

# Tunica Academy

## Handbook For Students and Parents

PreK3 – 12<sup>th</sup>

2022-2023



*By signing the TA contract upon enrollment/re-enrollment, parents and students are agreeing to the financial obligations as defined within the contract and to the policies that have been board approved in this STUDENT AND PARENT HANDBOOK, which includes the addendums: ADDENDUM A (Adopted School Calendar), ADDENDUM B (Adopted Curriculum/Academics), and ADDENDUM C (technology and computer usage agreement).*

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## **Preface**

The most significant factors of any learning situation are the people, the attitudes and behaviors of the teacher, the morale of the class, the emotional climate of the school, and the expressed general attitude of the community. Even though this attitude often exists “outside” the classroom, it is part of the learning situation because of its effect on the learner and on the learning process in school. As a parent, you are one of the most important adults in the lives of the children we teach. To benefit your child, we are asking for your assistance in keeping the communication open between school and home. We are also asking for your daily participation with your child’s progress to help the teachers provide the best possible education at Tunica Academy.

## **Mission Statement**

Tunica Academy, a K3-12 Christian college preparatory school, exists to glorify Jesus Christ by helping students grow in knowledge, wisdom, stature, and in favor with God and man by enabling our students to reach their God-given potential as in Luke 2:52.

## **Goals**

1. Develop a long-range strategic plan that encompasses a clear vision for the future of the school
2. Implement communication strategies to unify TA both academically and socially
3. Establish a plan for board member training in conjunction with the evaluation of the school by-laws
4. Implement a professional development plan that is data-driven and ensures the use of best practices in the teaching and learning process
5. Engage constituents in a comprehensive review of the school's admission process and testing plan and determine whether both mission-essential elements are present and data is utilized effectively to move the school forward
6. Develop a technology plan to support the school's mission
7. Use the county's profuse natural resources to enhance TA's curriculum
8. Provide services and resources to educate the whole child – emotional, mental, social, behavioral, physical, and intellectual needs

## **Notice of Nondiscriminatory Policy**

TUNICA ACADEMY admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. TUNICA ACADEMY does not discriminate based on race, color, national and ethnic origin in administration of its educational policies, admissions policies, and athletic and other school-administered programs.

## **Absenteeism**

### **1.0.1 - Definition**

ABSENT, AS DEFINED IN WEBSTER'S DICTIONARY, MEANS NOT PRESENT OR ATTENDING. A STUDENT IS ABSENT WHEN THEY ARE NOT IN CLASS FOR ANY REASON, OTHER THAN A SCHOOL APPROVED FUNCTION. STUDENTS THAT CHECK OUT, HAVE DOCTORS' APPOINTMENTS, DENTIST APPOINTMENTS, OR ANY OTHER REASON ARE ABSENT FROM CLASS.

### **1.0.2 – Absenteeism and Credit For Class**

ATTENDANCE IS VERY IMPORTANT! Students who attend every day do better in school and are usually more productive in life. If students miss school, it is their responsibility to make up the work missed.

**Maximum number of absences** for credit or promotion – Kindergarten through sixth grade students may not miss more than **twenty unexcused days** and receive credit for the school year. Seventh through twelfth grade students will not receive credit in a class missed more than **ten times** for the block period. The headmaster will evaluate students who miss more than 10 days because of medical reasons. A doctor's note must be presented that states that the student may not attend school due to illness.

### **1.0.3 - Absence and School Activities**

Students must meet at least two of their three **academic** classes to participate in after school activities that day (NOT just their last block). Participation includes practice, games, and attending activities. The administration will rule in any unusual circumstances.

### **1.0.4 - Clarifications of Absence**

An **excused absence** is an absence where the parent has called the school, and there is a legitimate reason for the absence. Written notes and emails are accepted. Make-up work will be given and points will not be deducted. The following are legitimate reasons for an absence:

- Illness, death, marriage in **immediate** family
- Doctor and dental appointments
- Emergencies and special circumstances which should be cleared with the administration
- Official absences/school business are those that involve school activities that have been approved by the headmaster.

### **1.0.5 - Parental Notes for Absences**

Students may have **five parent notes for excused absences per semester**. After that, the student must have a doctor's note in order for any absences to be excused. Parents are strongly encouraged to schedule regular doctor and dental visits during non-school hours.

### **1.0.6 - Definition of Unexcused Absence**

When the above criteria has not been met in 1.0.4, it is an unexcused absence.



