



Tri-County Educational  
Foundation  
Academic Handbook  
2024-2025

*\*Updated July 30, 2024*

## MISSION STATEMENT

The mission of TCA is to provide a positive educational experience in a safe, Christian environment, thus enabling all students through integrity, citizenship, achievement, and growth to achieve their academic potential and pursue a successful future.

## FOREWORD

The Student/Parent Handbook is to acquaint all of the Tri-County students and their parents with school regulations and policies that will affect students while they attend Tri-County Academy.

It must be realized, however, that when an attempt is made to formalize certain policies of this nature, there is always the possibility of inadvertently omitting some regulations and that additions and deletions will be made when the need arises. Any changes will be left to the discretion of the Board of Directors and the Administration.

Tri-County Academy was established in 1970, as an independent day school. It was created for and is dedicated to providing a safe, Christian environment through a college preparatory curriculum for boys and girls in Kindergarten through twelfth grade. TCA does not discriminate on the basis of race, color, ethnicity, or gender in its administration of educational policies.

Our priority at TCA is to provide a quality education for all of our students. Education is a process that stresses commitment and cooperation and that makes clear the interdependence of scholastic and extracurricular pursuits. TCA places a high value on integrity, achievement, and growth.

TCA offers many opportunities to increase knowledge, acquire physical skills and develop attitudes acceptable in society. By taking advantage of each instructional day and activity, students will acquire a higher level of personal satisfaction.

To help the student develop to his/her highest potential, the best professional teachers and administrators are available to assist, work, and guide the student.

To the new student, we say WELCOME, and we hope that you will soon feel that you are a real part of our school. We are always willing to help you in any way to make your time at TCA pleasant and productive. To all returning students, we are glad that you are back for another rewarding year. Please try to set an example as a good citizen by your actions and consideration of others.

REMEMBER, Tri-County is your school! It will be what you make it, and it will have the reputation in the community that you give to it.

## RULES OF CONDUCT

It is the policy of Tri-County Academy that any and all patrons, members, associates, and/or spectators attending any function, meeting, activity, event, and/or gathering, which TCA is hosting, participating in, and/or involved in, conduct themselves in a manner which is both beneficial and conducive to an atmosphere of learning and good sportsmanship.

This policy shall be effective during and/or subsequent to any function, meeting, activity, event, and/or gathering in which TCA is hosting, participating in, involved in, and/or represented. Such representation may be official or unofficial, but shall be deemed as representation if the name, trademark, logo and/or other identifying factor or factors are such that TCA is or becomes identifiable as being present or represented.

Should any patron, associate, member, and/or spectator present in, at, or subsequent to those situations set out above cause, initiate, act, become involved in, and/or direct abuse, verbal and/or physical, toward any employee and/or agent of TCA, MAIS representative, and/or any other person or persons present in or at those situations set above or on any social networking medium, then the Board of Directors shall take such action or actions as it deems necessary to address, correct, and or prevent such abuse. Actions taken by the Board may include but are not limited to the following:

1. A letter of reprimand and/or warning to the individual or individuals involved stating the Board's position, expectations of future conduct and/or behavior, probationary period, if any, and such actions that may be taken if any imposed probation is not successful.
2. A letter of suspension and/or banishment, stating the Board's position, setting out the degree, time and/or duration of the suspension and/or banishment as the Board may determine.

The Tri-County Board, expressly reserves the right under this policy to issue, immediately if deemed necessary by the Board, a letter of suspension and/or banishment regardless of any implied probationary period set out above should the Board determine that the act, action, and/or abuse on the part of any patron, member, associate and/or spectator is such that immediate actions are necessary and proper to ensure the safety and well-being of this institution, its employees, agents, students, patrons, members, and/or spectators.

## **Tuition Payment Policy**

The following guidelines have been adopted by the Board of Directors:

1. All Tuition may be paid in one of the following schedules:
  - a. Annual payment due June 1st (3% discount)
  - b. Semi-annual payment due June 1<sup>st</sup> and December 1<sup>st</sup> (1.5% discount)
  - c. Twelve (12) equal monthly payments beginning June 1<sup>st</sup> -May 31
  - d. Twenty-Four (24) semi-monthly payments (1<sup>st</sup> and 15<sup>th</sup> of each month) beginning June 1-May 31
2. Tuition **MUST** be paid by bank draft.
3. Any payment of tuition and/or fees that is returned by the bank for insufficient funds or other reasons will result in an additional charge of \$30.00 assessed by FACTS. An NSF fee will be assessed by your bank for each late payment as well. NSF fee if payment is made at the institution -Late fee \$10.00
4. All tuition and/or fees due under the terms of this contract must be paid in full as they come due. Prior to the beginning of any semester all payments and/or fees must be paid current before a student can begin any classes in the new semester.
5. Final grades and transcripts will be withheld while the tuition and/or fees are delinquent. Students will not be allowed to take semester or final exams or go through any graduation exercises while the tuition and/or fees are delinquent. This includes all grades.
6. If tuition and/or fees are delinquent, the student may not register for the new school year until the account is current.
7. The business office will e-mail monthly invoices for any tuition/fees that are delinquent. The patron is responsible for paying tuition according to the agreement signed.

## 2024-25 School Calendar

Aug 5	New Family Fish Fry	Feb 8	ACT Saturday Test Date
Aug 8,9	No Day Care	Feb 17	Presidents Day – No School; Daycare open
Aug 12	Teacher’s In-Service, no Daycare	Feb 18-21	Spiritual Emphasis Week
Aug 12	Meet the Rebels 6:00 Football Field	Feb 21	Grandparents Day
Aug 13	First ½ day of school; dismiss @ 12:00	Feb 25	District Reading Fair
Aug 13	After School Care Begins	Feb 27	MAIS Basketball Futures Game
Aug 14	First Full Day of School	Feb 28	MAIS Basketball All-Star Game
Aug 15	Var FBall Jamb – ½ day- Daycare open	Mar 6	District Art Fair @ TCA
Sept 2	Labor Day – School Holiday; no Daycare	Mar 6	End of Third Nine Weeks
Sept 9-13	Book Fair	Mar 7	No School or Daycare- MAIS Meeting
Sept 11	First Nine Weeks Progress Reports	Mar 7-16	Spring Break; Daycare open 10-14
Sept 14	ACT Saturday Test date	Mar 25	In-House ACT
Oct 9	MAIS Softball All-Star Game	Mar 29	Beauty & Beau/Who’s Who
Oct 11	Homecoming – ½ day	Apr 5	ACT Saturday Test Date
Oct 11	End of First Nine Weeks	Apr 8	Annual Meeting of the Members
Oct 14-15	Fall Break; Daycare open	Apr 17	Prom
Oct 26	ACT Saturday Test Date	Apr 17	Fourth Nine Weeks Progress Reports
Oct 29	ACT In-House Test	Apr 18	Good Friday – No School or Daycare
Oct 21	ACT Saturday Test Date	Apr 21	Easter Monday- No School; Daycare open
Nov 11	Veterans Day Program	Apr 29	Senior Chapel & Awards
Nov 13	Second Nine Weeks Progress Reports	Apr 30-May 2	Senior Exams
Nov 25-29	Thanksgiving; Daycare open 25-27	May 4	Baccalaureate 6:00
Dec 5	Christmas Program K3-2 <sup>nd</sup>	May 5	Awards Day; 1-5, 7-11 8:30; No daycare
Dec 5	MAIS Football Futures Game	May 9	Graduation 7:00 (Gym)
Dec 6	MAIS Football All-Star Game	May 12	K3 Program & Awards- 8:30
Dec 6	No School or Daycare- MAIS Meeting	May 13	K4 Program & Awards – 8:30
Dec 9	Fall Sports Athletic Banquet – 7:00 p.m.	May 14	K5 Graduation and Awards - 8:30
Dec 14	ACT Saturday Test Date	May 15	6 <sup>th</sup> Grade Graduation – 8:30
Dec 18-20	1 <sup>st</sup> Sem Exams – ½ day, Daycare Open	May 19	MAIS Baseball All-Star & Futures Game
Dec 23-Jan 6	Christmas Hol, Daycare closed 23-27	May 22	Spring Sports Athletic Banquet – 7:00 pm
Jan 7	2 <sup>nd</sup> Semester Begins	May 20-22	Final Exams – ½ day; Daycare open
Jan 20	Heritage Day – No School; Daycare open	May 26	Memorial Day – No Daycare
Jan 27	Reading Fair	Jun 14	ACT Saturday Test Date
Feb 5	Third Nine Weeks Progress Reports	Jul 4	No Daycare
		Jul 12	ACT Saturday Test Date

**\*Note: For various reasons, adjustments may have to be made to date and times.**

Day-care will be closed any day school is closed for inclement weather or any other emergency closing.

