must:

- Be commercially packaged or sealed.
- Not require refrigeration for safe storage.
- Be stored properly to prevent pests, odors, or unsanitary conditions.

- Be disposed of appropriately in designated trash receptacles or dumpsters.

Perishable food items should be consumed promptly and may not be kept in rooms long enough to create sanitation concerns.

Students may not order food through outside delivery services (such as DoorDash, Uber Eats, Grubhub, or similar services) without approval from the Residential Director on duty.

Personal Property

Students are responsible for securing and caring for their personal belongings. The Academy is not responsible for lost, stolen, or damaged personal property. Valuable items should be secured in designated storage areas whenever possible.

Lost and Found

Students should report lost items to their Residential Director as soon as possible, providing a description of the item and the location where it may have been lost. Found items should be turned in to a Residential Director so they can be returned to their owner.

Backpacks

Students may carry backpacks and book bags to and from class. Students should clearly label backpacks with their name for identification purposes.

Backpacks may not be:

- Brought into the Ranger Cafe during lunch periods.
- Left unattended in hallways, common areas, or other campus locations.
- Decorated with graffiti, inappropriate markings, or alterations.

Clothing and Laundry Procedures

The Academy provides weekly laundry service for residential students. Students are responsible for ensuring that their clothing is properly labeled, sorted, and submitted according to established procedures and schedules. Items brought from home must be marked with the student's name or laundry number on each item. Clothes issued by the Academy will be marked as directed.

Laundry and dry-cleaning services will be processed in accordance with schedules and instructions provided by the Director of Residential Life. Students are expected to maintain the required quantity of Academy-issued and personal clothing throughout the school year. A complete listing of items issued by the Academy and what is needed from home will be directed by the Director of Residential Life. No excessively worn, torn, or soiled clothing will be permitted.

Residential Directors will review laundry procedures with students at the beginning of the school year and as needed throughout the year.

Students are expected to:

- Follow all posted laundry schedules.
- Properly sort and prepare clothing before turn-in.
- Clearly label laundry bags with their assigned laundry number.
- Submit laundry on their designated day and time.
- Pick up clean laundry promptly when it becomes available.

For safety and operational reasons:

- Students may not enter laundry work areas behind service counters.
- Loitering in or around laundry facilities is not permitted.
- Laundry facility hours will be posted in residence halls and at the laundry facility.

Laundry Procedure

Students must sort clothing according to Academy procedures before laundry turn-in.

- Yellow Mesh Bag: Summer Physical Training (PT) uniforms only
- Blue Mesh Bag: Colored clothing items
- White Mesh Bag: White clothing items only
- White Canvas Bag: Hang Up Items
 - Polo shirts (turned inside out)
 - Khaki pants (turned inside out)
 - Winter PT uniforms (turned inside out)
 - Towels
 - Other designated hang-dry items

Students should follow any additional instructions provided by Residential Directors regarding sorting or special care items.

Laundry Pick Up: Students will proceed to the supply for picking up clean laundry on their designated pick-up day. Scheduling will be based on Residential Hall/Floor assignments. Any unclaimed laundry will become the Residential Directors' responsibility.

The Academy is not responsible for items damaged or lost because they were improperly included in laundry bags. Report missing or damaged items to a Residential Director as soon as possible.

Bedding Exchange

Clean bedding is provided on a weekly basis. On designated bedding exchange days, students will:

- Place all bedding inside a pillowcase.
- Deliver bedding to the laundry cart supply before the first scheduled activity of the day.
- Leave beds unmade until bedding is returned and mattress inspections have been completed by Residential Directors.

Students will retrieve clean bedding after school and remake their beds.

Ranger Cafe

Southern Preparatory Academy's cafeteria is more than just a place to eat; it is a shared community space where the values of respect, courtesy, and school spirit are on full display. Proper manners in the cafeteria reflect the Academy's values and contribute to a welcoming and orderly environment.