**1.0.7 - Time Frame to Clear an Unexcused Absence**

Students have **24 hours** to clear an unexcused absence. Students are to make up work when absent from a class. It is each teacher’s decision on if and how the work can/cannot be made up.

**1.0.8 - Absenteeism after Sickness**

Students should be fever-free and vomit-free for 24-hours before returning to school after an illness.

**1.0.9 - Elementary School Day Hours – Tardy Time – Absent From Class**

The normal school day begins at 8:00 a.m. and ends at 3:00 p.m. It is the responsibility of the student’s parent/guardian to ensure a daily on-time arrival/departure at Tunica Academy. Elementary students are considered tardy/absent after 8:00 a.m. Students are to go straight to their classroom upon their arrival at school. After 8:00 a.m., students should report to Mrs. Louis’ office for a tardy slip to be admitted to class.

**1.0.10 - JR/High School Day Hours – Tardy Time – Absent From Class**

The normal school day begins at 7:55 a.m. and ends at 3:10 p.m. It is the responsibility of the parent/student to ensure a daily on-time arrival at Tunica Academy. JR/High students may not arrive at school before 7:30 a.m. and are considered tardy/absent after 7:55 a.m. Students are to report to their first period classroom. After 7:55 a.m., students should report to the main office for a tardy slip to be admitted to class.

**1.0.11 - Elementary Checking Out of School - Procedure**

Elementary students may only be checked out of school by a parent, legal guardian, or other authorized person. A written authorization must accompany the authorized person picking up the students.

**1.0.12 - JR/ High School Checking Out of School – Missing a Class is an Absence – Procedure for Checking Out**

1. Only the parent or legal guardian or other adult designated by the parent or legal guardian may check a student out of school. This adult must talk to the office clerk and explain the reason for the checkout before the student may leave campus.
2. All rules governing absences will apply to the time missed from school because of checking out early. Reminder – each class period takes attendance. Rules governing absenteeism apply in each class period.
3. The school reserves the right to determine if any reason is legitimate about the student checking out.
4. NO STUDENT MAY CHECK HIMSELF/HERSELF OUT OF SCHOOL AT ANY TIME.
5. NO STUDENT MAY CHECK OUT TO ATTEND AN EVENT THEY ARE NOT ACTUALLY INVOLVED IN UNLESS THE SCHOOL GRANTS THAT PERMISSION. Students checking out of school to attend events that they are not involved in must notify the office in writing, have non-failing grades, excellent attendance, and each individual teacher’s permission. IT IS AN ABSENCE!
6. Parents may check daily attendance in the FACTS parent portal to see class absences and tardies.

### **1.0.13 - Makeup Assignments after an Absence**

Parents of students in grades kindergarten through sixth grade are responsible for coming to get the student's work when they are absent. They may come between 3:00-3:20 p.m. to the teacher's room/Mrs. Louis's office to get the books and assignments. Students in seventh through twelfth grade are responsible for getting with each individual teacher to get their missed assignments.

The student is to make up work within the following:

Days Absent	Allotted Days for Makeup
1	2
2	3
3	4

Should the work not be made up in the allotted time, the student will receive a "0" unless the teacher approves a further delay.

### **1.0.14 - Absences Due to College Visits**

Each junior/senior is allowed **one** day per semester during the school year to visit the college of his/her choice. **The student must request the visitation day three days prior to the visit in writing.** Verification of the visit is required. The planned visit shall not interfere with any previously scheduled test and will be considered an excused absence.

## **Accidents/Illness/Medical Attention/Emergency**

### **2.0.1 - Reasonable Care**

In case of an accident or illness, TA staff will promptly take reasonable measures necessary for the best interest of the student.

### **2.0.2 - Parent Notification**

If the child is ill or has a significant injury, parents will be notified as soon as possible. If parents cannot be reached, emergency friends will be notified if possible. If no responsible person can be reached, and if the situation is known to be serious, the school will act accordingly in the best interest of the student. **PARENTS ARE REMINDED TO KEEP ALL PHONE NUMBERS UPDATED IN OUR FACTS STUDENT INFORMATION SYSTEM** so that they can be reached in case of an emergency.

## **Admissions**

### **3.0.1 - Admitting Students**

The Tunica Academy Board of Directors reserves the right to not admit any student if, in their sole opinion, the student will be a detriment to the school and/or its students and its environment. In addition, a student will not be admitted if it is determined that the school cannot meet the educational needs of the student.