# TRI-COUNTY ACADEMY ADMINISTRATION, FACULTY and STAFF

## BOARD OF DIRECTORS

Jamey Carter ..... Chairman  
Kevin Ross ..... Vice-Chairman  
Jeremy Robinson ..... Treasurer  
Kerri Utroska ..... Secretary

Chris Allen  
Michael Bates  
T.K. Dunn  
Dr. Brad Franklin  
Bradley Hilderbrand  
Mark Lee  
Spence Shepherd  
Stephanie Yarbrough

## ADMINISTRATION

Mr. Steve Flemming ..... Headmaster  
Joe Goolsby ..... Assistant Headmaster & Athletic Director  
Philip Wasson ..... Assistant Headmaster, Football, Track  
Joshua Osborne ..... Elementary Principal, Coach  
Rod Delaney ..... Assistant Athletic Director, Coach  
Kathy Stewart ..... Counselor  
Tammy Childress ..... Administrative Assistant  
Amy Skelton ..... Business Manager

## ELEMENTARY

Heather Holcomb ..... 3-year old Kindergarten  
Reta Blythe ..... 4-year old Kindergarten  
Brenda Carson ..... 5-year old Kindergarten  
Janna Travis ..... 1<sup>st</sup> Grade  
Emily Brooks ..... 2<sup>nd</sup> Grade  
Catherine Tillman ..... 3<sup>rd</sup>/4<sup>th</sup> Lang Arts, Heritage Studies  
Demetria Raper ..... 3<sup>rd</sup>/4<sup>th</sup> Math & Science  
Katie Robinson ..... 5<sup>th</sup>/6<sup>th</sup> Math & Science  
Maria Dill ..... 5<sup>th</sup>/6<sup>th</sup> Lang Arts & Heritage Studies  
Robbie Bennett ..... Reading Intervention  
Nicole Nance ..... Art  
Marilyn Pettis ..... Teacher Assistant  
Angela Blythe ..... Teacher Assistant  
Ashley Dunlap ..... Teacher Assistant  
Meghan Harris ..... Teacher Assistant  
Kelly Miller ..... Teacher Assistant  
Bianca Sullivan ..... Yearbook  
Melissa Moore ..... Dyslexia/Interventionist  
Tamara Boatner ..... Day Care Director

## SECONDARY

Mollie Seale ..... High School English, Coach  
Carrie Hilderbrand ..... Secondary Math  
Jenny Hilderbrand ..... Junior High Language Arts  
Heather Jones ..... Secondary Math  
Melanie Nance ..... High School Science, Tennis  
Michael Nanney ..... Chaplain, Bible  
Leslie Potter ..... Junior High Science  
Betsy Smith ..... Spanish, Home Economics  
Joshua Osborne ..... Social Studies, Boys Basketball

Cooper Hillman .....	Computer, Coach
Rod Delaney .....	Social Studies, Girls Basketball
Jesse Ward .....	Social Studies, College & Career Readiness, Coach
Mitch Womack .....	Social Studies, Coach
Efrain Torres .....	Technology
Denise Gables .....	Cafeteria
Rebecca Bailey .....	Cafeteria
Molly Grainger .....	Cafeteria
Tammy Roberts .....	Cafeteria
Niury Guerro Torres .....	Cafeteria

## ABSENCES

**Regular and punctual attendance on the part of all students is necessary for successful achievement in school. Frequent absences affect scholarship, interest in school activities, and eventually attitude toward school. Attendance is recorded on permanent records in the office, where they may be reviewed by college authorities or employers. It is therefore important that pupils be in school and on time every day, and only in unavoidable cases should a pupil be taken out of school before the close of the day.**

A student missing a class more than 20 times within a full year course or 10 times within a semester course will not receive credit regardless of the grade average achieved. A student must attend class for 25 minutes to be counted present. If a student checks-out of school early or arrives late, they will be counted absent in the individual classes they miss. Absences due to school-sponsored activities are not counted in the total, but all other absences count including Doctor's excuses. An exception may be made by the Headmaster in case of an extended illness such as a hospital stay. All excuses for absences and notes for early dismissals must have a home or business phone number of a parent or legal guardian on the note for verification by the school. When students are absent, parents should contact the school before 12:00. Students must assume responsibility for making up work missed when absent.

**EXCUSES:** If a student is absent from school or class for any reason, one of the following types of excuses must be presented to the office: (1) A note from the parent or legal guardian or (2) a medical doctor's note. Absences will be classified either excused or unexcused. Excused absences will allow the student to make-up any work missed but still count in the total number of days absent. Unexcused absences mean that a grade of 70 is the highest grade a student can achieve on any work missed when made up. If the student does not make-up the work, a grade of Zero will be given. All excuses must be turned in within three (3) days of returning to school for absence to be counted as excused.

## ADMISSIONS POLICY

Tri-County Academy is an accredited, coeducation, college-preparatory day school for grades K through 12. Enrollment is open to college-bound students of any race, religion, gender, or ethnicity who meet the entrance requirements and strive both in conduct and achievement to maintain satisfactory progress. Admission requirements shall be based on the following categories:

1. **New Students:** New students shall be those students entering K3, K4, K5, and 1<sup>st</sup> Grade.
2. **Home School and Non-Accredited School Transfers:** Students previously enrolled in a non-accredited public or private academic institution or home school network.
3. **Transfer Students:** Transfer students shall be those previously enrolled in an accredited public or private academic institution.

Admission requirements for each category are described in the following subsections.

*New Students.* Students must be the appropriate age by September 1 to enter K3, K4, K5, and 1<sup>st</sup> Grade. A certified copy of student's birth certificate and immunization compliance form must be on file in the school office before the student may attend classes.

A student must be 3 years of age prior to June 1 to attend summer day-care.

In the case of limited enrollment availability in a child(s) classroom, preference shall be given to children of TCA Alumni, children of TCA staff, and siblings of currently enrolled TCA students whose accounts are in good standing. Good standing shall be considered on-time, up-to-date account payments, compliance with the TCA Rules of Conduct, and compliance with the TCA Social Media Networking Policy.

*Home-School and Non-Accredited School Transfers.* Home school students who wish to enroll at TCA must adhere to the following:

Grades 1-8 – students will be given a placement test in subject areas of reading, math, and English to determine their competency level and will be placed accordingly.

Grades 9-12 – students must present an official transcript from a recognized home school network to be given credit for subjects completed.

For a home school student to graduate from Tri-County Academy, the last eight (8) credits must be earned from TCA. Students must enroll before thirty (30) calendar days have elapsed since the beginning of school if they have not been enrolled at another school. Exception may be given by the Board of Directors.

*Transfer Students.*

Part I: Prior to transfer and enrollment, Tri-County Academy must be provided the following for review:

- A. Last report card or current grades if enrollment is during a new grading period.
- B. Complete transcript that shows final grades/ credits of previous academic year.
- C. Birth Certificate (certified copy).
- D. Current immunization record.
- E. Withdrawal form from previous school.
- F. If you are a junior high or high school student:
  - 1. Student must be able to transfer in and take the subjects that TCA offers and be able to earn enough credits to promote to the next grade level.
  - 2. No new student will be allowed to enroll after the last day of the 2nd nine weeks grading period except in the case of extenuating circumstances. (Exception may be made by the Board of Directors).
- G. Behavior report completed and signed by the Headmaster/Principal or Counselor of the previous school attended.
- H. Letters of recommendation from two (2) non-academic affiliated acquaintances describing the student's behavior and character outside an academic setting.

Part II: No student may transfer if he or she has been expelled from another school. An appeal may be made to the Board of Directors to determine on a case by case basis if extraordinary circumstances are present.

Part III: For those students in grades 7-12 wishing to transfer or enroll as a "new" student, a drug screen report must be submitted to the Administration of Tri County Academy prior to enrollment. The drug screening facility must be one known and approved by the Administration of TCA. The screening must be or have been administered no earlier than the month immediately preceding the request to transfer. Any results noted as "positive" shall be reason for a denial of admission, enrollment and or request to transfer.

*Enrollment Subject to Board Approval.* In all admission cases, enrollment shall be contingent upon review and approval by the TCA Board of Directors. A review shall consist of, at a minimum, the required documentation contained in the preceding subsections for the applicable admission category. No student shall be allowed to enroll without approval of the TCA Board of Directors. The TCA Board of Directors reserves the right to deny admission and enrollment with or without cause.

*Withdrawal from TCA.* Any student who withdraws from TCA must return all textbooks, supplies, and materials belonging to TCA and must pay all fees, tuition, and other charges owed to TCA. A transcript of the student's grades will not be forwarded until the student has complied with the withdrawal procedures as outlined above. The student's account must be cleared completely before the transcript is forwarded to the student's new school.