- **Weekday Hours**
 - Breakfast 7:20-7:45 am
 - Lunch 11:30-12:00 pm
 - Dinner 6:00-6:30 pm
- **Weekend/Holiday Hours**
 - Brunch 11:00-12:00 pm
 - Dinner 5:00-5:30 pm

Grab-and-go meal and snack options are also available outside of regularly scheduled meal times.

Meal times may be adjusted due to athletic events, field trips, special activities, holidays, or other Academy needs. Students will be notified of schedule changes in advance whenever possible.

Students are expected to:

- Attend meals as required by the Academy unless excused by a faculty or staff member.
- Treat cafe staff and fellow students with respect and appreciation.
- Use appropriate language and maintain a reasonable volume level.
- Follow directions from faculty and staff supervising the cafeteria.
- Wait their turn in serving lines and demonstrate good table manners.
- Refrain from horseplay, disruptive behavior, or misuse of food and cafe equipment.
- Clean up after themselves and leave tables and dining areas neat and orderly.
- Follow any posted cafeteria procedures and expectations.

Food, dishes, utensils, and Ranger Cafe equipment may not be removed from the cafeteria without permission.

CHAPTER 5 - ATHLETICS

Athletics are an integral part of the educational experience at Southern Preparatory Academy. Through competition, students develop discipline, perseverance, teamwork, leadership, sportsmanship, and school pride. Our athletic program seeks to support the growth of the whole student by encouraging excellence both on the field and in the classroom.

Southern Preparatory Academy is a member of the Alabama Independent School Association (AISA) and competes against independent schools throughout the state. Student-athletes are expected to represent the Academy with integrity, respect, and character while adhering to all school and AISA rules and regulations.

Pass to Play Policy

All students must meet specific minimum academic standards to be eligible to participate in any non-mandatory extracurricular activity (i.e., clubs, sports, JROTC competitions). This policy enforces academic standards alongside extracurricular participation.

- **Eligibility Criteria**
 - A student will become ineligible to participate in activities if they have:
 - Two (2) or more D grades in their courses, or
 - One (1) F grade in any course.
 - A student will be given a warning at the first offense and given a 2-week grace period to meet the standard. If after the 2-week grace period, a student is not meeting the minimum standard, the student will be ineligible to participate in the extracurricular activity.
- **Practice Participation**
 - Ineligible students may continue to practice with their team.
- **Eligibility Review**
 - The eligibility list is the responsibility of the Dean of Academics. The list is generated every Monday, starting the second week of the semester. This list will determine which students are eligible to play in upcoming games.
 - A student will remain ineligible until the following Monday, when the next eligible list is run.
- **Student's Responsibility and Academic Support**
 - It is the student's responsibility to know when they are below minimum standards. Faculty and coaches will work collectively to enforce this policy and ensure the student has access to the provided resources, such as tutoring, to bring them back into standards.
 - Make-up and extra credit work are at the discretion of the faculty. All students will be held to the same standard.

Team Travel

- All teams will travel in the prescribed uniform to the event.
- All participants must travel to the event using school-arranged transportation.

- Student-athletes with personal vehicles on campus MAY NOT drive to off-campus athletic events/activities. They must ride with their respective team/group. If there is an extenuating circumstance, approval has to come from the Athletic Director.

Varsity and Junior Varsity Sports

- | | |
|------------------------|--------------------------|
| ● Football - Fall | ● Track & Field - Spring |
| ● Cross Country - Fall | ● Golf - Spring |
| ● Basketball - Winter | ● Wrestling |
| ● Soccer – Spring | ● Cheerleading |
| ● Baseball - Spring | |

Athlete Conduct Standards

Southern Preparatory Academy is committed to developing student-athletes who demonstrate character, leadership, discipline, accountability, and sportsmanship. Participation in athletics is a privilege that provides opportunities for personal growth, teamwork, competition, and service to others.

Student-athletes represent themselves, their families, their teammates, and Southern Preparatory Academy both on and off campus. As representatives of the Academy, athletes are expected to conduct themselves in a manner that reflects positively on the school and demonstrates respect for others.