### **3.0.2 - Returning Students' Admission**

To be admitted, the parent or legal guardian must complete the enrollment contract and the registration information in FACTS, and pay the registration fee before a student will be placed on a teacher's roll/given a student schedule.

### **3.0.3 - New Students/Transfer Students' Admission**

The parents of new students or transfer students must meet with the Headmaster or elementary principal prior to registration. The parent or legal guardian must complete the enrollment contract and the registration information in FACTS, which includes a copy of the following information: latest report card, birth certificate, social security card, MS Form 122 immunization shot record, and sign up for TA benchmark assessment to be completed at TA. In addition, for seventh through twelfth graders, the following must be provided: a transcript of academic records along with any other information that is pertinent to the placement of the students, and a drug screen given at TA for \$20.00. If playing sports, a copy of the signed concussion form and the results of a health physical must be included with the student's registration.

### **3.0.4 - Senior Transfer Admissions**

In addition to meeting requirements for regular transfer admission, a senior transfer student from a school that mandates state testing as a condition for graduation must provide verification that all required tests have been completed successfully. Second semester senior transfers will be admitted only under special circumstances with Board approval.

### **3.0.5 - Student Withdrawal**

When a student withdraws from TUNICA ACADEMY, all tuition owed must be paid and all materials belonging to TUNICA ACADEMY must be returned before a student's record will be released to another school. Each parent should further consult the enrollment contract as to the parent's continuing financial obligation. This shall include all extracurricular activities as well.

## **Aftercare**

### **4.0.1 - Participants, Time, Days**

Pre-K through sixth grade students may participate.

Available 3:00 p.m. – 5:15 p.m.

Monday – Friday

### **4.0.2 - Aftercare Calendar**

TA Aftercare follows the school calendar and is closed on days the school is closed. This includes those days that school is in session for only half a day – there will be no TA Aftercare on those days.

### **4.0.3 - Aftercare Fees**

Fees are billed monthly through the FACTS payment plan at \$30 a week.

It is ½ price for each “additional” child, which is \$15 a week for each additional child.

### **4.0.4 - Aftercare Pickup Time, Late Fee**

Dismissal is promptly at 5:15 p.m. each day. There will be a \$10.00 late fee charged if the child is not picked up timely at dismissal.

#### **4.0.5 - Aftercare Notification of an Emergency**

In case of an emergency, always contact Janie Pierce at 662-519-1325 if you have problems with pick-up.

#### **4.0.6 - Aftercare Past Dues**

Accounts 30 days past due will not be allowed to attend TA Aftercare.

#### **4.0.7 - Aftercare – No Prorate**

TA Aftercare will not prorate for vacation, half days, or sick days.

#### **4.0.8 - Aftercare Designated Person to Pickup**

TA Aftercare will not release the child to anyone other than who is designated on the child's student information form provided in the enrollment contract or by written permission from the parent.

### **Arrivals and Dismissals Elementary**

#### **5.0.1 - Pre-K3 and Pre-K4 Time and Location**

Students shall arrive between 7:40-8:00 a.m. and be dismissed at 2:50 p.m. on the north end of the elementary building (Building A).

#### **5.0.2 - Elementary Arrival and Dismissal – Time and Location**

Students in Kindergarten – fifth grade should arrive between 7:30 p.m. and 8:00 a.m. Students should be dropped at the west side of the elementary building (Building A). All kindergarten through sixth grade students will be dismissed at 3:00 p.m. and should be picked up at the west side of the building. All students must wait at the designated location for their grade along the fence. Students should not hang out in the gym or other areas of the school while waiting for their ride.

#### **5.0.3 - Elementary Carpools at Dismissal**

Students in carpools also will be dismissed on the west side of the building. Vehicles picking up children should remain in single file until the children have been picked up. For the safety of the students, they may not cross the road.

#### **5.0.4 - Elementary Rainy Day Arrivals and Dismissals**

Rainy day arrivals and dismissals for PreK3- fifth grade will be followed if moderate to severe rain or lightening is present. During these conditions, all students are to arrive and are to dismiss from the north end of the elementary building by the covered walkway (Building A).

#### **5.0.5 - Elementary Bike Riders Arrivals and Dismissals**

Students may not walk or ride bikes to school unless a parent or guardian accompanies them.

#### **5.0.6 - Elementary Dismissal – Leave Campus or Report to Aftercare**

All students are to leave campus when school is dismissed and are not to remain on campus to play after school. After students leave the elementary building, they are not to return inside the building until the next morning at 7:30 a.m. Elementary students who are not picked up by 3:15 p.m. must report to the Aftercare Program.

