



# **Student Handbook 2023-2024**

# Administration

Ms. Mary Claude Glass..... Headmaster

Ms. Shelley Trichell.....Assistant Headmaster

*For the purposes of this Handbook Tallulah Academy/Delta Christian will be referred to as Tallulah Academy.*

*For the purposes of this Handbook campus applies to the property in use at Parkview Baptist Church.*

## MISSION STATEMENT

**Offer each student a safe, nurturing, and challenging place to learn**

**Help each student realize their highest academic potential**

**Allow each student to discover and develop their unique talents and abilities**

**Enable each student to be a productive citizen with sound values and high moral standards**

## ACCREDITATION

Tallulah Academy is Brumfield-Dodd approved and fully accredited by the Southern Association of Colleges and Schools (SACS), the Mississippi Association of Independent Schools, and the Louisiana State Department of Education.

## HISTORY

In September of 1967, the dreams of excellence in education became a reality through the efforts of diligent parents as Delta Christian School opened its doors to grades one through seven. Three years later, with the addition of another building, Tallulah Academy/Delta Christian School transformed into a fully accredited educational institution made up of grades one through twelve. As over four hundred students entered its halls, the building truly became a school filled with immense pride and spirit.

Today, a comprehensive, standards-based educational program prepares pre-K three through twelfth grade with a strong college preparatory base. Tallulah Academy meets the expanding challenges of technology while staying true to the fundamental principles upon which the school was founded.

## ADMISSIONS POLICY

### NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

Tallulah Academy admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities given or made available to students at school. It does not discriminate based on race, color, national, or ethnic origin in administration of its educational policies, admission policies, scholarships and loan programs, and athletic and other school-administered programs.

### PROCESS OF ADMISSIONS

Applicants are reviewed and evaluated by a committee.

- Upon submission of an application, the prospective student must meet the following criteria:
  - Student and parent/guardian must complete an interview.
  - Submit required entrance fees and documents (i.e., birth certificate, immunization record, copy of Social Security card, transcript).
  - If a child is not accepted, the deposit will be returned.

## PROGRAM REQUIREMENTS:

### Pre-K-Three

- 3 years of age by September 30<sup>th</sup>
- Potty trained
- Student 2 or more years older than the average student in their grade will not be admitted.
- Full day program is from 7:50 a.m. to 2:32 p.m.
- Half-day program is from 7:50 a.m. to 11:30 a.m.

### Pre-K- Four

- Must be 4 years of age by September 30<sup>th</sup>
- Meet a minimum standard for maturity and developmental skills.
- Students 2 or more years older than the average student in their grade will not be admitted.
- Full day program is from 7:50 a.m. to 2:32 p.m.
- Half-day program is from 7:50 a.m. to 11:30 a.m.

### Kindergarten

- 5 years of age by September 30<sup>th</sup>
- Meet a minimum standard for maturity and developmental skills.
- Student 2 or more years older than the average student in their grade will not be admitted
- All-day program from 7:50 a.m. to 2:32 p.m.

## **Grades 1 - 12**

- Transferring students must submit a valid transcript from previous school and have satisfactorily completed all courses required for grade placement.
- Student 2 or more years older than the average student in their grade will not be admitted.
- Grade will be decided in junior high by the courses passed
- High school decided by the Carnegie credits earned.
- Transfer students must disclose any previous disciplinary action including suspensions, expulsion, arrests, or probation.
- Transfer students must supply copies of any educational, psychological, or psychiatric evaluations. Failing to properly report such information could result in the student's rejection for admission or expulsion.
- Students who indicate a previous involvement with illegal drugs must voluntarily submit to drug testing. Headmaster retains the right to reject any applicant whose previous disciplinary record indicates a potential hazard to the school.
- If extenuating circumstances (death in family, family illness, etc.), impact admission criteria, the headmaster will have the authority to decide admission.
- Transfer students who are ineligible for promotion or for class credit at their former school will not be eligible for promotion or credit at Tallulah Academy.

## **Withdrawal**

Students must complete the following steps:

- Parent informs office of withdrawal and completes a withdrawal form.
- Clean out all lockers and remove personal items, return textbooks, and dispose of trash.
- Return textbooks, library books, and class novels and assess for damages.
- Return sports uniforms and equipment.
- Outstanding balances must be cleared.
- Withdrawal is not considered complete until ALL above steps are complete. The student is responsible for missed assignments and grades taken until the withdrawal process has been finalized.
- Re-admission after withdrawal may not be granted.

## TUITION AND FEES

Tuition Grades K3-12: per year 2022/2023

One child	\$ 4,200.00
Two children	\$ 8,000.00
Three or more children	\$11,400.00

Fees

Registration Fee- \$200.00 per student (\$300.00 after June 1<sup>st</sup>)

Supply Fee Grades K3-6- \$45.00 per student

Building Fund- \$750 per family (may be divided into 3 \$250.00 payments)

Returned Payment Fee- \$40.00 (only 2 returned items allowed)

### Tuition Payment Plans

- Annually, bi-annually, or monthly plans accepted
- Upon second returned payment, only cash, cashier's check, or money order will be accepted
- Any student owing more than two months tuition will not be allowed to take part in any extra-curricular activity
- Any student owing three months tuition will be dismissed from school unless payment plans are approved by the Finance Committee.
- All progress reports, final grades, report cards, and transcripts will be held if tuition and fees are past due. FACTS report access will be denied.
- All accounts must be current before students will be allowed to take semester examinations.
- All senior and kindergarten student accounts must be current prior to graduation to receive diploma.
- If any student's tuition or cafeteria account is not paid in full by May 31st, students will not be allowed to re-enroll for the upcoming school year nor will that student be allowed to take part in any school activities throughout the summer.
- No exceptions will be made to this policy unless approved by the School Board.
- No refunds will be given for tuition paid if a student withdraws or does not attend.

## ATTENDANCE

### LOUISIANA LAW

Students must be present in the class for the required minimum instructional time as follows:

- **Grades K5-6** Students absent for more than ten (10) days during the school year, for any reason, cannot be promoted to the next grade until the equal amount of credit recovery is completed.
- Any absence over the 10 days allowed must be made up through credit recovery (CR) as follows:
  - Every ½ day absence (>10) = 1 morning CR session (7:00 – 7:50 a.m.)
  - Every full day absence (>10) = 2 morning CR sessions (7:00 – 7:50a.m.)
  - Credit recovery not completed by the last day of school must be completed in summer at their expense.
- A note from the parent or medical provider within 3 days of the absence required to makeup work.
- After 3 days notes not accepted, and student not allowed to makeup work.
  - **\*\*The note allows the work to be made up; it does not excuse the absence. \*\***
  - Students who miss school completely or check out early cannot take part in any extra-curricular activities.

- Students taking part in TA functions are considered in attendance for the entire excused time.
  - This applies only to the participants, not spectators or fans.
- Students are to notify their teacher as early as possible when they will be absent.
  - If possible, before leaving, they should see their teacher for assignments at a nondisruptive time
  - All assignments/tests are due on date assigned and the responsibility of the student
- Students returning to school during the day or attending any part of the day must find their teacher(s) to get assignments and/or take missed tests. Students not following this policy will be **penalized a minimum of 20 points on tests/work missed.**
- Students must be signed in and out of office if they arrive after 7:50 a.m. or leave before 2:32 p.m.
- Perfect attendance is attending from 7:50 until 2:32 every day with no tardy or early checkouts
- **Grades 7-12** Students absent from a course more than five (5) times in a semester, for any reason, will not receive credit for the course until the equal amount of credit recovery is completed.
  - Absences in grades 7 – 12 recorded by class period.
  - Any absence over the 5 per semester must be made up in credit recovery to earn credit for the class. Credit Recovery sessions are from 7:00 – 7:50 each morning before school. One full morning of credit recovery is equal to one class period.
  - Students who miss school completely or check out early due to illness may not attend or take part in any extra-curricular activities.
  - A note from the parent or medical provider within 3 days of the absence required to makeup work. Notes must include the date(s) and reason of absence and signature of parent or medical professional. **\*\*The note allows the work to be made up; it does not excuse the absence. \*\***
    - After 3 days, notes not accepted. Absence is unexcused, and student not allowed to makeup work.
    - Students taking part in TA functions are considered in attendance for the entire excused time. They must turn in all work and/or take all tests missed the day of their return or at the teacher's discretion. This applies only to participants, not spectators or fans. Participants who check out before the time approved by the school will be marked absent for that class.
  - Students are to notify their teacher as early as possible when they will be absent.
    - If possible, before leaving, they should see their teacher for assignments, during a nondisruptive time
    - All assignments/tests are due on the date assigned and the responsibility of the student
  - All makeup tests will be given before school, from 7:00 – 7:50 a.m. and must be started by 7:30.
  - Students returning to school during the day or attending any part of the day must find the teacher(s) of any class missed for assignments and missed tests. Students not following this policy will be penalized a minimum of 20 points on tests/work missed.
  - Students must be physically signed in and out of office if they arrive late or leave early.