Athletes are expected to lead by example and strive to uphold the highest standards of character, sportsmanship, and personal responsibility.

WIN THE DAY!

At Southern Preparatory Academy, our athletic motto is “Win The Day.” Winning the day is not defined solely by victories, statistics, or championships. It is defined by consistently making the right choices, demonstrating strong character and giving your best effort in the classroom, on the field of play, and within our community.

Every practice, competition, class, meal, meeting, dormitory interaction, school activity, and personal decision presents an opportunity to Win The Day.

Scope of Athletic Conduct Standards

Athletic conduct standards apply to all student-athletes at all times while enrolled at Southern Preparatory Academy. These standards extend beyond practices and competitions and apply in classrooms, dormitories, cafeteria, athletic facilities, school transportation, school sponsored events, team travel, online activity, and all other areas where a student-athlete’s conduct may impact the Academy, its students, staff, or athletic programs. Student-athletes are expected to uphold these standards whether participating in athletics, attending classes, residing in the dormitories, representing the Academy at events, or engaging with the community.

Behavioral Standards

- Respect and Sportsmanship: Show respect to all players, coaches, officials, and spectators and demonstrate good sportsmanship at all times.
- Integrity and Honesty: Uphold integrity and honesty in all actions. A student's word is their bond.
- Responsibility and Accountability: Take responsibility for your actions and follow all team rules and school policies. Respecting yourself and others is fundamental to being an athlete. Disrespecting another student, player, official, family member, faculty/staff member, or coach is strictly prohibited. Misbehavior will be immediately addressed by coaches and staff.

Health and Safety Standards

- Substance Abuse: The possession, use, and/or distribution of alcohol, tobacco, drugs, or any other illegal substances is strictly prohibited and will not be tolerated.
- Physical Fitness: Maintain a high level of physical fitness and adhere to training programs.
- Injury Reporting: Report any injuries or health concerns immediately.

Team Commitment

- Attendance and Punctuality: Attend all practices, meetings, and games on time and prepared for the day's activities.
- Effort and Attitude: Give your best effort and maintain a positive attitude.
- Team Unity: Foster unity and camaraderie within the team. Team sports require a team mentality. We support each other and grow and develop together.

Community and Representation

- Role Model: Serve as a positive role model for peers and younger students.
- Community Service: Actively participate in community service activities.
- School Pride: Represent the Academy with pride, honor, and dignity. It is an honor to represent our school. Your actions directly reflect the integrity and standards of the Academy. You are constantly being observed.

Relationship to Academy Discipline

Athletes are students first. All student-athletes are expected to comply with the policies, standards, and expectations outlined in the Southern Preparatory Academy Student Handbook.

Any student suspended from school is automatically ineligible to participate in athletic practices, competitions, team travel, or team activities for the duration of the suspension. Any student on in-school suspension is automatically ineligible to participate in competition, team travel, or team activities for the duration of the suspension. The student may attend practice unless it conflicts with the disciplinary process.

Violations of Academy policies may result in athletic consequences in addition to any school disciplinary action. Athletic consequences will be determined based on the circumstances of the incident, the student's conduct history, the impact on the team and school community, and the

student's willingness to accept responsibility and demonstrate growth.

Athletic Discipline Review Process

Southern Preparatory Academy recognizes that every situation is unique; however, the Academy is committed to maintaining fairness and consistency across all athletic programs. Minor team-related matters may be addressed by individual coaches. More serious or repeated violations will be reviewed by the Athletic Director in consultation with the Head Coach and Academy Administration. The Athletic Director reserves the authority to review disciplinary decisions and ensure that consequences are applied consistently across all athletic programs.

Types of Misconduct

To promote fairness, accountability and consistency across all athletic programs, misconduct may be categorized into the following levels.