## AFTER SCHOOL CARE

An after-school program is offered for Tri-County Academy students in grades K3 – 6<sup>th</sup> grades and ages 3-12. A student must turn 3 years of age before June 1 to be in after school care prior to entering K3. The purpose of the program is to offer a safe structured environment for TCA students. Students will be grouped age appropriately and be assigned to designated areas for study and snack purposes. Students will arrive and dismiss from designated areas only.

## APPOINTMENTS

All appointments with teachers should be during school hours and scheduled through the Headmaster. Prior to a patron being put on the agenda to address the Board of Directors concerning personnel matters, the following must occur: (1) schedule a parent/teacher conference to discuss concerns with the teacher (2) if not satisfied, schedule an appointment with the Headmaster (3) if not satisfied, REQUEST IN WRITING that the Headmaster put you on the agenda for the next board meeting.

## ATHLETIC ELIGIBILITY

### Requirements for Varsity Athletics

1. Must have passed four (4) of the (5) subjects from the previous school year.
2. Shall not have reached his/her 19<sup>th</sup> birthday before August 1, 2024.
3. Shall not have entered the 9<sup>th</sup> grade before 2021-22 school year.

### Requirements for Junior High Athletics

1. Must have passed four (4) subjects with two (2) of those being Math and Language Arts.
2. Shall not have reached his/her 16<sup>th</sup> birthday before August 1, 2022.
3. Shall not have entered the 7<sup>th</sup> grade before the 2021-22 school year.

All athletes must have a physical and release form on file in the school office before participation in athletics including summer camps. Students must also be registered for the coming school year to be eligible to participate in summer work outs.

### **Athletic Eligibility Policy (Grades 7-12)**

- A. Scholastic Eligibility – Scholastic eligibility standards are required of all students engaging in co-curricular activity programs. School board may make exception for only those students participating in non-competitive activities.
- B. Section 1: Semester Grades
  - a. A student must have received a passing grade in all subjects that he/she was enrolled in during the last semester in order to participate in the next semester. This requirement would also be five subjects for 7<sup>th</sup>/8<sup>th</sup> grade students.
  - b. If a student does not meet the minimum scholastic standard, he/she will not be eligible to participate during the first six weeks of the next semester they attend.
  - c. A student who does not meet the minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.
  - d. Students enrolled for the first time must comply with the same requirements of scholastic eligibility. The passing grades required for the preceding semester should be obtained from the records in the school last attended.
- C. Section 2: Student Eligibility During a Semester
  - a. Scholastic eligibility for students will be checked after three weeks (during the fourth week) of a semester and each succeeding week thereafter. The period of probation and eligibility will always begin the Monday following the day eligibility is checked and end on Sunday. NOTE: A student may not become eligible during the week of their probationary period based on a periodic grade check. The probation will always be in full effect for one week.
  - b. After a three-week grade check, if a student is not passing all courses, he/she will be placed on probation. During the FIRST probationary period, the student will be given (3) weeks to remove



the probationary status by attaining passing grades in all courses; however, the student will not be removed from practices or games during this time.

- c. If a student does not attain passing grades after the FIRST probationary status, they will be suspended from any games/scrimmages, etc. for one week beginning the following Monday-Sunday. The student will continue to practice during this time. A student will remain suspended for a period of one week at a time until passing grades are attained in all courses. If a student does not successfully attain passing grades during the SECOND third week probationary status, they will be suspended from all games and practices for a minimum of (3) weeks until passing grades are attained in all courses.

D. Section 3: Ineligible Student Participation Limitations

- a. A student who is deemed “ineligible” shall not be permitted to participate in any athletic contest or scrimmage situation during the period of ineligibility.
- b. A student who would become ineligible for two consecutive grading periods would lose all practice condition privileges and could be released from any athletic squad.

### BELL SCHEDULE

1 <sup>st</sup> Bell.....	7:57
1 <sup>st</sup> Period.....	8:00 – 8:50
2 <sup>nd</sup> Period.....	8:53 – 9:43
Break .....	9:43 – 9:55
3 <sup>rd</sup> Period .....	9:58 – 10:48
4 <sup>th</sup> Period .....	10:51 – 11:40
5 <sup>th</sup> Period .....	11:43 – 12:33
.....	12:33-12:55 Lunch
6 <sup>th</sup> Period .....	12:57 – 1:47
7 <sup>th</sup> Period .....	1:50 – 2:40
K3, K4, K5 .....	will dismiss at 2:00 each day
1 <sup>st</sup> – 6 <sup>th</sup> .....	will dismiss at 2:30 each day
7 <sup>th</sup> – 12 <sup>th</sup> .....	will dismiss at 2:30 each day

### CAFETERIA FOOD and DRINK

All food and drink consumed by students during school hours during break or during lunch will be within the cafeteria or other designated areas only. Food and drink are not to be taken to any other area on campus including the main building or the gym unless given permission by the Headmaster.

### CARE OF SCHOOL PROPERTY

Tri-County Academy has a campus and facilities of which everyone can be proud. Students are asked to protect this property by not littering, writing on desks or walls, or in any other way damaging school property. Students who do not respect school property will face appropriate disciplinary actions, and parents will be held financially responsible for any damages resulting from their child’s actions.

## CELL PHONES

ALL cell phones and smart watches will be turned into the 1<sup>st</sup> period teacher to keep for the entire day. Secondary students will get these back when they leave school or check out. Elementary students will get their phones back at the end of the day. If a student comes to school after 8:00, he/she will give their phone to the 1<sup>st</sup> period teacher ASAP.

**First offense** – 7:00 a.m. morning detention

**Second and subsequent offenses** – 1 day out of school suspension.

## CHEERLEADERS

Members are chosen each spring for the following year. Academic requirements must be met the same as other extracurricular activities. Prerequisites for tryouts are:

1. Abide by all rules set by the sponsor.
2. Be prepared to meet uniform expenses.
3. Attend all scheduled practices and summer clinics or camp.
4. Be at all games unless an absence has prior approval of the sponsor.
5. Must be registered during fall semester to try-out during spring try-outs.
6. Tuition must be current for the current school year prior to tryouts.
7. A student must meet academic requirements (see page 4).

## CURRICULUM

**Eight Grade:** Computer I

**Ninth Grade:** English I, Algebra I/Honors Geometry, Biology I, Geography/Mississippi History, Spanish I, Athletic P.E.

**Tenth Grade:** English II, Plane Geometry/Honors Algebra II, Human Anatomy & Physiology, World History, Computer II, Spanish II.

**Eleventh Grade:** English III, Algebra II/Honors Advanced Math/Trig, Chemistry, American History, Fine Arts, Elective.

**Twelfth Grade:** English IV, College & Career Readiness, Dual Enrollment Math (College Credit)/Senior Math Physics/Environmental Science, Government/ Economics, College and Career Readiness (CCR).

**Electives:** Bible, Computer II, Athletic P.E., Home Economics, Writing and Study Skills (Journalism/yearbook).

- \* **All students in grades 1-8 must pass three (3) of four (4) major subjects to be promoted to the next grade. Two of those must be Math and Language Arts. Elementary Language Arts and Math curriculum is Bob Jones University (BJU Press) Biblical Worldview curriculum. Courses include Reading, Spelling, Language Arts, Handwriting, Heritage Studies, and Science.**
- \* Students in grades 7-9 will take five (5) subjects and Athletic P.E. If a student does not participate in athletics, he/she will be placed in another class.
- \* Students in grades 10-11 will take six (6) subjects and Athletic P.E. If a student does not participate in athletics, he/she will be placed in another class.
- \* Seniors are required to take a minimum of five (5) subjects; more if required for graduation.
- \* Seniors that sign-up for the dual enrollment class with HCC will be required to reimburse TCA if they decide to drop the class after 4 ½ weeks.

## COLLEGE RECOMMENDATIONS

(Required for admission to State universities in Mississippi)

**English** - 4 Units – All four units require substantial communication skill components.

**Math** – 4 Units – Includes Algebra I, Geometry, Algebra II, Advanced Math, Trig., Pre-Calculus, Unified Geometry, or Dual Credit Math Course

**Science** – 4 Units – Includes Biology, Anatomy & Physiology, Chemistry, Physics or Physical Science.

**Social Studies** – 4 Units – Includes World Geography, World History, American History, American Government/Economics.

**Electives** – 6 Units

## COLLEGE VISITS

Seniors will be allowed 2 college visits and juniors will be allowed 1 visit.