- If a student was absent and unaware of the test, they will be allowed at least one day after returning to take make-up test. If student was present WHEN THE TEST WAS ANNOUNCED, they must take the test(s) the first day back to school. This rule may be amended when a student has been absent more than three days due to illness.
- **Students are not allowed to make up tests or work missed for unexcused absences.**
- Any student missing a nine-weeks or semester exam for a reason other than illness (must be accompanied by a doctor's excuse) will not be allowed to take the test.
- Perfect attendance is attending from 7:50 until 2:32 every day, no early checkouts, or tardiness.
- Students taking part in extra-curricular events are not excused from school the day after a contest. Such absences or tardiness are considered unexcused unless it involves injury, serious illness, or circumstances approved by the headmaster
- **Leaving school during the day**  
Students are allowed to leave school during the day only for reasons such as illness, medical appointments, or important personal business that cannot be dealt with outside school hours. **No student will be allowed to leave during the day unless a parent, guardian, or authorized person comes to sign the student out or speaks with someone in the office.** Students leaving campus without following the proper sign out procedure receive an unexcused absence and disciplinary action including the loss of privilege to bring a vehicle to school and/or detention. The penalty will be decided by the headmaster after considering all aspects of the infraction.

## TARDIES

Repeated tardiness will not be tolerated and are subject to the following consequences:

### K5-6th:

- **PARENT MUST ACCOMPANY & SIGN IN THE STUDENT EVERY TIME TARDY.**
- 3<sup>rd</sup> offense: Parent must meet with headmaster to discuss expectations for future compliance.  
\*\*\*Every 3 Tardies will count as an unexcused absence. \*\*\*

### 7<sup>th</sup> - 12<sup>th</sup>:

- \*\*\*Every 3 Tardies will count as an unexcused absence. \*\*\*
- More than 3 Tardies in a class each year will result in loss of semester exam exemption opportunities.
- Habitual offenders subject to detention.

# SCHOOL SCHEDULES

## DAILY SCHEDULE

7:30		Teachers Report & Doors Open
7:30	–	7:45 Breakfast Served (7-12)
7:50	–	8:47 1st Period
8:50	–	9:47 2nd Period
9:47	–	10:02 Break
10:05	–	11:02 3rd Period
11:05	–	12:02 4th Period
12:02	--	12:32 LUNCH
12:35	–	1:32 5th Period
1:35	–	2:32 6th Period

## CURRICULA

### GRADES 7 AND 8

Grade 7	Grade 8
English/Reading ( <i>Core</i> )	English ( <i>Core</i> )
Mathematics ( <i>Core</i> )	Mathematics ( <i>Core</i> )
H & PE	H & PE
U.S. History ( <i>Core</i> )	Louisiana History ( <i>Core</i> )
Computer	Computer
Life Science ( <i>Core</i> )	Reading ( <i>Core</i> )
	Earth Science ( <i>Core</i> )

### GRADES 9-12

Requirements for promotion are found in the Pupil Progression Plan (Appendix A).

\*\*It is of critical importance that students take required courses in the proper sequence. See Pupil Progression Plan (Appendix A) for more information.

<u>English</u>	<u>Mathematics</u>	<u>Science</u>	<u>Electives</u>
English I	Algebra I	Physical Science	Speech
English II	Algebra II	Biology	College Prep
English III	Geometry	Biology II	Fine Arts Survey
English IV	Algebra III	Chemistry	
		Environmental Science	

<u>Social Studies</u>	<u>Foreign Language</u>	<u>Computer</u>	<u>H &amp; PE</u>
Civics	Foreign Language I	Computer Literacy	H and PE I
World Geography	Foreign Language II		H and PE II
American History			H and PE III
World History			H and PE IV

## **SCHEDULE CHANGES - DROP/ADD POLICY**

Schedule changes made only with the permission of the headmaster and guidance counselor.  
Dual Enrollment classes must be dropped within the first 10 school days.

## **CLASSIFICATION OF STUDENTS**

Students *in* high school will be placed in the proper grade if the following credits are earned:

9th Grade	0.0	–	4.5	credits
10th Grade	5.0	–	10.0	credits
11th Grade	10.5	–	15.5	credits
12th Grade	16.0	–	or more	credits

The classification as a senior does not necessarily qualify a student as a candidate for graduation.

## **GRADING SYSTEM**

### **GRADING POLICY**

Grading periods of nine weeks (Elementary and High school)

### **GRADING SCALES**

#### **Elementary:**

93.50	-	100	A
86.50	-	93.49	B
76.50	-	86.49	C
68.50	-	76.49	D
0	-	68.49	F

#### **7<sup>th</sup> – 12<sup>th</sup>:**

89.50	-	100	A
79.50	-	89.49	B
69.50	-	79.49	C
64.50	-	69.49	D
0	-	64.49	F

#### **GRADING SCALE FOR HIGH SCHOOL DUAL ENROLLMENT CLASSES:**

All dual-enrollment and will be graded on a 5-point scale:

A=5  
B=4  
C=3  
D=2  
F=0

#### **Semester Grades are determined as follows for grades 7 - 12:**

First nine weeks grade multiplied by 40%  
Second nine weeks grade multiplied by 40%  
Semester test multiplied by 20%  
Semester grade is the sum of each of the above weighted results.

#### **Final Grades are decided as follows for all grades:**

Semester One grade multiplied by 50%  
Semester Two grade multiplied by 50%  
Final Grade is the sum of each of the above weighted results.



## **PASSING AND FAILING**

- Students must have a passing yearly average to receive credit for courses taken.
- A student must pass the last semester to pass for the year. Students must pass a minimum of five academic subjects.
- 9-12 students must meet all requirements required by the Louisiana State Department of Education
- 7th and 8th grade students will **not** be promoted if they fail more than one core subject unless the class(es) is repeated and passed in an approved summer school program. If student does not attend an approved summer school program, they will not be granted re-admission the following year.
- The same core class may not be failed twice.

## **Accelerated Reader**

Students **cannot** take AR quizzes from home.

Students and parents can find AR books by title, reading level, and points at <http://www.arbookfinder.com>.

AR Renaissance Home Connect allows you to view your child's AR progress online including quizzes, number of points earned and results of last quiz. Go to <https://hosted151.renlearn.com/212489/HomeConnect>.

Login information and passwords are sent home in a letter at the beginning of the year.

## **REPORTS**

### **PROGRESS REPORTS**

- Progress reports will be sent home at the mid-point of each 9 weeks in grades 1 – 12.
- Parents and students are encouraged to check FACTS for current grades, assignments, and notices from the teacher(s).

### **REPORT CARDS**

- Each 9-week period Grades 1-12, receive a report listing averages in all classes. Grades 1-6 receive a hard copy; grades 7 – 12 receive electric copy
- Absences and tardiness reflected by class on the report.
- If a report card is not received, a parent may request a copy by contacting the school office. Delinquent accounts will not receive report cards ex: tuition, library fines, cafeteria, book fines, or any amount owed to the school.