- **Minor Infractions**

- Minor infractions are behaviors that negatively impact the school, team, or athletic program but do not pose a significant threat to the safety, well-being, or integrity of others.
- Examples may include:
 - Tardiness to school, practices, meetings or team functions
 - Failure to follow classroom or team procedures
 - Dress code or uniform violations
 - Failure to properly care for school or athletic equipment
 - Minor unsportsmanlike conduct
 - Disruptive behavior during school or team activities
 - Failure to meet team expectation
- Minor violations will result in loss of privileges to on-campus athletic facilities before and after practice. As well as, the loss of support to off-campus athletic activities (personal trainer and/or travel team functions). May also include possible one (1) game suspension, counseling, corrective action, additional team responsibilities, conditioning, or appropriate interventions.

- **Major Infractions**

- Major infractions involve repeated misconduct, disregard for team expectations, or behaviors that negatively affect the team environment and Academy community.
- Examples may include:
 - Repeated minor violations
 - Insubordination or disrespect toward coaches, faculty, staff, officials, or teammates.
 - Profanity directed toward another person
 - Repeated unsportsmanlike conduct
 - Skipping required team activities
 - Conduct detrimental to team unity or morale
 - Minor violations of Academy disciplinary standards
 - Misconduct occurring in classrooms, dormitories, cafeteria,

- school-sponsored events, or other areas of campus.
 - Major violations include minor violation consequences plus an immediate one (1) game suspension on the very next scheduled game. May also include parent conferences, behavioral contracts, suspension from practices, suspension from competitions, loss of leadership positions, loss of team privileges, or other corrective actions.
 - Repeated infractions may result in half of season suspension or remainder of season suspension to include post-season play.
- **Serious Infractions**
 - Serious infractions involve severe misconduct, safety concerns, violations of Academy values, or behaviors that significantly impact others or the reputation of the Academy.
 - Examples may include:
 - Fighting or physical aggression
 - Hazing
 - Bullying or harassment
 - Theft
 - Academic dishonesty
 - Substance use, possession, distribution, or being under the influence
 - Vandalism or destruction of property
 - Threats, intimidation, or conduct that jeopardizes the safety of others
 - Conduct that significantly damages the reputation of the Academy or athletic program
 - Serious violations will result in immediate suspension from athletic participation and recommendation for school expulsion by Athletic Director pending review by the Academy Administration.

Athletic Accountability and Progressive Discipline

Southern Preparatory Academy believes discipline should be used to teach, correct, and develop rather than simply punish. When an athlete fails to meet the standards of the Academy, coaches and administrators will work to address the behavior, promote accountability, and encourage personal growth.

No student-athlete may return to participation following a major or serious violation until the Athletic Director or designee has approved the student-athlete's return. The Athletic Director, Head Coach, and Academy Administration reserve the right to determine appropriate disciplinary actions based on the circumstances of each situation.

The purpose of accountability within Southern Preparatory Academy is not simply to discipline student-athletes, but to develop young men and women who consistently demonstrate respect, integrity, responsibility, leadership and sportsmanship both on and off the field of play.

Ultimately, we want all of our young men and women to **WIN THE DAY**, all day, everyday.

Chapter 6 - Financial Information

Tuition and Fees

- Southern Preparatory Academy's tuition and fees cover most major expenses related to the education of your students. The Board of Trustees, based on educational costs, establishes this fee annually. This fee covers tuition, room, board, uniform rental (for Corps of Cadets), textbooks, and Chromebook technology fees. In addition to tuition fees, separate fees are charged for lost uniform items, drug tests, damages, special events like field trips, etc., and transportation.

Online Payment

- We have partnered with FACTS to manage payment of tuition and incidental charges. This account is set up through the enrollment process, and you may access your account at any time through the Family Portal: <https://factsmgt.com/login/>

Financial Responsibility Policy

- No Certificate of Graduation, diploma, or transcript will be issued until all financial obligations to the Academy have been paid in full. Students may be suspended from classes if accounts become delinquent, and continued nonpayment may result in dismissal from the Academy. The Academy reserves the right to withhold grades, transcripts, and other academic records until all outstanding balances are satisfied. A late fee may be assessed on balances that remain unpaid for more than thirty (30) days.