## DISMISSAL FROM SCHOOL

All requests for early dismissal from school must be submitted to the office prior to 8:00am on the day such request is to take place. The request must be in writing and provide a home or business telephone number of a parent or legal guardian. Please state the reason for dismissal. The only exception to this will be made by the Headmaster. Students should not be dismissed while a class is in session. Students are not to call parents for dismissal by using their cell phone.

## DRESS CODE/UNIFORMS

**ALL UNIFORMS MUST BE PURCHASED AT LAND'S END SCHOOL UNIFORMS**

*NOTE: Sweatshirts purchased from the Booster Club that fit properly. (No athletic practice gear may be worn to school.)*

### K3, K4 and K5 UNIFORM REQUIREMENTS:

#### **GIRLS**

CHAPEL: Any navy dress or navy jumper

#### DAILY UNIFORM OPTIONS:

- Polo Dress in red or navy
- Ponte Pleat jumper in navy (must be worn with white Peter Pan monogrammed shirt)
- Polo shirt (Peter Pan or regular collar) in white, navy, red or gray (short sleeve or long sleeve)
- Navy skirt or skort
- Plaid skirt or skort
- Navy or gray cardigan
- **All skirts, skorts and dresses must be no more than 2 inches above the front & back of knee.**
- Bloomers or modesty shorts must be worn under all dresses and skirts
- Leggings or tights may be worn in navy, white or gray

#### SHOES

- Tennis shoes may be worn every day - Velcro
- Flat heel shoes only
- Ugg type boots may be worn in winter months
- NO sandals, flip-flops or open-toed shoes
- NO cowboy boots

#### **BOYS**

CHAPEL: Navy polo shirt and Khaki pants. (may wear shorts in hot weather)

#### DAILY UNIFORM OPTIONS:

- Polo shirt in red, navy, gray or white (short sleeve or long sleeve)
- Khaki shorts
- Khaki pants

**SHOES:**

- Tennis shoes may be worn every day - Velcro
- NO sandals, flip-flops, or open-toed shoes
- NO cowboy boots

**OUTERWEAR**

**GIRLS AND BOYS:**

- Land's End monogrammed jacket or pullover in red or navy
- Land's End navy rain jacket
- Land's End puffer vest
- Other Land's End outerwear options may be added as they become available - These options will be indicated on the LE website
- Other approved outerwear may be purchased from the TC Booster Club when available
- Approved athletic sweatshirts and pullovers
- Outerwear when worn, must be over an appropriate TC uniform

**ELEMENTARY UNIFORM REQUIREMENTS (1<sup>ST</sup> -6<sup>TH</sup> GRADES):**

**GIRLS**

CHAPEL: Plaid skirt or skort with navy polo shirt OR navy ponte pleat dress

**DAILY UNIFORM OPTIONS:**

- Ponte Pleat jumper in navy (must be worn with white Peter Pan monogrammed shirt)
- Ponte Pleat short sleeve dress in navy
- Polo shirt (Peter Pan or regular collar) in white, navy, red or gray (short sleeve or long sleeve)
- Navy skirt or skort
- Plaid skirt or skort
- Navy or gray cardigan
- Bloomers or modesty shorts must be worn under all dresses and skirts
- Leggings or tights may be worn in navy, white or gray
- **All skirts, skorts and dresses must be no more than 2 inches above the front/back of knee.**
- NO athletic practice attire may be worn to school. Sports travel uniforms may be worn only on game days but not on Chapel days.

**SHOES:**

- Tennis shoes may be worn every day
- NO sandals, flip-flops or open-toed shoes
- NO cowboy boots should be worn with shorts or skirts.
- Flat heel shoes only
- Ugg type boots may be worn in winter months

**BOYS**

CHAPEL: Navy polo shirt and Khaki pants. (may wear shorts in hot weather)

**DAILY UNIFORM OPTIONS:**

- Polo shirt in red, navy, gray or white (short sleeve or long sleeve)
- Khaki shorts
- Khaki pants
- Brown belt
- NO athletic practice attire may be worn to school. Sports travel uniforms may be worn only on game days but not on Chapel days.

**SHOES:**

- Tennis shoes may be worn every day
- No sandals, flip-flops, or open-toed shoes

- Boots with pants only

## **OUTERWEAR**

### **GIRLS AND BOYS:**

- Land's End monogrammed jacket or pullover in red or navy
- Land's End navy rain jacket
- Land's End puffer vest
- Other Land's End outerwear options may be added as they become available - These options will be indicated on the LE website
- Other approved outerwear may be purchased from the TC Booster Club when available
- Approved athletic sweatshirts and pullovers
- Outwear, when worn, must be over an appropriate TC uniform

### **7<sup>th</sup>-12<sup>th</sup> GRADES UNIFORM REQUIREMENTS:**

## **GIRLS**

CHAPEL: Plaid skirt or skort with navy polo shirt OR navy ponte pleat dress

### **DAILY UNIFORM OPTIONS:**

- Ponte Pleat short sleeve dress in navy
- Polo shirt in white, navy, red or gray (short sleeve or long sleeve)
- Navy skirt or skort
- Plaid skirt or skort
- Navy or gray cardigan
- **All skirts, skorts and dresses must be no more than 2 inches above the front/back of knee.**
- Modesty shorts must be worn under all dresses and skirts
- Leggings or tights may be worn in navy, white or gray
- NO athletic practice attire may be worn to school. Sports travel uniforms may be worn only on game days but not on Chapel days.

### **SHOES:**

- Tennis shoes may be worn every day
- NO sandals, flip-flops or open-toed shoes
- NO cowboy boots should be worn with shorts or skirts.
- Flat heel shoes only
- Ugg type boots may be worn in winter months

## **BOYS**

CHAPEL: Navy polo shirt and Khaki pants

### **DAILY UNIFORM OPTIONS:**

- Polo shirt in red, navy, gray or white (short sleeve or long sleeve)
- Khaki shorts
- Khaki pants
- Brown belt
- Solid white crew neck t-shirt should be worn under shirts. No writing should be visible.
- NO athletic practice attire may be worn to school. Sports travel uniforms may be worn only on game days but not on Chapel days.

### **SHOES:**

- Tennis shoes may be worn every day
- No sandals, flip-flops, or open-toed shoes
- Boots with pants only.

## **OUTERWEAR**

### **GIRLS AND BOYS:**

- Land's End monogrammed jacket or pullover in red or navy
- Land's End navy rain jacket

- Land's End puffer vest
- Other Land's End outerwear options may be added as they become available - These options will be indicated on the LE website
- Other approved outerwear may be purchased from the TC Booster Club when available
- Approved athletic sweatshirts and pullovers
- Outerwear, when worn, must be over an appropriate TC uniform

**Tri-County Academy will have casual days for various reasons, and those will be announced at the appropriate time with instructions of what may be worn that day. Uniforms will be worn on field trips unless otherwise designated by the Headmaster. Students will wear “chapel uniforms” when representing TCA at all MAIS events.**

## **DRESS AND APPEARANCE**

Since people outside our school judge by the way our students look and behave, we feel that parents should make a special effort to see that their children conform to dress regulations and dress appropriately at all extracurricular activities as well.

Boys' and girls' hair should be neatly cut and groomed at all times. Extreme hairstyles are not acceptable (example, extreme colors). Length of hair and sideburns for boys must be an acceptable length. Hair that covers the ears and/or eyebrows is not acceptable at any age level. **NO BEARDS, PONYTAILS OR EARRINGS FOR BOYS, and FACE MUST BE CLEAN SHAVEN** at all times. Body piercing and/or tattoos cannot be visible at any time during any school activity by any student. Girls may wear traditional earrings.

### **ENFORCEMENT OF DRESS CODE AND APPEARANCE**

1. All members of the faculty, staff, and administration of TCA are charged with the enforcement of the adopted dress code as outlined in these amendments and the Student Handbook.
2. Violations of the dress code or appearance should be reported to the Headmaster immediately.
3. Upon a violation being reported, the student's parent or guardian shall be notified, and the student will be sent home to change or retained until the parent makes arrangements for appropriate dress.
4. Upon the third offense, the student shall be suspended for a period of no less than two days.
5. For any offense exceeding the third, the student shall be subjected to expulsion per the Student Handbook.

## **EVACUATION PLAN for STAFF and STUDENTS**

In case of a crisis when our students and staff must be evacuated off campus, the following plan will be put into operation:

The school buses will be loaded to capacity beginning with K3 students then in ascending order by grade. The remaining students and staff will be loaded into vehicles that are on campus and will be transported to an area to be determined by the Madison County Emergency Management Agency (MCEMA) and local law enforcement officials. Parents will be notified where and when they will be able to pick up their children. All students that are on campus must go with the group to the staging area until further notice. MCEMA and Tri-County Academy Administration will be in charge of safety decisions.