### **TRANSCRIPTS OF SCHOOL RECORDS**

The school will furnish, transcripts of a student's record to the student or to the college the student wishes to have the transcript sent.

## **HONORS**

### **ACADEMIC HONORS**

High school, only core classes will be considered when deciding honor roll. Office, teacher aid, P.E., publications, etc. will not be considered. At the end of the grading periods, students who have attained the criteria below will be listed on the honor roll:

A's	A in every class
A/B	A's and Bs with no more than one C.

Students who excel in class work may be invited to take part in academic competitions (district/state rallies or bees) and attend the Academic Awards Banquet in the spring. The following distinctions are recognized:

Gold Scholars	4.0
Silver Scholars	3.8 – 3.99
Bronze Scholars	3.5 – 3.79
Honors Scholars	3.0 – 3.49

\*This grade point average is found by using the 1<sup>st</sup> semester average, the 3<sup>rd</sup> 9 weeks average and the 4<sup>th</sup> 9 weeks average at progress reports. Only classes listed in the TOPS University Curriculum will be considered.

### **NATIONAL BETA CLUB (9-12 Only)**

#### **Requirements:**

- Attended Tallulah Academy for at least one semester before being eligible for membership. Members in good standing who transfer from another club may be affiliated with the Tallulah chapter *if* they meet the academic standards for membership.
- Scholastic requirement for membership is a 3.0 cumulative GPA in the TOPS University curriculum classes. Eligibility for membership is decided at the end of each semester. Students must keep a 3.0 GPA in the TOPS University curriculum classes to retain membership.

**NATIONAL HONOR SOCIETY** recognizes academic excellence and leadership and includes students in grades 10, 11 and 12.

- Must show outstanding scholarship, character leadership, and service.
- Student must have attended Tallulah Academy a minimum of one year prior to selection.
- Candidates must have and keep a cumulative scholastic average of at least 3.50 in the TOPS University curriculum classes and be involved in at least one other activity. Candidates are then evaluated on service, leadership, and character. The selection of members is by majority vote of the faculty council.
- Members evaluated on a yearly basis for grades, and discipline/character.
- Members who transfer from another club may be affiliated with the Tallulah chapter if they meet the academic standards for membership

**HONOR CORDS AND STOLES** are provided for the baccalaureate and graduation ceremonies for the following individuals:

- Valedictorian and Salutatorian are provided honorary stoles and are not returned.
- National Honor Society members will wear an NHS stole only.
- Beta Club Members will wear a Beta Club Stole only.
- Seniors graduating with a 3.0 GPA but not a current, inducted member\* of NHS or Beta Club, will wear a gold honor cord.
  - \*In order to be a member of an academic honor club, you must have been inducted at the club program.
- Stoles are the property of their respective clubs and must be returned to the school after Baccalaureate and Graduation Ceremonies. All honor graduates will receive a gold honor cord to keep.

## **EXTRA-CURRICULAR ACTIVITIES (7<sup>th</sup> – 12<sup>th</sup>)**

### **ACADEMIC STANDARDS FOR ATHLETES**

- Athletes must enroll for at least four academic classes (excluding physical education)
- To be eligible at the beginning of a school year, a student must have accumulated four (4) major units (credits) the previous academic year. (Previous academic year is interpreted to be a complete year or any part of a school year in which a student is enrolled at either a member school or a non-member school). This includes summer school. A student-athlete who is ineligible at the

beginning of school could become eligible the second semester if they passed four (4) major subjects during the first semester grading period.

- Eligibility during the school year is decided on a 9-week basis. Students who do not pass 4 major subjects will be placed on probation for the following 9 weeks. At the conclusion of the probationary period, the student will be ruled ineligible if they again do not meet requirements. Students who do meet requirements will be removed from probation.
- **Athletes must attend school at least ½ day (4 classes) in order to take part in practices and/or games. Exceptions may be made in extenuating circumstances.**
- To take part in junior high athletics, a student shall not have reached their 16th birthday before August 1\* of the school year. In 7th and 8th grade competition only, no participant shall have reached their 15th birthday before August 1\*\* of the school year.
- Students entering the 7th grade shall have three (3) consecutive years of eligibility in junior high. Any student who repeated the 7th or 8th grade would not be eligible as a 9th grader on the junior high level - only the varsity level (assuming all other requirements are met).
- No student will be allowed to participate in interscholastic contests for more than four years after entering the ninth grade or if they reach the age of nineteen prior to August 1st of the school year.

## **STUDENT COUNCIL**

- **Members are elected by peers.**
  - Work with faculty, administration, and other students to improve TA/DC.
  - Meet regularly to provide student input on school affairs.
  - Raises funds for special programs.
  - **Failure to carry out assigned duties results in dismissal.**
  - Sponsor reserves the right to approve any student running for representative or officer the following year.
- **Election Process**
  - Officers elected first in the spring for the next school year
  - At the beginning of new school year, any student (grades 7-12) may sign up to be a representative. Three representatives per grade are chosen by secret ballot of that class.
  - Student Council members can be nominated for office during a special meeting.
  - Students not currently members can petition to run for an office.
  - Only previous Student Council members can petition to run for President.
  - Failure to attend the nominating meeting or failure to make known the desire to run for office is considered declining the nomination and is ineligible to petition in for office.
  - Head cheerleader is ineligible for President of the Student Council.

## **FELLOWSHIP OF CHRISTIAN STUDENTS (FCS)**

FCS is a group of students that presents to students, athletes and coaches the Gospel of Jesus Christ. FCS is open to all students in grades 7-12.

## **4-H CLUB**

Students ages 9-19 are eligible to join. Competitive programs are available. 4-H is conducted by the Louisiana Cooperative Extension Service of the LSU Agricultural Center in partnership with school administrators, staff, and volunteers.

## **FUNDRAISERS**

No fundraiser will be held without approval from the headmaster. Fundraiser forms are available in the office. These forms must be completed by the sponsor and approved by the headmaster before the fundraising event. This policy applies to all Tallulah Academy clubs, groups, organizations, and all groups and associations using the school's name and/or logo.

# **Harassment/Drug & Alcohol Policy**

## **HARASSMENT POLICY**

Tallulah Academy prohibits harassment and discrimination of any kind. As such, per Title VII of the Civil Rights Act of 1964, no student or employee of Tallulah Academy shall be subject to sexual or any other forms of harassment. All threats and/or harassment by any member of the Tallulah Academy community will be treated seriously and not be tolerated.

## **SEXUAL HARASSMENT**

### **DEFINITIONS**

- Sexual Harassment--any unwelcome sexual advances, requests for sexual favors, and any other verbal or physical contact of a sexual nature.
- Quid Pro Quo-- sexual harassment by a teacher, supervisor, or someone with power over another who uses such power or harassment to gain an advantage over someone else (e.g., teacher over student, student over teacher, headmaster or board member over school employee).
- Peer to Peer--sexual harassment of an equal person toward equal person (e.g., teacher to teacher, student to student).
- Hostile Environment--sexual harassment by persistent and calculated behavior that makes the school an unpleasant place to work or learn.

### **PROHIBITION**

Sexual harassment by employees, teachers, administrators, board members, or students whether quid pro quo, peer to peer, or through the creation of a hostile environment is prohibited at school, school functions, school sponsored activities, and at or to and from any school related off campus activity. Further, sexual harassment by students directed toward teachers, school employees, board members, or other students is expressly prohibited.

### **PROCEDURES**

Complaints of violation may be made to the headmaster, guidance counselor, or other person chosen by the headmaster, without fear of reprisal. All complaints will be investigated promptly and thoroughly. Should complaints prove to be legitimate, the offending party shall be subject to disciplinary action, including, but not limited to, involuntary termination of employment or suspension from school. This policy in no way precludes any student or employee from pursuing any relief provided under state or federal law. If allegations are insufficient and no evidence is found, there will be no retaliation against the accuser. All complaints will be kept strictly confidential.