Student Insurance

- All students must provide current health insurance information to the Academy. An Insurance Information Form must be completed by a parent/guardian prior to or during enrollment and updated at each registration. Parents/guardians must also submit a copy of the front and back of the student's insurance card to the Admissions Office. Students who do not have health insurance must have a signed waiver on file acknowledging financial responsibility for any medical expenses incurred.
- International students are required to purchase a health insurance policy from a Southern Prep selected U.S. health insurance carrier. A letter describing the features of the plan is sent before enrollment. You may request a copy of the description from the Admissions Office.

Debit Cards/Cash

- Residential students will be required to provide a physical debit card to the school for expenses associated with doctor's visits, Ranger Canteen, concession stand at home sporting events, field trips, and travel to and from campus.
- The debit card will be logged in our Square system to be used toward on-campus purchases of canteen items and purchases at our concession stands at sporting events on campus. Each student's debit card and cash will be physically held in a secure location by the Family Engagement Coordinator unless a form is signed by the parent/guardian allowing the student to keep them in their possession. If the parent gives the student permission to keep the card/cash, the school is not responsible for the loss or misuse of

the card/cash. The students will only receive access to the physical debit card/cash on the parent's authority for off-campus trips or events if it is held by the Family Engagement Coordinator. It is the parents' responsibility to maintain a minimum balance on their student's debit card.

Academy Charges

These will be charged to your FACTS account. Please note that if any item is damaged, broken, cut, written on, or marked on, you will be responsible for the item.

Medication Pickup	\$15.00
Transportation to Dr. appt in Dadeville	\$20.00
Transportation to Dr. appt in Auburn/Opelika/Alex City	\$35.00
Urinalysis Screening	\$15.00
After-hours ER visit	\$150.00
After-hours EAMC Mental Health visit	\$150.00
Transportation to and from the Groome Office in Auburn	\$25.00
Overnight stay in the infirmary	\$60.00
Assisting in virtual appointments	\$15.00
Transportation to and from Atlanta airport <u>when campus is closed</u>	\$40.00
Unaccompanied minor request	\$75.00/\$375.00 (outside of travel window)