## EXAM DATES

### 1<sup>st</sup> and 2<sup>nd</sup> Semester Exams and Final Exams

Wednesday, December 18 & Tuesday, May 20 ..... 1<sup>st</sup> and 2<sup>nd</sup> Period Exams  
Thursday, December 19 & Wednesday, May 21 ..... 3<sup>rd</sup> and 4<sup>th</sup> Period Exams  
Friday, December 20 & Thursday, May 22 ..... 5<sup>th</sup> and 6<sup>th</sup> Period Exams

- \* All students will be dismissed at 11:00 if they do not have makeup work to do at that time.
- \* Students may not leave classroom until scheduled time for exam is complete.

## EXTRA-CURRICULAR PARTICIPATION

Students that participate in any school activities such as any athletic team, practice for athletics, summer camps for athletics, cheerleading, driver's education, summer day care, etc. must have all fees and tuition up to date and must be registered for the coming school year to participate.

A student who is absent all or part of a school day is not permitted to represent the school in any extra-curricular activity on that day without clearance from the Headmaster.

An athlete who is absent all or part of a school day may not participate in practice or a contest on that school day without approval from the Headmaster. IN ADDITION, STUDENTS WHO ARE HABITUALLY UNABLE TO ATTEND SCHOOL OR WHO ARE TARDY TO SCHOOL THE DAY FOLLOWING AN EXTRA-CURRICULAR EVENT WILL BE, FOR THE SAKE OF THEIR HEALTH AND ACADEMIC ACHIEVEMENT, DROPPED FROM PARTICIPATING IN SUCH EVENTS.

The Headmaster reserves the right to review special cases of absenteeism caused by unusual or extreme circumstances.

TCA offers the programs of baseball, basketball, cheerleading, cross country, football, golf, softball, student trainers and tennis. All students are encouraged to participate regardless of their ability.

All students must meet academic eligibility requirements set by the school. A student must have passed four academic units for the preceding year in order to be eligible for athletic participation.

Participation in athletics or extra-curricular activities is a privilege. Going out for a team gives a student the right to practice and learn basics of the game. Being on a team DOES NOT guarantee playing time. PLAYING TIME IS STRICTLY AT THE DISCRETION OF THE COACHING STAFF. The administration and coaches reserve the right to suspend a player from a team for academic or disciplinary reasons.

## GRADING SCALE

Regular Classes	Honors Classes
A 90-100 4 points	A 90-100 5 points
B 80-89 3 points	B 80-89 4 points
C 75-79 2 points	C 75-79 3 points
D 70-74 1 point	D 70-74 2 points
F below 70 0 points	F below 70 0 points

### Please Note the Following Scale and Grading Adjustments:

A weight of 1.025 will be added to all courses taken in advance of a student's normal grade year. For example: 7<sup>th</sup> graders taking Pre-Algebra, 8<sup>th</sup> graders taking Algebra I, and 9<sup>th</sup> graders taking Algebra II or Geometry.

A weight of 1.05 will be added to Advanced Math/Trig, Dual Credit math, and Physics.

Honors classes include: Geometry or Algebra II if taken in the 9<sup>th</sup> grade, Advanced Math/Trig, Dual Credit math, and Physics.



## GRADE AVERAGING

All grades will be on a nine-week schedule. Progress reports will be sent out in the middle of each nine-week grading period. Both report cards and progress reports should be signed by the parent and returned to school.

NINE WEEKS averages are computed by using the nine-weeks daily average and weekly test average. Test averages count 65% of the total grade and daily averages 35% of the total grade.

SEMESTER averages are computed by adding both nine-week grades, divide by two (2), multiply the answer by three (3) and add the exam grade. Divide this sum by four (4).

FINAL GRADE is determined by adding the first and second semester grades, then dividing by two (2).

Report cards are given to students at the end of the 1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup> nine-week grading periods (see school calendar). Report cards are mailed at the end of the school year. Telephone conferences and parent/teacher conferences will assist in keeping the parents aware of the student's progress and must be scheduled through the Headmaster.

Parents also have access to our electronic grading system, called FACTS, to view student's grades. Call the office for your entry code and password. Seniors with an 80 average for the year will be exempt from final exams in that subject. Students in grades 7-11 that have a yearly average of 90 or above may be exempt from exams. Students are recognized for outstanding academic performance at the end of each nine weeks according to the following criteria: "A-B" Honor roll requires an 80 average or above in all subjects. High Honor Roll or "A" honor roll requires all grades to be 90 or above in all subjects.

Students in 7-12 grade may be exempt from exams second semester if the following criteria is met:

- No more than 3 absences per class (excused or unexcused) per semester; and
- A semester average of 90 or above must be achieved in that class (Seniors must achieve an 80 average or above)

**For a student to have the highest "overall" average in his/her class, the student must be taking honors classes. A transfer student must have completed his/her final 6 semesters of high school curriculum at TCA to be eligible for Valedictorian or Salutatorian. Early graduation deems a student ineligible for these distinctions.**

## GRADUATION REQUIREMENTS

Beginning with the Graduation Class of 2010, MAIS requires a minimum of 22 Carnegie Units. Students must have 4 units of English, 4 units of Math, 4 units of Science, 4 units of Social Studies, 6 units of electives including 1 unit of Fine Arts. **Any Senior that does not attend "Graduation Practice" or "Baccalaureate Practice" in May prior to graduation, will not participate in those ceremonies.**

## GYM REGULATIONS

No food or drink will be allowed in the gymnasium at any time during the school day except during home basketball games. Other than players and coaches, students and spectators must remain off of the gym court playing area at all times during basketball games. Students are not to be in the gymnasium during school unless attending a scheduled P.E. class. During after-school hours, the gymnasium is to be used only by groups or organizations that are approved by the Administration of Tri-County Academy.

## **HOME SCHOOL AND NON-ACCREDITED SCHOOL TRANSFERS**

Home school students who wish to enroll at TCA must adhere to the following:

Grades 1-8 – students will be given a placement test in subject areas of reading, math, and English to determine their competency level and will be placed accordingly.

Grades 9-12 – students must present an official transcript from a recognized home school network to be given credit for subjects completed.

For a home school student to graduate from Tri-County Academy, the last eight (8) credits must be earned from TCA. Students must enroll before thirty (30) calendar days have elapsed since the beginning of school if they have not been enrolled at another school. Exception may be given by the Headmaster.

## **INCLEMENT WEATHER**

School will be closed for inclement weather when advised to do so by MEMA and all days when the administration feels it is necessary. Parents will be notified by the TCA Text Messaging program and local TV stations.

## **INTERNET and COMPUTER USE POLICY**

Tri-County Academy views computers and the Internet as useful tools in education. The use of the computers and the Internet is a privilege, not a right; therefore, each student must sign an agreement on appropriate and acceptable use. This privilege should be used effectively and carefully.

1. Computer resources are for academic activities only, not games, etc.
2. No one should attempt to change the basic set-up parameters or access system/network programs on any computer.
3. No one shall download information to the hard drive at any time. Information needed must be saved onto a CD, jump drive, or other appropriate locations such as their P-drive.
4. Copyright laws will be recognized and honored by all students.
5. Work by any user is valuable, therefore, work of other students or teachers may not be copied or changed.
6. Students are not to enter chat rooms or use any instant messenger services. Students are not to reveal their personal information, addresses, phone numbers, or that of any other student or faculty member.
7. Any attempt to access inappropriate, pornographic, or any offensive or questionable material may result in disciplinary action.

All students should follow these rules and understand the Code of Ethics for use of computer and Internet privileges. If any violations should occur, computer and Internet privileges will be revoked and further school disciplinary action may be warranted.

## **LIBRARY BOOK REMOVAL**

The books for our school library are chosen by teachers based on reading levels, interest levels, content, and literary value. Parents can review and limit their own child's book choices. If a parent objects to a book and wants it removed from the library, a committee will review the book to determine if it should be removed. There will be a committee of three which will consist of a secondary teacher, elementary teacher, and a parent

## **MAKE-UP WORK/TESTS**

It is the responsibility of students in grades 7-12 who have missed tests or quizzes because of excused absences to make up those tests or quizzes on the first assigned morning. The student has the number of days absent to make up any work missed during his absence. For example: If a student is absent three (3) days from

school or class, he/she is allowed three (3) days to complete the work missed after returning to school. Exceptions may be made by the teacher, not the student.

Students leaving school for school related activities when they have tests scheduled that day will take the test before they leave school. It may be necessary for them to arrange with their teacher to take the test early that day.

A student with an unexcused absence can receive a grade no higher than 70 for makeup work. All work missed must be made up regardless of excused or unexcused absence. If the work is not made up, the student will receive a Zero.