## **BULLYING AND OTHER FORMS OF HARASSMENT**

Bullying is inappropriate behavior that has destructive and negative effects on individual students and the overall climate of a school. Tallulah Academy believes all students are entitled to a safe, secure learning environment. Bullying will never be tolerated. It is important that administrators, teachers, students, and parents take a stand against all bullying behaviors.

Tallulah Academy staff is committed to a policy that identifies and punishes those students who become involved in bullying behaviors according to the below listed procedures/regulations. TA expects all

students to refrain from becoming involved in any bullying behavior. Failure to comply with these expectations will result in disciplinary action. Also, all bystanders/third party witnesses will refrain from supporting bullying behaviors either active or passive. Bystanders are expected to report the bullying incident(s) to the proper authority.

Bullying behaviors normally fall into these categories, physical, emotional, and verbal, and may include, but are not limited to, intimidation, assault, extortion, oral or written threats, teasing, putdowns, name-calling threatening looks, gestures, or actions, rumors, false accusations hazing, social isolation, and cyber bullying. (Cyber bullying is an aggressive, intentional act conducted by a group or individual, using electronic forms of contact, repeatedly over time against a victim who cannot easily defend themselves.)

School personnel receive in-service training on anti-bullying to ensure a consistent approach school-wide. The Board requires all staff members who observe, suspect, or become aware of an act of bullying immediately notify the headmaster. The Board encourages anyone who becomes aware of an act of bullying to immediately report the incident(s) to a school authority. Any student who retaliates against another for reporting bullying is subject to consequences.

All students have the right to file a complaint if they believe they are the victim of bullying behavior or witnessed bullying behavior. The headmaster investigates each complaint, decides if the complaint is legitimate, and takes appropriate corrective action.

If a student is found guilty of bullying the consequences shall depend on both the results of the investigation and the severity of the incident. Consequences may include but are not limited to mediation, a parent conference, counseling, suspension, expulsion, or referral to local law enforcement agency.

## **DRUG TESTING PROCEDURE**

By signing the educational contract with Tallulah Academy, parents of students 6-12 are consenting to their child's participation in the drug/alcohol testing program.

All students will sign a form and give their date of birth during registration.

Students, board members, teachers, staff, volunteer coaches, and administrators are subject to random testing.

Reasonable suspicion will require a student to be included in the drug/alcohol testing on any given test date.

Refusal to participate will be interpreted as a positive result.

There will be total confidentiality on all testing.

Drug and alcohol screening results are reported to the headmaster.

### **FIRST POSITIVE TEST RESULT**

All specimens showing a positive result will immediately and automatically be re-tested by the lab. If the positive test is verified and confirmed, the following steps will be taken:

The parents and the student(s) who tested positive will be contacted in a confidential manner by the headmaster.

The student and their family must meet with a counselor approved by Tallulah Academy.

The student will receive a 3-day suspension.

The counselor will decide the length and manner of the program best suited for the student. The student must also take part in any after care recommendations or follow up. If a parent refuses a complete counseling program for the child, the student will be dismissed from school.

After the first positive test the student will be tested during every drug test until the student graduates or withdrawals from Tallulah Academy.

### **SECOND POSITIVE TEST RESULT**

Should the student test positive (after confirmation) a second time, that student is subject to immediate expulsion by action of the Headmaster/Board, with notice to the parents/guardians.

Any student, expelled under the guidelines of this policy may petition the Board for reinstatement upon written proof of negative test results.

# Safety Policies and Procedures

## Closed Campus Policy

For purposes of this handbook, the term "at school" means school buildings, property, sidewalks, streets, and areas next to Tallulah Academy including the area at Parkview Baptist Church.

### STUDENTS

Tallulah Academy enforces a closed campus policy meaning once students enter the campus, including the parking lot, they are the responsibility of the school and will not be allowed to leave campus unless the student's parent has followed the proper check out procedure.

Students must abide by the following rules:

#### CAMPUS ENTRY AND EXIT

Elementary students are discharged and picked up at designated areas. Students in grades K3-6 are dropped off at the second covered walkway. The school is not responsible for students dropped off at any undesignated area. Elementary students are to immediately go to their respective rooms.

Students in PK3-K5 are to be picked up at the first covered walkway.

Students in grades 7-12 will enter and exit the Parkview grounds from Street. Students with vehicles will park at Parkview.

#### USE OF VEHICLES

Students must have a valid driver's license to use a vehicle on campus. A copy of their license must be on file in the office. High school students who bring personal vehicles to school are to park in a designated area assigned at the beginning of school. Upon arriving at school, students are to remove all materials or clothing needed during the day. Students are not allowed to go to their cars for any reason during the school day. No loud music is allowed on school grounds.

#### VISITORS TO THE CAMPUS

All visitors to the campus must come to the office and sign in. The doors will be kept locked from the outside. Upon reporting to the office, the visitor will wait until they are escorted to the proper location to transact business. Parents and all other visitors will not be allowed to go down the school halls or into the classrooms. Students will be called to the office to meet the visitor. Visitors should allow up to fifteen minutes for the student to reach the office.

#### PARENTS

Parental cooperation is extremely important in the following situations:

- To promote responsibility and resilience, students must arrive by 7:50 a.m. prepared for the day. No deliveries of homework, books, lunch, items needed for practice, etc. will be accepted in the office or in the classroom. If a child forgets something, we will help them manage the situation and learn from it. Students who forget lunch will be ordered a lunch from the cafeteria. Exceptions will be for emergencies, sickness, or medication.
- Parents are strongly discouraged from having flowers or gifts delivered to the school. Items delivered to school will be held in the office until the end of school day when the student will take it home.

- If a parent must contact a student during the day, the parent must call the student on the school phone. (318-574-2606). In an emergency, parents need to contact students through the office.
- **No invitations** may be distributed during school hours to a private activity unless all students in that class are included. This policy does not include the summer vacation months.

## Emergency Procedures:

### EMERGENCY DISMISSAL

In the case of an emergency dismissal (such as a power outage or hazardous weather conditions), students will remain at school until their parents sign them out.

- Parents will be notified as soon as possible by phone. It is the responsibility of the parent to have an emergency number on file with the office or their child(ren)'s teacher. Students will be allowed to use cell phones to contact parents in case of an emergency dismissal.
- Parents should report the office to sign out students in grades 7-12.
- Students in grades PreK – 6 can be picked up in their classrooms.
- Students with cars will NOT be allowed to go home until a parent notifies the school. Phone calls accepted from parents.

### FIRE AND TORNADO ALERTS

Disaster preparedness drill for fire and tornadoes will be conducted during each month of the school term. A map with directions will be posted in each classroom and will be reviewed with students by the teacher.

**Each class will exit the classroom following designated directions on this map.**

#### FIRE:

Fire Alarm: "CLEAR THE BUILDING"

- Students leave the room quietly and calmly in single file under the supervision of the teacher. Student takes nothing with them.
- Students should stop a proper distance from the building, turn around, face the building, and remain quiet.
- The classroom teacher will be the last to leave the room. They will take their grade book, check roll, and account for all students.
- No student or teacher is to re-enter the building until told. Once told, classes re-enter by the same exits and routes used to leave.

#### TORNADO:

Tornado Alarm: "TORNADO POSITIONS"

- Students are to leave the room quietly and calmly in single file under the supervision of the teacher.
- Students are to crouch down on their knees on the floor at the assigned area facing the wall with their heads down inside their knees and arms over their head. Students should stay in this position until told.
- No one is to be up and moving about. Avoid looking up and toward areas with glass. Remain quiet.
- When safe, everyone should return in a quiet, orderly manner to class.
- **Parents should not pick up children during a tornado warning.**

### OTHER EMERGENCY RESPONSES:

**Shelter-in-place** - to limit the exposure of students and staff to hazardous materials, such as chemical, biological, or radiological contaminants, released into the environment by isolating the inside environment from the outside. Students will be escorted to classrooms that have no exterior windows.

**Lockdown** - to isolate students and staff from threats of violence near or inside the school, such as suspicious trespassers or armed intruders. Students stay in their classrooms with the door locked and the lights off. If possible, barricade the door and use classroom furniture to shield students.