***** Price subject to change*****



2026-2027 Southern Prep Academic Calendar

August 2026							August	
Su	M	Tu	W	Th	F	Sa	7/20	3p Football Team Check-in
26	27	28	29	30	31	1	7/29	10a Student Leadership & Robotics Check-in
	2	3	4	5	6	7	8	10a New Resident Student Registration (Fall)
	9	10	11	12	13	14	15	1p Returning Boarding Students Check-in
	16	17	18	19	20	21	22	Teacher In-Service Days (No Classes)
	23	24	25	26	27	28	29	5:30p Orientation & Meet the Teacher
							5	Fall Semester Begins
September 2026							September	
Su	M	Tu	W	Th	F	Sa	7	Labor Day
	1	2	3	4	5		19	ACT Exam
6	7	8	9	10	11	12		
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28	29	30					
October 2026							October	
Su	M	Tu	W	Th	F	Sa	8-9	Fall Semester Midterm Exams
				1	2	3	12	Columbus Day
4	5	6	7	8	9	10	17	ACT Exam
11	12	13	14	15	16	17		
18	19	20	21	22	23	24		
25	26	27	28	29	30	31		
November 2026							November	
Su	M	Tu	W	Th	F	Sa	11	Veterans Day
1	2	3	4	5	6	7	21	Air Travel Departure Date for Thanksgiving
8	9	10	11	12	13	14	21-29	Thanksgiving Break
15	16	17	18	19	20	21	29	Air Travel Return Date
22	23	24	25	26	27	28		
29	30							
December 2026							December	
Su	M	Tu	W	Th	F	Sa	16-17	Fall Semester Final Exams
		1	2	3	4	5	12	ACT Exam
6	7	8	9	10	11	12	18	Air Travel Departure Date for Winter Break
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28	29	30	31				
January 2027							January	
Su	M	Tu	W	Th	F	Sa	3	2p New Boarding Student Registration (Spring)
					1	2	4-5	& All Returning Resident Students Arrive
3	4	5	6	7	8	9	6	Teacher In-Service (No Classes)
10	11	12	13	14	15	16		Spring Semester Begins
17	18	19	20	21	22	23	18	MLK Jr. Day
24	25	26	27	28	29	30		
31								
February 2027							February	
Su	M	Tu	W	Th	F	Sa	15	Presidents' Day
	1	2	3	4	5	6	27	ACT Exam
7	8	9	10	11	12	13		
14	15	16	17	18	19	20		
21	22	23	24	25	26	27		
28								
March 2027							March	
Su	M	Tu	W	Th	F	Sa	11-12	Spring Semester Midterm Exams
	1	2	3	4	5	6	13	Air Travel Departure Date for Spring Break
7	8	9	10	11	12	13	13-21	Spring Break
14	15	16	17	18	19	20	21	Air Travel Return Date
21	22	23	24	25	26	27	26	Good Friday (1/2 day)
28	29	30	31				29	Easter Monday
April 2027							April	
Su	M	Tu	W	Th	F	Sa	10	ACT Exam
				1	2	3	19	Founder's Day
4	5	6	7	8	9	10		
11	12	13	14	15	16	17		
18	19	20	21	22	23	24		
25	26	27	28	29	30			
May 2027							May	
Su	M	Tu	W	Th	F	Sa	19-21	Spring Semester Final Exams
						1	20-21	Half Days
2	3	4	5	6	7	8	21	Graduation & Last Day of School
9	10	11	12	13	14	15	22	All Students Dismissed &
16	17	18	19	20	21	22		Air Travel Date for End of Year
23	24	25	26	27	28	29		
30	31							
August 2026							August	
Su	M	Tu	W	Th	F	Sa	7/20	3p Football Team Check-in
26	27	28	29	30	31	1	7/29	10a Student Leadership & Robotics Check-in
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27	28	29	30					
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15	16	17	18	19	20	21	29	Air Travel Return Date
22	23	24	25	26	27	28		
29	30							
December 2026							December	
Su	M	Tu	W	Th	F	Sa	16-17	Fall Semester Final Exams
		1	2	3	4	5	12	ACT Exam
6	7	8	9	10	11	12	18	Air Travel Departure Date for Winter Break
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28	29	30	31				
January 2027							January	
Su	M	Tu	W	Th	F	Sa	3	2p New Boarding Student Registration (Spring)
					1	2	4-5	& All Returning Resident Students Arrive
3	4	5	6	7	8	9	6	Teacher In-Service (No Classes)
10	11	12	13	14	15	16		Spring Semester Begins
17	18	19	20	21	22	23	18	MLK Jr. Day