## **MARRIAGE and PREGNANCY**

No student, who is or has been at any time married or pregnant, will be considered for enrollment in Tri-County Educational Foundation, Inc. If any student presently enrolled becomes married or pregnant, such student, when married or pregnant status becomes know by the Administration, shall be required to withdraw from TCA.

## **MASTER CALENDAR**

The school's master calendar is kept in the main office. A school related activity must be on the master calendar. This is necessary to prevent conflicts with other activities, transportation availability, and possibly purchase orders that need to be issued. Each monthly newsletter that is sent to all patrons will contain a master calendar for the month. Any date changes must be approved by the main office.

## **NATIONAL HONOR SOCIETY**

The National Honor Society recognizes students with high achievement in scholarship, leadership, citizenship, character, and service.

A student must meet the following criteria to be eligible for NHS:

1. Must have been in attendance at least one semester at Tri-County.
2. Must be a member of the sophomore, junior, or senior class.
3. Have a minimum of a 90 cumulative average (up to 1<sup>st</sup> semester of school year in which he/she is being considered for membership). The average must be taken from the core courses not electives.
4. Complete the Student Achievement Information Sheet.

The final selection of members to the NHS shall be a majority vote of the Faculty Council, consisting of five faculty members appointed by the headmaster.

## **OFFICE HOURS**

For your convenience, the school office will be open from 7:30am until 2:45pm on days when school is in session. The office will close early on days of early dismissal. Summer hours are Tuesday-Thursday 8:00am until 12:00 Noon. TCA has voice mail. If you would like to leave a voice mail, follow the directions given when calling.

## **PARENT INVOLVEMENT**

Parents are encouraged to become involved in the various activities that are offered at Tri-County Academy. Our Booster Club is very active and has fund raisers throughout the school year. All of these funds are used for things that are beneficial to Tri-County Academy.

## **PARENT-TEACHER CONFERENCES**

We recommend and encourage parent/teacher conferences when indicated by effort, attitude, or low achievement. Parents are requested to call the office to schedule an appointment during the teacher's planning time. All conferences concerning students' grades and conduct are best discussed at school during the regular hours when faculty members have access to grade books, test papers, etc. Only parents or guardians will be allowed to attend teacher/parent conferences. Please schedule conferences a day in advance.

## **PLAGIARISM (CHEATING) and DISHONESTY**

Tri-County Academy believes that the school has an obligation to foster high standards of personal conduct. Giving or receiving help on any academic work or any type of cheating will result in the student receiving a zero.

It is important that students learn early that to "borrow" ideas or "lift" a passage from a source without acknowledgement constitutes plagiarism and is dishonest. Every student at Tri-County Academy must be the author of his own work. To misrepresent one's work knowingly is to cheat. To misrepresent one's work ignorantly is to show oneself that he/she is unprepared to assume the responsibility for work on both the secondary and college level.

## **PROGRESS REPORTS**

Report cards will be supplemented by Progress Reports. These reports, reflecting current averages, are sent after the first 4 1/2 weeks of each nine-week grading period. A student is not assured of a passing grade at the end of the term regardless of the current average. Parents may wish to schedule a parent/teacher conference through the school office. Progress reports should be signed and returned to school. Dates when progress reports will be sent home will be noted on the calendar in the Monthly Newsletter.

## **PROM**

Prom is considered an event that is sponsored by TCA. The following guidelines have been set by the Board of Directors:

- Individuals attending the TCA Prom must be ages 14 to 19(no exceptions). All TCA students must be juniors or seniors or the date of a junior or senior.
- All TCA rules and regulations will be in effect at all times. Appropriate disciplinary actions will be taken for failure to follow the rules and regulations. The TCA student is responsible for the behavior of his/her guest and is subject to disciplinary action for failure to abide by the rules and regulations. Expelled or suspended students may not attend.
- All non-TCA students must present an appropriate picture ID for age verification.
- All TCA students and their guests will submit to an alcohol breathalyzer test to gain admission.
- If a student or guest tests positive for alcohol, the student or guest will be denied admission. A parent/guardian will be required to pick up the student from the prom.
- The TCA student and his/her guest must enter and leave the prom together. No individual will be allowed to leave the building at any time for any reason unless they are leaving for the remainder of the evening.
- Parents will be contacted to pick up their child due to misbehavior or discipline reasons.
- All individuals must enter the prom by 7:30 and sign in and must sign out, including the time, if they choose to leave before the conclusion of the prom.

## **REPORT CARDS**

Reports of student achievement, effort, and attitude will be sent home on the dates in the monthly newsletter. A parent/teacher conference is scheduled during the first week of January for report cards to be picked up by the parent. They will be mailed home at the end of the school year.

Report cards are intended to indicate to parents what the final accomplishment may be at the end of each grading period and at the end of the year in each subject. If a student's grades are low or very low, the student is in danger of failing. Report cards should be signed by the parent and returned to school at the conclusion of each grading period.

## STUDENT CONDUCT

To meet the demands of a challenging academic and extracurricular program, certain high standards of student conduct must be maintained. TCA is very proud of its students and the good reputation they have established for themselves throughout the years. It is expected that all students will conduct themselves in a manner that will not disrupt normal school procedures and that will lend itself to an atmosphere of learning and school pride. If students fail to conduct themselves in a proper manner, appropriate disciplinary action will be taken by the school.

Any activity sponsored by the school or a school representative, either on or off campus, is considered a school function, and all students are expected to behave in accordance with school guidelines.

Tri-County Academy reserves the right to take any disciplinary action deemed appropriate to correct disciplinary problems. Some of these may result in suspension or expulsion from school.

Every teacher is authorized and encouraged to administer any punishment deemed necessary to correct bad conduct, bad attitude, or failure to do required work to any student regardless of his class or grade. This authority extends to halls, classrooms, school property, and off-campus school sponsored events. No student will be suspended or expelled without the Headmaster's approval. Each day of suspension constitutes an unexcused absence, which means a grade of 60 will be given for that day.

Corporal punishment is an integral part of a good disciplinary program. It is the policy of TCA that Teachers and the Administration have the right to administer corporal punishment after following correct school procedures.

The focus of our disciplinary procedures is on disruptive student behaviors in the individual classrooms. For that reason, the procedure for working with students to learn to make appropriate behavior choices as follows:

1. First Inappropriate Behavior: the teacher will handle the behavior problem or send he/she to the Headmaster. Punishment will be at the discretion of the Headmaster.
2. Second Inappropriate Behavior: the student will be sent directly to the Headmaster. Punishment will be at the discretion of the Headmaster, and he will notify the parents about the consequences of another dismissal from the classroom.
3. Third Inappropriate Behavior: student will be sent to the Headmaster, and he/she will be suspended from school for one day if the Headmaster deems necessary.

"Misconduct" by an enrolled student, on or off campus, and/or breach of the law (city, state, or federal) can constitute a "breach of school policy" resulting in an investigation by the Board of Directors or its delegated representative. Further disciplinary action shall be administered in accordance with the report provided to the Board and can result in a full hearing before the Board including the presence of the student and his/her parents or legal guardian.

"Misconduct" and/or "breach of school policy," as used hereinabove, are defined to be any unlawful conduct and/or conduct contrary to the provisions of the student handbook.

The action of the Board resulting from a violation of this provision shall be administered in accordance with the Board's findings and in the best interest of the school, student body at large, and the individual involved.

## STUDENT COUNCIL

The Student Council works to improve Tri-County Academy and plans school activities. Students are chosen by their fellow students to serve on the council.

On April 23, 1998, the Student council proposed and approved the following rules concerning the election of officers and class representatives:

1. Election of Officers: To qualify for office, candidates must have an overall "B" average, have attended Tri-County for a least one semester of the year in which the election is held, and be registered for the upcoming school year. Elections are held in the fall for the upcoming year. Only students in grades 9-11 are eligible to run for office and must meet these qualifications at the time of elections.
2. Election of Class Representatives: To qualify to be elected as representatives, students must have an overall "C" average in the year prior to fall elections with no grade of "F" on the report card. Students must have attended Tri-County for at least one semester of the year prior to their election. Elections for class representatives are held in the fall immediately after the beginning of school.

## **STUDENT DRIVERS and PARKING**

Students who plan to drive to school at any time should abide by the following procedure:

1. A student must possess a valid driver's license to drive on campus.
2. Students are to park in designated student parking areas **ONLY**, not just anywhere.
3. After parking, do not go back to your car until you are leaving the campus unless you have permission.
4. The administration may refuse a student the right to drive to school for any violation on or off campus.

## **SUMMER SCHOOL**

Students enrolling in summer school must have approval from the Headmaster. **Repeat credit ONLY** will be accepted at Tri-County and no more than two credits may be earned in one summer. No new required subjects may be taken in summer school without direct permission from the Headmaster.