**Evacuation** - to move students and staff away from threats such as a nuclear crisis.

In the case of a mandated evacuation, emergency routes and destinations are decided by local civil defense and law enforcement officials. Contact law enforcement to find where your child(ren) will be.

If you can pick-up your child(ren) before evacuation occurs, you must go to the school and sign out your child(ren) with their classroom teacher(s). **YOU ARE NOT TO PICK UP YOUR CHILD WITHOUT NOTIFYING THE HEADMASTER for grades 7-12 OR THE CHILD(REN)'S TEACHER(S) for grades PreK-6.**

If you are NOT able to pick-up your child(ren), they will travel by bus or faculty/staff vehicles in a convoy to the reception center chosen by local authorities. Upon reaching the reception center, the headmaster and teachers will check to see that every student has arrived safely. When you arrive at the reception center to pick up your child(ren), you will need to sign out your child(ren) with the headmaster or their teacher(s). **YOU ARE NOT TO PICK UP YOUR CHILD WITHOUT NOTIFYING THE HEADMASTER OR THE CHILD(REN)'S TEACHER(S).**

High school students with cars will NOT be allowed to go home or drive to the reception center. The school staff will make every effort to support the safety and comfort of every student if a mandated evacuation occurs.

## **FIRST AID**

No medicine will be dispensed

- If a student needs medication, the parent must send their child's medication along with a parental consent form giving specific instructions.
- If a student is allergic to bee stings or anything else, the parent should send a note with instructions and/or medications in case of a reaction.
- All medications for Tallulah Academy students must be kept in the office, not with the student.
- Elementary teachers will keep child's medication locked in their rooms and dispense accordingly
- There is an AED (**automated external defibrillator**) in the office, which includes instructions for use.

## **PLAYGROUND AND SCHOOL PROPERTY**

### **PLAYGROUND**

- Only play in areas designated for their age group.
- Follow all procedures for using the playground equipment as instructed by the teachers.
- Students will be supervised by teacher/faculty during school hours.
- Students who do not attend Tallulah Academy and their parents may not use the school's playground or equipment at any time. The school and its faculty will not be responsible if they choose to trespass and are injured while on the school grounds.

### **SCHOOL PROPERTY**

- Students are not allowed to play in ANY parking areas during school-sponsored events.
- Parents are responsible for closely supervising their children during school-sponsored events.
- Students may not play on playground equipment during school-sponsored events such as football games, basketball games, etc. Parents are responsible for supervision of their children when they are on campus after school hours.

### **ENTERING THE SCHOOL AFTER SCHOOL HOURS**

Any individual entering the campus after school hours must be accompanied by school personnel or have prior permission from the headmaster, faculty member, or extra-curricular sponsor. An individual violating these rules will be reported to authorities. Charges will be filed for any unauthorized entry.



### **USE OF SCHOOL FACILITIES**

Headmaster must approve the use of buildings and facilities after normal school hours. At no time will students be allowed the use of the buildings and grounds without proper permission and faculty supervision. Use of the campus and facilities by outside groups or individuals must be approved by the headmaster. A user fee may be charged.

## **WEAPONS AND OTHER CONTRABAND**

No guns, knives, other weapons, or ammunition on campus. Consequences for violation of this rule are severe and may include immediate suspension or expulsion. State and Federal laws prohibit the possession of any weapon on the school campus, and violations will be reported to the proper local and state authorities.

## **GENERAL INFORMATION AND POLICIES**

### **BUILDING AND GROUNDS**

- Students are expected to care for school property as if it were their own
- School property must not be defaced or destroyed.
- Students causing damage to school property, either intentionally or through neglect, will be subject to disciplinary action and liable for damages.

### **TEXTBOOKS**

- All textbooks are property of Tallulah Academy and are on loan to students
- Textbooks must be returned before a student can take a final exam in each class.
- Lost or damaged books will be paid for by the student at replacement value.
- Students must take care of the textbooks.

### **GYMNASIUM REGULATIONS**

- No food or drinks allowed in the lobby or the gym itself.
- Students should not be in the gym or lobby unless assigned to be there.
- Students are not allowed on the playing floor without the supervision of a coach or teacher.
- Only basketball shoes should be worn on the playing floor.

## **CELL PHONE/TELEPHONE USAGE POLICY**

- Students are banned from having any type of personal communication device at any time during the regular school day.
- For this policy, possession means being found in any article of clothing, purse, book bag, carry bag, locker or any location on school property other than the approved storage location.
- Any such devices seen within the classroom or school environment, or in the possession of a student, purse or pocket will result in the item in question being taken away from the student and placed in the headmaster's office.
- Any student (elementary through high school) who brings a phone in the school must turn it in to the proper place until 2:32. The school is not responsible for loss or theft of the device while on school property. Students are never to use the school phone or cell phone without permission.

### **Consequences:**

- 1<sup>st</sup> offense:  
1 morning of detention

- Phone stays in the headmaster's office until the end of the school day  
\$50 fine releases phone
- 2<sup>nd</sup> offense:
  - 5 mornings of detention
  - Phone stays in the headmaster's office until the end of the school day
  - \$100 fine releases phone
- 3<sup>rd</sup> offense:
  - Saturday detention from 8:00 – 3:00
  - Phone stays in headmaster's office until the end of school day
  - \$200 fine releases phone
- 4<sup>th</sup> and subsequent offenses: Parent intervention with suspension or equivalent.

## INTERNET POLICY

Access to the Internet is a privilege, not a right. Each user has the responsibility to behave in an ethical, moral, and legal manner. Users must not access, upload, download, or distribute pornographic, obscene, sexually explicit material, or other content that may be offensive to any student, teacher, or parent because of sexual, racial, ethnic, or minority disparagement, the avocation of violence, or illicit/illegal content. The Internet is to be used ONLY for educational purposes.

Violating any of the above guidelines and/or procedures can result in:

- Restricted network access or loss of user account/access for a time decided by the headmaster.
- Disciplinary or legal action, including but not limited to detention, suspension, expulsion, or dismissal from school per state and federal law. Tallulah Academy will report all violations of legal requirements to the proper authorities.

## ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS

The use of any device at school, including laptop computers, requires students to abide by this policy. During the school year, more rules on the use of personal laptops may be added. If this occurs, any new rule will become a part of this policy.

### General Usage

Tallulah Academy allows students in dual enrollment classes to bring a personal laptop to school. **The use of laptops will be at teacher discretion.**

- No Smartwatches allowed
- No electronic devices and/or accessories will be allowed or visible in any way during instructional time without teacher permission.
- Devices may not be used to record, send, or post photographic images or video of anyone on campus during school hours or at school activities unless it is for instructional purposes and the student has permission by the teacher and those being photographed. Voice, video, and image capture applications may only be used with prior written teacher permission and for specific instructional purposes.
- If it can be documented that a student has posted messages on a social media site from school during the school day, the headmaster reserves the right to impose consequences such as detention or suspension.
- Devices may be used to access files, applications, or internet sites which are relevant to classroom curriculum.
- Devices may only be used in areas where there is adult supervision.
- Students are prohibited from texting, emailing, or messaging in any way unless it is for instructional purposes.
- Failure to follow these guidelines may result in the confiscation of the device for the remainder of the day and/or loss of device privileges for the year.
- The school's network filters will be applied to all connections to the internet and may not be bypassed.

- Students are not allowed to download any programs onto school computers. Doing so will result in loss of computer privileges for a proper amount of time.
- Bringing on premises or infecting the network with a virus, Trojan, or other program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the Computer Use Agreement.
- Processing or accessing information on school property related to “hacking”, altering, or bypassing network security policies is in violation of the Acceptable Use Policy.
- The school has the right to collect and examine any device that is suspected of causing problems or is the source of any attack or virus infection.
- The school is NOT responsible for stolen or damaged personal technology devices.
- The school is NOT responsible for the maintenance or repair of any personal technology devices.
- The school is NOT responsible for any costs incurred due to use of personal technology.