24	25	26	27	28	29	30		
31								
February 2027							February	
Su	M	Tu	W	Th	F	Sa	15	Presidents' Day
	1	2	3	4	5	6	27	ACT Exam
7	8	9	10	11	12	13		
14	15	16	17	18	19	20		
21	22	23	24	25	26	27		
28								
March 2027							March	
Su	M	Tu	W	Th	F	Sa	11-12	Spring Semester Midterm Exams
	1	2	3	4	5	6	13	Air Travel Departure Date for Spring Break
7	8	9	10	11	12	13	13-21	Spring Break
14	15	16	17	18	19	20	21	Air Travel Return Date
21	22	23	24	25	26	27	26	Good Friday (1/2 day)
28	29	30	31				29	Easter Monday
April 2027							April	
Su	M	Tu	W	Th	F	Sa	10	ACT Exam
				1	2	3	19	Founder's Day
4	5	6	7	8	9	10		
11	12	13	14	15	16	17		
18	19	20	21	22	23	24		
25	26	27	28	29	30			
May 2027							May	
Su	M	Tu	W	Th	F	Sa	19-21	Spring Semester Final Exams
						1	20-21	Half Days
2	3	4	5	6	7	8	21	Graduation & Last Day of School
9	10	11	12	13	14	15	22	All Students Dismissed &
16	17	18	19	20	21	22		Air Travel Date for End of Year
23	24	25	26	27	28	29		
30	31							
August 2026							August	
Su	M	Tu	W	Th	F	Sa	7/20	3p Football Team Check-in
26	27	28	29	30	31	1	7/29	10a Student Leadership & Robotics Check-in
	2	3	4	5	6	7	8	10a New Resident Student Registration (Fall)
	9	10	11	12	13	14	15	1p Returning Boarding Students Check-in
	16	17	18	19	20	21	22	Teacher In-Service Days (No Classes)
	23	24	25	26	27	28	29	5:30p Orientation & Meet the Teacher
							5	Fall Semester Begins
September 2026							September	
Su	M	Tu	W	Th	F	Sa	7	Labor Day
	1	2	3	4	5		19	ACT Exam
6	7	8	9	10	11	12		
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28	29	30					
October 2026							October	
Su	M	Tu	W	Th	F	Sa	8-9	Fall Semester Midterm Exams
				1	2	3	12	Columbus Day
4	5	6	7	8	9	10	17	ACT Exam
11	12	13	14	15	16	17		
18	19	20	21	22	23	24		
25	26	27	28	29	30	31		
November 2026							November	
Su	M	Tu	W	Th	F	Sa	11	Veterans Day
1	2	3	4	5	6	7	21	Air Travel Departure Date for Thanksgiving
8	9	10	11	12	13	14	21-29	Thanksgiving Break
15	16	17	18	19	20	21	29	Air Travel Return Date
22	23	24	25	26	27	28		
29	30							
December 2026							December	
Su	M	Tu	W	Th	F	Sa	16-17	Fall Semester Final Exams
		1	2	3	4	5	12	ACT Exam
6	7	8	9	10	11	12	18	Air Travel Departure Date for Winter Break
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28	29	30	31				
January 2027							January	
Su	M	Tu	W	Th	F	Sa	3	2p New Boarding Student Registration (Spring)
					1	2	4-5	& All Returning Resident Students Arrive
3	4	5	6	7	8	9	6	Teacher In-Service (No Classes)
10	11	12	13	14	15	16		Spring Semester Begins
17	18	19	20	21	22	23	18	MLK Jr. Day
24	25	26	27	28	29	30		
31								
February 2027							February	
Su	M	Tu	W	Th	F	Sa	15	Presidents' Day
	1	2	3	4	5	6	27	ACT Exam
7	8	9	10	11	12	13		
14	15	16	17	18	19	20		
21	22	23	24	25	26	27		
28								
March 2027							March	
Su	M	Tu	W	Th	F	Sa	11-12	Spring Semester Midterm Exams
	1	2	3	4	5	6	13	Air Travel Departure Date for Spring Break
7	8	9	10	11	12	13	13-21	Spring Break
14	15	16	17	18	19	20	21	Air Travel Return Date
21	22	23	24	25	26	27	26	Good Friday (1/2 day)
28	29	30	31				29	Easter Monday
April 2027							April	
Su	M	Tu	W	Th	F	Sa	10	ACT Exam
				1	2	3	19	Founder's Day
4	5	6	7	8	9	10		
11	12	13	14	15	16	17		
18	19	20	21	22	23	24		
25	26	27	28	29	30			
May 2027							May	
Su	M	Tu	W	Th	F	Sa	19-21	Spring Semester Final Exams
						1	20-21	Half Days
2	3	4	5	6	7	8	21	Graduation & Last Day of School
9	10	11	12	13	14	15	22	All Students Dismissed &
16	17	18	19	20	21	22		Air Travel Date for End of Year
23	24	25	26	27	28	29		