## **TARDY POLICY**

For grades 7-12, every 3 tardies per 9-week period will result in 7:00 a.m. detention. A tardy will be unexcused unless it is accompanied by a note from parent or legal guardian. A student will have three (3) school days to have an unexcused tardy removed from their record by bringing a note from the parent. Every third excused tardy will be counted as an unexcused tardy. Three (3) unexcused tardy slips will result in detention.

## **TESTING PROGRAMS**

There are two major testing programs, one of which is required of students who plan to enroll in college. These are the American College Testing Program (ACT) and the Scholastic Aptitude Testing Program (SAT). The ACT is required of every student planning to attend a state supported institution of higher learning in the state of Mississippi. The SAT is required by several private schools and some out-of-state institutions, particularly those in the northern and western states. The student should check in the college catalog to determine the particular test required. Tri-County Academy's code number for the ACT and SAT is 250-948. This number must appear on the application form. The test schedule for the SAT and ACT is posted in the office. One of our main forms of measuring academic success and achievement is through standardized testing. Students in 7<sup>th</sup> – 9<sup>th</sup> grades are given the PreACT and Pre ACT8/9 test. Students in K5 through the 6<sup>th</sup> grades are given the Stanford Achievement Test (10<sup>th</sup> Edition) during the spring of each year as a means of measuring academic achievement in the following academic areas: Language Arts, Math, Science, Social Studies and Listening.

## **TEXTBOOKS**

Textbooks for students are furnished by Tri-County Academy and are issued at the beginning of the school year. Parents assume full responsibility for the textbooks including those that are damaged and/or lost. Many textbooks are now paperback books which will damage easier, the policy applies to all school books.

## **THREATS**

Upon notification of a threat to the safety of a student, parent, or employee by anyone connected to the school or others who are not a part of the school community, The Administration shall immediately investigate the alleged threat. Upon determination that there is a reasonable basis to believe that the threat did occur, the following actions shall take place:

1. If the person making the threat is a student in school, the parent or guardian will be notified, and the student may be suspended until there is a reasonable basis to believe that there is no danger to anyone's safety. Threats may be grounds for removal of a student on the first offense.
2. If the person making the threat is an adult, this person is to be informed of the legal consequences of his/her actions and that, if it were to occur again, the Administration would be forced to notify the appropriate legal authorities. The Administration is authorized to take other action as appropriate under the circumstances and as permitted by law.

## **TRANSFER/NEW STUDENT POLICY**

Part I: Prior to transfer and enrollment, Tri-County Academy must be provided the following for review:

- A. Last report card or current grades if enrollment is during a new grading period.
- B. Complete transcript that shows final grades/credits of previous academic year.
- C. Birth Certificate (certified copy).
- D. Current immunization record.
- E. Withdrawal form from previous school.
- F. If you are a junior high or high school student:
  1. Student must be able to transfer in and take the subjects that TCA offers and be able to earn enough credits to promote to the next grade level.
  2. No new student will be allowed to enroll after the last day of the 3<sup>rd</sup> nine weeks grading period except in the case of extenuating circumstances. (Exception may be made by the Administration).
- G. Behavior report completed and signed by the Headmaster/Principal or Counselor of the previous school attended.

Part II: No student may transfer if he or she has been expelled from another school. An appeal may be made to the Board of Directors to determine on a case by case basis if extraordinary circumstances are present.

Part III: The Headmaster, with the advice of the school's counselor, shall have the authority to allow for the transfer and enrollment or not allow for the transfer and enrollment pursuant to this policy, subject to Part II.

Part IV: For those students in grades 7-12 wishing to transfer or enroll as a "new" student, a drug screen report must be submitted to the Administration of Tri County Academy prior to enrollment. The drug screening facility must be one known and approved by the Administration of TCA. The screening must be or have been administered no earlier than the month immediately preceding the request to transfer. Any results noted as "positive" shall be reason for a denial of admission, enrollment and or request to transfer.

Any student who withdraws from TCA must return all textbooks, supplies, and materials belonging to TCA and must pay all fees, tuition, and other charges owed to TCA. A transcript of the student's grades will not be forwarded until the student has complied with the withdrawal procedures as outlined above. The student's account must be cleared completely before the transcript is forwarded to the student's new school.

## **THINGS TO REMEMBER**

WHAT TO DO WHEN:

1. You are absent: Have your parent or guardian call the office before 12:30 each day you are absent or bring a note the day you return stating the reason for your absence. When a secondary school student returns to school, report to the office to obtain your admission slip that should be presented to each teacher whose class you missed.
2. You are tardy to school: report to the office and receive a tardy slip before reporting to class. Do not attempt to enter a class without a tardy slip.
3. You come to school after 1<sup>st</sup> period: Come by the office and sign in. The next day, come to the office in the morning and get your admission slip to present to the teacher whose classes you missed the previous day.
4. You are detained by a teacher and tardy to your next class: Obtain an excuse for tardiness from the teacher who detained you.
5. You want to leave the school building: Go to the office and get permission to go to your vehicle. NEVER, under any circumstances, leave campus without permission.
6. If you check out before a test, you are to take the test before you leave.
7. Make up work is the responsibility of the student. If you have an early dismissal, students are to get work before leaving. Students who have a dismissal and miss a later class are responsible for work in that class the following day. Only an emergency dismissal is an exception.



## TOBACCO

It is the policy of Tri-County Academy that students shall not smoke, drink, nor have tobacco, alcohol, illegal drugs, or tobacco/drug paraphernalia in their possession while under the supervision of the school. This includes off-campus events sponsored by the school as well. Students in violation of this policy will be subject to disciplinary action to protect the best interests of all students and the school.

In terms of school rules, it is illegal for minors to purchase, possess, or use electronic cigarettes or vapes. Vaping and substance carrying devices (including, but not limited to: vapor, hookah, e-cigarettes, juuls, and mods) are considered drug paraphernalia. Tri-County Academy prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities.

A student who violates this policy will be subject to discipline as follows:

**First offense** – Five (5) days out-of-school suspension and referral to the steps outlined in the Tri-County Academy Student Drug/Alcohol Prevention Policy. The parent/legal guardian must sign an agreement acknowledging their understanding of Board Policy and the penalties for subsequent violations. A determination will be made by the Headmaster and/or Board after a review of prior disciplinary infractions, grades, and attendance if the student will be allowed to continue enrollment at Tri-County Academy.

**Second Offense** – Ten (10) days out-of-school suspension and referral to the steps outlined in the Tri-County Academy Student Drug/Alcohol Prevention Policy. The parent/legal guardian must sign an agreement acknowledging their understanding of Board Policy and the penalties for subsequent violations. A determination will be made by the Headmaster and/or Board after a review of prior disciplinary infractions, grades, and attendance if the student will be allowed to continue enrollment at Tri-County Academy.

Third Offense - A letter of undetermined suspension and/or banishment, stating the Board's position, setting out the degree, time and/or duration of the suspension and/or banishment as the Headmaster and/or Board may determine.

## TRANSPORTATION TO/FROM EXTRACURRICULAR ACTIVITIES

When possible, Tri-County Academy will provide transportation to and from all extracurricular activities in which TCA participates. It is the policy of Tri-County that all participants or members of a team will travel in the transportation provided by the school to and from the activity. Extenuating circumstances sometimes occur, and other means of transportation may be approved by the Headmaster or an Administrator.

## USE OF GROUNDS and BUILDINGS

Tri-County Academy is very proud of the facilities that we have on our campus and are constantly maintaining and upgrading them. All facilities are for the exclusive use of the patrons, faculty, staff, and students. The Headmaster must approve the use of the buildings and facilities after normal school hours, holidays, and weekends. At all times, the academic and extra-curricular activities of the school have priority use of the school buildings and grounds. Furthermore, a faculty member or other employee of the school **MUST BE PRESENT AND IS RESPONSIBLE** for facility usage after school hours. At no time will students be allowed the use of the buildings and grounds without appropriate faculty supervision. Use of the campus by outside groups must be approved by the Board of Directors or Administration. There will be no pets allowed on campus.

## VISITORS

Visitors are not allowed on campus without prior approval of the Administration.

Parents and alumni are considered GUESTS and are welcome to visit the campus at any time. All Guests will be required to check in with the front office before proceeding anywhere on campus. **PLEASE DO NOT** go to any classrooms to give something to one of your children. Take this to the office, and office personnel will see that your child gets what you have brought them at the appropriate time. It is very disruptive to the educational process for guests to proceed directly to a classroom without going to the office first.

If your child is late for school, they should go straight to the office before entering their classroom.