### **Expected Student Behaviors and Responsibilities**

Tallulah Academy accepts no responsibility for student’s private property at school. Students choosing to bring a laptop to school assume total responsibility for the laptop. Laptops that are stolen or damaged are the responsibility of the student and their parent/guardian. Students should take all reasonable measures to protect against the theft or damage of their personal laptop.

## **SOCIAL MEDIA POLICY**

Social media platforms exist to encourage safe, positive, and engaging social contacts with people locally and worldly. Any messages or posting that runs contrary to this purpose (whether intentionally or not) will be subject to disciplinary scrutiny, even if such a case has not been specifically outlined in our school handbook.

Tallulah Academy wants to be fair to students, school employees, and parents, but we cannot turn our heads when individuals flagrantly post embarrassing and detrimental statements on the Internet.

Employees, students, and parents must understand that material posted on social media may be viewed by virtually anyone, including people with harmful intentions.

Posts, pictures, or comments that cast Tallulah Academy, its teachers, staff, or students in a negative, scandalous way will not be tolerated and will be cause for disciplinary action including removal from school.

## **CAFETERIA**

The cafeteria is set up on a pre-pay basis. A \$100 deposit is required per student at the beginning of the school year. Each account holder is responsible for keeping a positive balance in their account. Account balances, payments, and transactions may all be made through FACTS. Payments may be made on FACTS by credit card or in the office by cash, check, or credit/debit card.

### **CAFETERIA RULES:**

- Students are prohibited from entering the cooking or serving area.
- Students are expected to go to lunch in an orderly manner and practice good manners
- Only food bought from cafeteria or brought from home will be allowed in the cafeteria. Lunches brought from home must be placed in an unmarked container or bag.
- Students are to clear the table after eating. They are to remove trash and place trays and cups in the proper place.
- Cups, trays, and food should not be taken out of the cafeteria.
- No lunches may be delivered to school after 7:50. Students who arrive without a lunch will have one ordered for them from the cafeteria and it will be charged to their account.
- After a -\$50.00 balance, NO snacks will be charged.
- After a -\$100.00 balance, lunch will have to be brought from home, until balance is paid.

## **POLICY FOR JH/ HS DANCES:**

- At least one male board member chaperoning each dance.
- All dances will be “lock-ins”. Anyone attending must be signed in at the dance no later than 15 minutes after the dance begins and cannot leave until the dance is over. The only exceptions will be extenuating circumstances that have been cleared beforehand and emergencies.
- All students and guests must sign in at the door and supply a phone number where parents can be reached during the dance.
- Any guest who has presented a problem at a previous dance will not be allowed to attend. Students will be notified if their guest(s) will not be allowed to attend. **STUDENTS WILL BE HELD RESPONSIBLE FOR THE BEHAVIOR OF THEIR GUESTS.**
- Anyone found under the influence or in possession of alcohol or drugs will be asked to sit with the chaperones until the parent is notified. The parent will need to come at once and take the student home. The chaperone in charge should report the incident to the headmaster as soon as possible.
- A student under the influence or in possession of alcohol at an organized school activity will be given a three-day suspension. A student under the influence of or in possession of drugs will be treated according to the drug policy of Tallulah Academy.

## **LOST AND FOUND**

All articles found in or around the school building or grounds should be taken to the office. Tallulah Academy is not responsible for item(s) lost or stolen from students or faculty.

## **CONDUCT AT SCHOOL SPONSORED EVENTS**

Students should follow the same code of conduct used during the school day when attending or taking part in school sponsored events. Tobacco, alcohol, drugs, and profanity are prohibited. Students, fans, and parents must act in a controlled manner showing good sportsmanship.

Students and parents are not to engage in activities that will cast an unpleasant light on our school. We expect our fans and students to behave in a manner consistent with the rules of the Mississippi Association of Independent Schools, always showing proper conduct and sportsmanship. Yells or cheers should be FOR OUR TEAM, not against the officials or the opposing team.

Spectators do not address an official individually or by name, nor should they call out individual players or the coach. At no time should a spectator or parents enter the locker rooms or approach the bench unless expressly invited by the coach. Confronting coaches and/or officials during or after the game will result in the spectator(s) being asked to leave the field/gym. The use of inflammatory or demeaning language from the sidelines including attempting to “sideline coach” will result in spectator(s) being asked to leave. Any breach of proper conduct may result in the spectator(s) being fined and/or banned from TA sporting events for up to a year. MAIS holds the headmaster solely responsible for the conduct and control of the school’s players, students, and fans and allows them total discretion when handling these situations.

## **MAIS SPORTSMANSHIP CREED**

MAIS recognizes that the spirit of the game lives in skilled athletes, effective defense, and well-planned game strategy. The spirit of the game cannot be kept unless sportsmanship, ethics, and integrity are our #1 priority!! Good sportsmanship will be expected from all groups associated with MAIS activities. All game officials must be treated with respect.

No alcohol consumption or drug use at any time on the campus of Tallulah Academy. We do not allow the throwing of objects and unruly conduct by students or adults before, after, or during the game. Violations will lead to expulsion from the game.

## **MAIS CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR BY FANS AT SPORTS EVENTS**

Fans ejected from a sports event will be fined \$250- \$1000 or suspended for one year from all MAIS sports events. The school will be placed on probation for one year and be fined \$500.

## **COMPLAINTS AND APPEALS PROCESS**

It is the school's intent that all disagreements be resolved at the **source** (teacher, coach, sponsor, etc.) and that it be the CHILD who initially makes the contact and speaks for himself. If this is not possible, then resolution should take place by following the chain of command. Throughout the appeal or complaint process, all parties should show mutual respect to all involved. The focus of discussions will be on problem resolution that is mutually acceptable rather than an adversarial win-lost conclusion. No reprisals or retaliation of any kind will be taken against a student or parent for using this procedure.

The following outlines the procedure for handling issues that arise:

- The STUDENT should contact the teacher/ coach and ask to discuss the issue at a proper time.
- If it is not felt that the issue was resolved, the parent and student should meet with the teacher/ coach.
- If the issue is not resolved, the headmaster may be contacted.
- If after this, the issue is still not resolved, the Board may be consulted. Please remember that the Board's role in the school is financial and mission planning and hiring/supervision of the headmaster. Board members should not be involved in day to day running of the school.

## **CHEATING**

- Cheating and/or other types of dishonesty (plagiarism, copying or loaning homework, discussion of specific test or quiz content with another student, possession or perusal of teacher test keys or manuals, etc.) will be punishable as follows:
  - 1st offense and every offense thereafter – a **ZERO** on the assignment/test involved, loss of semester exam exemptions and Saturday School (8:00 – 3:00) as assigned by headmaster.
  - 2nd offense – a **ZERO** on the assignment/test and one day suspension.
  - 3<sup>rd</sup> offense – a **ZERO** on the assignment/test and three-day suspension
  - 4th offense – recommended automatic suspension or expulsion

## **DISCIPLINE POLICIES AND PROCEDURES**

All students are expected to follow the teacher's instructions, to be cooperative, and to refrain from being disruptive. Teachers will use professional judgment in the management of students in the classroom. When a student is referred to the administration for conduct related offenses, normal discipline procedures will include the following:

- Corporal punishment may be administered by the headmaster and/or staff when deemed appropriate and necessary. Corporal punishment must be witnessed by another staff member. The staff member administering the punishment must file a discipline report with the headmaster and have it signed by the witness. These reports are on file for future reference and parents will be notified.
- If a parent prefers their child not receive corporal punishment, the headmaster must have this request in writing at the beginning of the school year.
- If corporal punishment is not allowed, the punishment may result in detention or suspension of days appropriate to the offense.
- Parent will be contacted for any student's detention or suspension.
- Detention will be served from 7:00 until 7:55 a.m. as designated by the headmaster. During this time, students will be assigned to work detail. A student who is late for or misses detention will be assigned more days. A student who does not perform the assigned tasks, or who is found to be avoiding work, will also be assigned additional days of detention.