MOVE IN CHECKLIST

PRINT THIS PAGE TO USE WHEN YOU'RE PACKING



DORM ESSENTIALS

- ☐ Pillow
- ☐ Plastic Coat Hangers (16 minimum)
- ☐ Sheets (Size based on grade level)
Twin: Grades 7-8 | Twin XL: Grades 9-12
- ☐ Broom & Dustpan
- ☐ Small Fan
- ☐ Trash Can (8-12 gal.)
- ☐ Combination Lock
- ☐ 20 Quart Plastic Tote with Lid
- ☐ 6 Quart Plastic Tote with Lid

OPTIONAL ITEMS

- ☐ Mattress Cover/Topper
- ☐ Comforter or Blanket
- ☐ Tasteful Decor (posters, etc.)
- ☐ Command Strips
- ☐ Area Rug (4x6 maximum size)
- ☐ Alarm Clock & Desk Lamp
- ☐ Standard Flashlight (6 in. max)

CLOTHES & UNIFORMS

Please bring at least 2 weeks worth of each item

- ☐ Undershirts (plain white crew neck)
- ☐ Underwear
- ☐ Tennis/Running Shoes (neutral color)
- ☐ Black Crew Socks
- ☐ White Crew Socks
- ☐ Swimsuit (only one)

**Clothes brought from home must be marked with the assigned laundry number

TOILETRIES & HYGIENE

- ☐ Shampoo & Conditioner
- ☐ Body Wash
- ☐ Toothbrush & Toothpaste
- ☐ Shower Shoes & Caddy
- ☐ Shaving/Hygiene Kit
- ☐ Deodorant (no aerosol)
- ☐ Bath Towels & Rags

FOR THE CLASSROOM

Teachers will provide a class-specific list

- ☐ Book Bag
- ☐ Loose-leaf paper
- ☐ Highlighters
- ☐ Pencils (#2 or mechanical)
- ☐ Pens (black ink)
- ☐ 3-ring Binders (4) with Dividers
- ☐ Scientific Calculator

OPTIONAL ITEMS

- ☐ Graphing Calculator (Algebra II+)

OTHER ITEMS

Certain items are allowed only with earned privilege or must be held in the office of RD or Coach

- ☐ Video Gaming Systems
- ☐ Sport & Recreation Equipment
- ☐ Mini Fridges (permission req.)
- ☐ Personal Laptop/Ipad (permission req.)

UNIFORM GUIDELINES

PRINT THIS PAGE TO USE WHEN ORDERING UNIFORMS



REQUIRED ITEMS

- ☐ Short Sleeve Polos (4, any color)
- ☐ Khaki Pants (2 pair)
- ☐ Navy Pants (2 pair)
- ☐ Short Sleeve PE Shirts (2)
- ☐ PE Shorts (2 pair)
- ☐ Long Sleeve PE Shirts (2)
- ☐ PE Sweatpants (2)
- ☐ Belt (brown or black)
- ☐ Neutral Shoes (no bright colors)

OPTIONAL ITEMS

- ☐ Additional Short Sleeve Polos
- ☐ Long Sleeve Polos
- ☐ Shorts (Khaki or Navy)
- ☐ Sweaters/Cardigans
- ☐ Half-zips or Windbreakers
- ☐ Blazers
- ☐ Oxford Shirt
- ☐ Tie (males)
- ☐ Cross Tie (females)
- ☐ Skort or Plaid Skirt (females)
- ☐ Hair Accessories (school colors)

ORDERING & GUIDELINES

- ☐ Uniforms must be ordered through the [Tommy Hilfiger School Uniform Store](#).
- ☐ Students are responsible for the upkeep of all uniform items.
- ☐ Shoes, belts, socks, and accessories may be purchased elsewhere but must meet dress code standards.
- ☐ Uniforms should be neat, clean, and appropriately fitting.
- ☐ Girls wearing skirts should wear shorts underneath.
- ☐ Boarding students using campus laundry should consider pique polos and twill blend pants for durability.
- ☐ Contact Tommy Hilfiger Customer Service at (877) 825-2860 for order issues.