## WHO'S WHO

Requirements for participation:

1. Student must have been enrolled since the first semester of the current school year.
2. Student must not be failing more than one subject at the end of the first semester.

Requirements for being Mr. or Miss TCA/Mr. or Miss Junior High TCA:

1. Students must have been enrolled at TCA since the first semester of the current year.
2. Student must hold an overall C Average for the first semester.

## STUDENT DRUG/ALCOHOL PREVENTION POLICY

The Board of Directors of Tri-County Educational Foundation Inc. has adopted a comprehensive Drug/Alcohol Prevention Policy. The purpose of the prevention policy is to educate the students who attend Tri-County Educational Foundation regarding the problems of drug/alcohol abuse and aid these students to lead healthy and responsible lives. The school administration will be conducting in-service prevention programs with the use of films, speakers, and other educational materials.

The policy has been initiated to identify students who need counseling and treatment for drug/alcohol abuse. This will be done with the aid of a drug testing program.

Therefore, beginning with the 1995-96 academic year, and for subsequent years, a program of drug education and testing will be implemented for all students at TCA in grades 7-12.

Details and procedures for implementation of the drug testing phase of the policy for students are as follows:

1. The program will test for the most frequently abused drugs in Mississippi and our local area. The drugs to be included in the test may be increased at the discretion of the Board of Directors. All new enrolling students, grades 7-12, must be administered a hair follicle test and results must be given to TCA administration before a new student may begin attending TCA.
2. The cost of testing will be borne by tuition monies. The foundation will provide for the initial evaluation and assessment of participants who test positive (first test). This will be done through an independent agency. Private counseling may be preferred, but it will not be at the expense of the Foundation. Hospital care, if needed, will be borne by the family. However, private counseling must be approved by the Headmaster.
3. All students who attend TCA in grades 7-12 may be considered to be included in this policy. Before such child shall be considered a fully enrolled student, the parents or guardian and the student must have signed the consent for testing.
4. Testing procedures and the handling of the results thereof are to be done with utmost confidentiality. The Headmaster and Chairman of the Board of Directors will be allowed access to the test results. Test results will be kept under a secured procedure maintained by the Headmaster of the Foundation.
5. If a participant has been or is presently on medication, he or she must disclose said medication to the school on the day of the test or the next school day following the test.
6. All positive tests will be confirmed by a second test (same urine sample) to assure that no error has occurred. If no error has occurred, expense for second test will be the responsibility of the family and not the school. If initial positive test verified and confirmed, the following steps will be taken:
  - A. FIRST POSITIVE TEST (after confirmation):
    - i. The Medical Review Officer will notify the Headmaster if the results of the test are positive. The Headmaster will contact the parent/guardian.
    - ii. A student/athlete will be excluded from all athletic/extracurricular events for a minimum of (30) calendar days. The student shall incur a mandatory retest, as described below. A student under exclusion may attend and participate in practice sessions and sit with fellow participants during activities/contest; however, the student is not permitted to directly participate in any activities/contests, or to dress in uniform.
    - iii. Reduction of Exclusion – This exclusion can be reduced to (15) calendar days if the parent/guardian obtains, at the parent/guardian's expense, a substance abuse evaluation by a recognized substance abuse program or professional, along with written documentation of enrollment and regular attendance in an educational/counseling program.
    - iv. The length and manner of counseling will be determined on an individual case by case basis as approved by the Headmaster after consultation with the administering entity.

- v. The student and his or her parents and/or guardian will be required to retest within the (30) day exclusion period. A second positive test result will result in more serious consequences.
- B. SECOND POSITIVE TEST (after confirmation):
  - i. Should the student test positive (after confirmation) a second time, that student is subject to immediate expulsion by action of the Board of Directors with notice to the parents and/or guardian.
  - ii. Any student, having been expelled under the guidelines of this policy, may petition the Board of Directors for reinstatement upon the showing of written proof of negative testing results.
- 7. Tri-County Educational Foundation will designate the laboratory to be used for testing and confirmation. The collection of urine samples will be done in a sensitive manner.
- 8. All students in grades 7-12 will be subject to testing at least once during the school year. Periodic testing will be conducted throughout the school year.

The educational phase of the policy will include efforts in the following areas:

- 1. Programs will be conducted to further educate teachers about drug and alcohol abuse. This will include information to help teachers identify high-risk students. An effort will be made to make these same educational programs available to parents.
- 2. Educational programs on drug-alcohol abuse will continue for all students. This includes students in elementary, junior high, and high school. Included in this are programs provided by drug prevention groups such as DREAM. The Mississippi Substance Abuse Prevention Curriculum will be used by the school.
- 3. Increased emphasis on drug education will require that those efforts be coordinated. The school will provide additional training for a current employee of the school in the field of drug/alcohol education. That employee will spend time in coordinating the drug education efforts.
- 4. Emphasis will also be given to the organization of student peer groups to help provide support for one another. The organization of a SADD chapter (Students Against Drunk Driving) would be an example of such an effort. These are just some of the educational emphasis. The Board of Directors is fully committed to the educational phase of this policy. All students and parents must sign the drug testing consent form.
- 5. If a student or students test positive for any substance that is not prescribed by a licensed physician, The Board of Directors of Tri-County Academy, reserves the right to make any decisions that it feels is necessary that is in the best interest of the school. This includes, but is not limited to, suspension or expulsion.

## ATHLETIC SCHEDULES

All current athletic schedules are posted on the website. These schedules are what we have at this time. Some of the dates may have to be changed for various reasons and some of the home/away dates have not been set. MAIS determines all playoff dates. Therefore, some school activities may have to be changed with very short notice to parents/patrons.

## SOCIAL NETWORKING POLICY

(Adopted by the Board of directors on December 15, 2011)

Upon motion duly made seconded and discussed, the Board of Directors of Tri-County Academy Educational Foundation, Inc. "Tri-County Academy", does hereby adopt and endorse the following policy regarding Social Networking. Said policy we become effective upon the date of adoption.

Tri-County Academy respects the rights of its employees, students, members and patrons to use the mediums identified, associated with, and available on the internet and cellular communications, commonly referred to as the "social network." However, should any employee, student, member, and or patron choose to identify himself or herself as a Tri-County Academy employee, student, member and or patron on any social networking site or medium, and or should the same become identified as such, he or she must adhere and is subject to, the guidelines set out below. Further, he or she shall be subject to the Rules of Conduct as set out in the Tri-County Academy Handbook.

The following guidelines shall apply to those persons making use of a social networking site as identified in the preceding paragraphs:

- 1. It shall be made clear on any and all such social network mediums that the views expressed are those of the author and do not reflect the views of Tri-County Academy, its Board, Administration, Staff, Patrons, Members and or Students.

2. The author shall not disclose any information that is deemed confidential by or proprietary to Tri County Academy or any third party that has disclosed information to Tri County Academy.
3. The author assumes all responsibility for the purposeful and or inadvertent disclosure of any confidential or proprietary information, information that violates the privacy rights or other rights of a third party or content of any such postings on the social networking site.
4. The author is prohibited from making any statements about Tri County Academy, its Board, Administration, Faculty, Staff, Students and or Patrons, that could be considered as being harassing, threatening, libelous and or defamatory in any way.
5. The author shall not display and or reproduce or associate the Tri County Academy logo in a manner, consistent with statements which are the subject of paragraph four (4) above, on any such site or sites.
6. The Administration and or Board of Directors of Tri County Academy expressly reserves the right to view, access and or monitor any site and or posting by its Administration, Staff, Students, Members and or Patrons without prior consent and or approval.

## **WEAPONS ON CAMPUS**

Weapons on all Tri-County Educational Foundation property are prohibited unless an individual is otherwise designated by the Tri-County Educational Foundation Board of Directors.

## **CLASS and ORGANIZATION SPONSORS**

12 <sup>th</sup> Grade .....	Melanie Nance
11th Grade .....	Carrie Hilderbrand
10th Grade .....	
9th Grade .....	Cooper Hillman
8th Grade .....	Jenny Hilderbrand
7th Grad .....	eLeslie Potter
Mu Alpha Theta .....	Carrie Hilderbrand
National Honor Society .....	Carrie Hilderbrand
Student Council .....	Mollie Seale
FCA .....	Mollie Seale, Michael Nanney
Yearbook .....	Bianca Sullivan
High School Cheerleaders .....	Mary Beth Stevens
Jr. High Cheerleaders .....	Lori Horton
Elementary Cheerleaders .....	Mary Beth Stevens
Rebelettes .....	April Grantham

**\*\*\*The TCA Student and Parent Handbook is merely a guide and all policies and procedures shall be subject to discretion by the Headmaster and TCA Board of Directors when deemed necessary\*\*\***