- Saturday School is detention served on a Saturday from 8:00 – 3:00 at the discretion of the headmaster.
- In School Suspension will be served in an isolated area. The student will not interact with other students or have access to the Internet. Work assignments will be provided, and the student is expected to make constructive use of this time. Food and drinks for break and lunch will be brought to the student.
- Out of School Suspension
- Expulsion -- mandatory after the 3rd suspension

## **USE OF TOBACCO/ VAPING DEVICE/ ALCOHOL**

### **TOBACCO/ VAPING:**

Students using or possessing tobacco during school hours, at an organized school activity, or while representing the school at home or away, will be subject to the following disciplinary actions:

- 1st offense--Three-day suspension
- 2nd offense--Five-day suspension
- 3rd offense--Board hearing - possible expulsion of student.

### **ALCOHOL:**

Students found to be under the influence and/or in possession of alcohol during school hours, at a school activity, or while representing the school at home or away, will be subject to the following disciplinary actions:

- 1st offense--Three-day suspension
- 2nd offense--Board hearing - possible expulsion of student.

Disciplinary action concerning smoking and alcohol violations will be counted on a per year basis.

## **Appendix A**

### **Pupil Progression Plan**

#### **KINDERGARTEN**

Teacher observation and a readiness checklist will be used in deciding readiness for first grade. It is equally important for the child to interact with their peers socially--- this is another area in which maturity plays a crucial role. Attention span, which also develops with maturity, is important to a child's success. All of these factors are considered before advancing to first grade.

#### **GRADES 1-6**

##### **1<sup>st</sup> - 2<sup>nd</sup> grade:**

Unsatisfactory progress will result in the necessity for a student to repeat. Students must have at least a C in reading and math.

##### **3<sup>rd</sup>- 6<sup>th</sup> grade:**

To promote to the next grade, a student must pass reading, math, and language and have no more than one F in a minor academic subject

- Any student must pass the last semester to pass for the year.
- Student must not have more than 10 absences per year to receive credit and progress to the next grade.
- The headmaster may make an exception in extraordinary situations.

## **GRADES 7-12**

### **7th Grade**

- Seventh grade students will take the following core subjects: English, math, science, reading and history. A student must pass 4 of these 5 subjects to be promoted to the eighth grade. In addition to the core subjects, students will take study skills/computer \*(one semester each), and physical education. In addition to passing 4 core subjects, a student must pass a total of 5 subjects to be promoted. Students may make up a deficiency in summer school, but all summer schools allow students to make up a maximum of two credits.

### **8th Grade**

- Eighth grade students will take the following core subjects: English, pre-algebra, earth science, reading and Louisiana history. A student must pass 4 of these 5 subjects to be promoted.
- A core subject that is failed for the second consecutive year will result in that student being kept in 8<sup>th</sup> grade, unless the course is made up in summer school.
- In addition to the core subjects, students will take reading, study skills/computer \*(one semester each), and physical education. A student must pass a total of 5 subjects to be promoted. Students may make up a deficiency in summer school. All summer schools allow students to make up a maximum of two credits.

### **9th Grade**

- Students begin earning credits (called Carnegie credits) toward graduation.
- Freshmen must complete English I before the start of 10th grade to be able to schedule all four English courses that are needed for graduation. English courses must be taken in sequential order.

### **10th Grade**

- Minimum of 5 Carnegie credits needed to be a sophomore. Approved summer school credits count.
- Students should begin taking the ACT at the end of their 10<sup>th</sup> grade year.

### **11th Grade**

- Minimum of 10.5 Carnegie credits needed to be a junior. Approved summer school credits count.
- A junior must earn a minimum of 5.5 credits (for a total of 16 credits) to classify as a senior in the following school year. Students who fail a course may make this up by attending an approved summer school. Students receive a list of summer school options at the end of each school year.
- Juniors must have completed English I and English II by the start of school year to take English III
- Students who have not taken the ACT by the start of the junior year should plan to take this test no later than the spring to have time to attain eligibility for dual enrollment, college admission, and TOPS.

### **12th Grade**

- Minimum of 16 Carnegie credits needed to be a senior. Approved summer school credits count.
- Seniors must complete 23 credits (15 required courses and 8 electives) to earn a basic diploma.
- Seniors must have completed English I, II, and III to be eligible to take the required English IV.

For the Class of 2020 and beyond: The TOPS University Core Curriculum will be used to decide GPA. Semester grades will be used to calculate a final 8-semester average. Ties will be broken by calculating numerical percentages. The following honor graduates will be recognized and shall give a speech at graduation:

Valedictorian- The student with the highest GPA, calculated as described above

Salutatorian- The student with the second highest GPA, calculated as described above.

- Must have been a student at TA since beginning of 11th grade (applies to both Valedictorian & Salutatorian)

## APPENDIX B

### UNIFORM DRESS CODE FOR ALL GRADES

Uniforms must be worn the entire school day. Uniforms must be clean and neat. Students must adhere to the uniform code.

#### **Tops:**

- Shirts must have a collar and be solid white, navy or specified yellow (maize). They may NOT have any visible brand name or logo (Nike, UA, Polo, Southern Marsh, etc.). They must have the school crest or be plain.
- T-shirts worn under uniform shirts must be white. (These shirts should have no visible designs or writing on them.)
- Shirts must be tucked in (PK3 and PK4 are exceptions).
- Any TA/Trojan/MAIS pullover may be worn and purchased from any source. Any TA/Trojan/MAIS design or logo is allowed.
- Pullovers (sweatshirts & quarter/half zip), **other than** TA/Trojan pullovers/MAIS, must be solid white, navy, black, or gray and free from any brand name or logo.

#### **Bottoms:**

- Khaki, navy, or adopted plaid uniform style pants, shorts, skirts, capri pants, skorts, and jumpers may be worn. No visible logo or brand name is allowed (Wrangler, Polo, etc.).
- Shorts, skorts, and skirts must be appropriate in length. Students' arms comfortably by students' sides, reach the end of student's fingertips.
- Belts must be worn if apparel has belt loops. Belts must be navy, brown, black, or uniform plaid, with no extreme ornamentation.
- PK3 and PK4 are not required to wear belts.
- Boys' pants must be worn on the outside of boots.

#### **Hosiery/ Footwear:**

- Leggings must be white, grey, black, or navy (no designs).
- All footwears must have an enclosed toe and heel. (NO clogs)
- Socks must be white, gray, black, or navy.

#### **Outerwear: (Full Zip)**

- No hats allowed in the building.
- Coats, jackets, and cardigan sweaters may be any color. Logos or designs are allowed but must be no larger than 6 x 4 inches.
- Camouflage or patterns (stripes, plaid, etc.) are not allowed.
- Team purchased coats and jackets are permitted.
- Uniform shirts and belts must always be worn under jackets.

#### **Personal Appearance:**

- No tattoos or excessive body piercings (nose rings, dermal piercings, etc.) may be visible.
- Boys should maintain neat haircuts and be clean-shaven each day. Hair may not go beyond the collar in the back and must be out of the student's eyes. No ponytails will be allowed.
- Extremes in hairstyles and hair colors are not allowed for boys or girls.

#### **Non-uniform/ spirit days:**

- TA spirit clothing (cheerleader uniforms/jerseys)
- TA/ Trojan logo T-shirts or blue/gold shirts
- Jeans (NO HOLES)
- Only uniform shorts allowed



- Shoes must have enclosed toe and heel. (NO crocs)

CONSEQUENCES per 9 weeks:

Elementary:

- 1<sup>st</sup> offense: warning
- 2<sup>nd</sup> offense: loss of recess with note to parent
- 3<sup>rd</sup> offense: Habitual offenders will be dealt with by the headmaster.

Jr. High and High School:

- 1<sup>st</sup> offense: warning
- 2<sup>nd</sup> offense: detention & cannot return to class until dress code requirements are met.
- 3<sup>rd</sup> offense: Habitual offenders will be dealt with by the headmaster.

- Absences from class will be applied to attendance policy.

## APPENDIX C

### CHEERLEADERS

Cheerleaders must recognize and accept the responsibility of meeting the challenges and demands of TA sports activities. Cheerleaders are selected by professional judges. A minimum score is decided by the Judges at the time of try-outs.

**ELIGIBILITY**

- Must be current in all fees and in good standing with the school.
- If elected and fails the last nine weeks of school and cannot attend summer cheer camp, member will not be allowed to cheer on squad
- Cheerleaders must maintain a 1.75 GPA / letter grade on the high school grade scale, each nine weeks with no more than one failing grade to participate. Lower GPA results in probation rules.
- Must pass 4 core subjects for the year.

**ELECTIONS**

- Elections will be 100% judges' score. 80% of total score is required to be elected.
- All participants must tryout in outfits approved by the sponsors.

**VARSAITY:**

**CAPTAIN AND CO-CAPTAIN CHEERLEADER**

- The squad elects captain and co-captain. Captain will be a senior and must have one year of experience and in be good standing with the school. (Exception: If no senior meets requirements, it goes to the next grade eligible.)
- In case of a tie, the cumulative highest score will break the tie.

**REQUIREMENTS**

- Attend all scheduled practices, camps, and events/functions. Cheer camp is mandatory. If any member is unable to attend summer camp, member will be immediately dismissed from the squad.
- Attend all football and all designated basketball games specified by the sponsors.
- Transportation to all away football and basketball games must be with a preapproved adult and the adult must drive.
- Practice attire and game attire must be approved by the sponsors.
- Sponsors must be notified one week in advance of any practices, games, or events that the cheerleader cannot attend. (Unless an emergency-illness, injury, death, etc.) Not doing so will result in member receiving demerits and/or being removed from that performance.
- If a cheerleader is removed or resigns from the squad for any unexcused reason, the student will not be recognized at the sports banquets, award ceremonies, or in the yearbook as a cheerleader.
- If a cheerleader quits without proper cause, the cheerleader will not be eligible to tryout next year.

- If a cheerleader has been elected at TA from grade 7 through 11, they do not have to tryout their senior year.

## **JUNIOR VARSITY**

### **CAPTAIN AND CO-CAPTAIN CHEERLEADER**

- The captain must be a freshman with one year experience as cheerleader. (Exception: If no freshman meets requirements, the next grade will be considered in rank order).
- Each member votes for head cheerleader. In a tie, the judges' score will break the tie.
- The co-captain must be an eighth or ninth grader with one year experience as a cheerleader. The girl with the next highest number of votes will be co-captain.

### **REQUIREMENTS**

- All participants must attend summer camp and pay all camp fees.
- Attend all football and basketball designated by the sponsor.
- Cheerleaders must ride to away games with an adult approved by the sponsors and the adult must drive.
- Cheerleaders must take part in homecoming activities at the discretion of the sponsor.
- Sponsors must be notified in advance of any practices, games, or events that the cheerleader cannot attend.
- If a cheerleader is removed or resigns for any unexcused reason, the student will not be recognized at the sports banquets, award ceremonies, or in the yearbook as a cheerleader, and will not be allowed to tryout the following year

## **APPENDIX D**

### **HOMECOMING**

Students in grades 9-12 elect homecoming court attendants. All voting is by secret ballot with no group discussion. Ballots are counted by a committee appointed by the headmaster. No relative will be on the committee.

### **COURT ELIGIBILITY**

#### **MAIDS:**

- Must have attended Tallulah Academy for at least one full year prior to election.
- Selected from majority of their class.
- One maid selected from each class in grades 9 - 12.

#### **QUEEN:**

- Must be a senior.
- Must have attended Tallulah Academy for at least one full year prior to election.
- Elected by majority votes from grades 9-12.
- Elected prior to the maids' election.

### **HOMECOMING RESPONSIBILITIES**

#### **VARSITY CHEERLEADERS**

- Pep meeting
- Photographer
- Flower Order
- Field decorations

#### **Jr. Varsity Cheerleaders**

- Homecoming Dance

#### **STUDENT COUNCIL**

- Parade

- Alumni Tea
- Escorts for court during football game

## **APPENDIX E**

### **YEARBOOK VOTING GUIDELINES**

- Mr. & Miss TA is a senior only honor. They must have a 2.5 GPA or above, must letter in one or more sports, and take part in 2 sports a total of 6 seasons (9-12 eligibility) with a minimum of two seasons during their junior and senior years, and one extra-curricular activity. They must have attended Tallulah Academy, uninterrupted, from the beginning of 9<sup>th</sup> grade through 12<sup>th</sup> grade. They are not eligible for any other senior honors. They are eligible for Belle/Beau, Class Favorite, and high school honors. Grades 7-12 will vote in this election.
- Students in grades 10-12 are eligible for Most Beautiful and Most Handsome. They are not eligible for Belle or Beau. Voted on by Grades 7 - 12.
- Belles and Beaus, Males and females in grades 10-12, (with the exception of Most Beautiful and Most Handsome) are eligible. Grades 9 -12 vote in this election.
- Most Likely to Succeed is a senior honor chosen by students in grades 10-12. Voted on by Grades 10 - 12.
- High School honors (grades 10 – 12):
  - Most Athletic
  - Best Personality
  - Biggest Flirt
  - Most School Spirit
- Jr. High School honors (grades 7 – 9):
  - Best All Around
  - Most Loyal Trojan Fan
  - Funniest
  - Friendliest
- Class Favorites. A male and female from each class (grades 7-12) are eligible for this honor.
- All ties will be broken.
- All students enrolled **when school begins** are eligible for any awards.
- Student may become ineligible for Yearbook Honors for **significant disciplinary violations**.

**Revised and approved by Board January 2024.**

# Educational contract

Every day you live you are making a record. You should ever be conscious that this record becomes synonymous with your name. This working world has learned through experience that a complete school record of your scholarship, activities, and citizenship give valuable information in evaluating your ability and fitness for a job. Your school record is a link in your future. Remember that your record is what you make it. Make yours one that you will be proud to claim.

## CODES OF CONDUCT

I promise to use the facilities offered by Tallulah Academy to enlarge and broaden my interests, to increase my knowledge, and to cultivate the habits of a good student. I will always be willing to lend a hand to classmates and teachers in need of help. I will condemn disrespect and unkindness to the best of my ability. I will take a personal interest in the problems of my community, state, and nation. I will be honest.

I will respect the school authorities and abide by their rules. I will help promote school spirit. I will take pride in my school.

I will abide by the rules and regulations outlined in this handbook and am aware of penalties for inappropriate behavior.

Finally, I will pursue happiness and strive to show it, not only at school, but at home and in my community.

By signing below I testify I \_\_\_\_\_ have read the Tallulah Academy Handbook completely and agree to abide by the rules, regulations, and policies set forth by it.

STUDENT: \_\_\_\_\_

PARENT: \_\_\_\_\_

DATE: \_\_\_\_\_

Absences	5
Academic Awards	10
Academic Honors	10
Accelerated Reader	21
Accreditation	2
Admission Policy	3
Alcohol	23
Alma Mater	2
Attendance	5
Beta Club	10
Building Fund	4
Bullying	13
Cafeteria	20
Campus Entry/Exit	14
Cell Phones	18
Cheating	22
Checking out	6
Cheerleaders	27
Classification of Students	8
Complaints and Appeals	22
Curricula	7
Dances	21
Discipline	23
Drug Testing	13
Educational Contract	33
Electronic Devices	18
Emergency Dismissal	15
Emergency Procedures	15
Emergency Responses	16
Extra-Curricular Activities	11
FCS	12
Fire	15
First Aid	16
Fundraisers	12
Grade Calculation	9
Gymnasium	17
Harassment Policy	12
History	2
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Library	20
Lockers	21
Mission Statement	2
NHS	10
Nondiscriminatory Policy	3

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School Property	17
Sexual Harassment	12
Social Media Policy	19
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Student Council	11
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Textbooks	17
Tobacco	23
Tornado	15
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Vaping	23
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Weapons/Contraband	17
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