### **5.0.7 - Elementary Dismissal – Change in Person Picking Up Notification**

If someone other than the person named on the students' transportation card is to pick them up, a note from the parents is to be sent to school with the students. In an emergency, the parent may call the office and have a message sent to the homeroom teacher OR the parent may text the teacher.

### **5.0.8 - Elementary Safety for Arrival and Dismissal**

During arrival and dismissal times, parents are strongly urged to be considerate of other drivers by not parking and/or leaving their automobile within the designated pick-up and drop-off lanes. If a parent must enter the building at any time, please park in the appropriate areas of campus.

### **5.0.9 - Arrival and Dismissal of High School Students' Cars on Campus**

Students who bring vehicles on campus are responsible for obeying the following regulations.

1. Strictly observe the posted speed limits on roads leading to school at all times.
2. Observe **5 MPH** speed limit in parking lots.
3. Pedestrians always have the right of way.
4. Park cars in the parking lot west of the gym.
5. Students are not to return to their cars once they have parked them until the end of the school day. Unless a teacher, coach, or administrator has given prior approval, a student found in his/her car will be disciplined.
6. No student who leaves the campus during the school day can allow another student to leave with him/her.
7. Only licensed drivers can bring vehicles to school. Please be sure to provide the office with a copy of your driver's license to ensure that you are eligible to drive on campus.
8. No four-wheelers are allowed.
9. Students must exit their cars immediately upon arrival.
10. TA reserves the right to search any student's vehicle or personal belongings while on campus.
11. *Any violation of the above will constitute grounds for discipline including car privileges being revoked.*

### **5.0.10 - Arrival and Dismissal of High School Students' Cars - Routes for Travel**

- Seniors should use the eastern access off Academy Drive.
- Other students must enter the campus by way of Hickory Hill Drive, which begins, on Old Highway 61 South of the city limits.
- Students who are transporting elementary students must use Academy Drive. High School students exit out south on Hickory Hill Drive (next to softball field).

### **5.0.11 – Arrival and Dismissal via Bus**

Students must register to ride the bus by semester or for the year. Routes are to and from **Hernando** (Outfitters parking lot) or to and from **Strayhorn** (Dollar General parking lot). The fee is \$75.00 monthly per student. Fees are billed monthly through the FACTS.

## **Athletics**

### **6.0.1 - Athletic Participation**

Boys may participate in football, basketball, track, baseball, and tennis. Girls may participate in basketball, track, softball and tennis. (Golf and swimming may be added depending on practice facility availability and coaching staff.) Students must have permission from the headmaster, coach, and parents to participate in TA sporting opportunities. Students and parents need to realize that some sports may conflict with each other.

### **6.0.2 - Athletics and Spring Sports**

Spring sports often require that students miss some classes. Students who miss a class are responsible for assignments even though they may not be in class.

Due to the number of spring sports and the times of the games, only students participating are excused from classes to attend games, matches, or meets.

### **6.0.3 - Athletic Conduct**

All of our students, whether they are participants or spectators, are representing TUNICA ACADEMY. Students are always expected to conduct themselves in a manner that reflects positively on the school.

### **6.0.4 - Athletic Sportsmanship**

TUNICA ACADEMY encourages all student athletes and parents to display good sportsmanship and to make it clear to all student athletes that unsportsmanlike behavior will not be tolerated.

Any player at any school-sponsored game will be fined \$50.00 for unsportsmanlike conduct as determined by the official. Any player that causes the school to be fined and placed on warning or probation will be fined twice the fine of MAIS plus \$50.00 for unsportsmanlike conduct. Any coach or parent who displays unsportsmanlike conduct will receive the same fines as the student athlete.

### **6.0.5 – Athletic Eligibility**

TUNICA ACADEMY is a member of MAIS. The school supports and follows the guidelines set by the MAIS's governing body for athletics, the Academy Activities Commission. Schools may add additional eligibility rules.

### **6.0.6 - Athletic Junior High Eligibility**

In order to participate in Junior High Athletics, the student shall not have reached his 16<sup>th</sup> birthday before August 1 of the school year in which he wishes to participate. In 7<sup>th</sup> and 8<sup>th</sup> grade competition only, no participant shall have reached their 15<sup>th</sup> birthday before August 1 of the school year in which they wish to participate. (MAIS)

Students entering the 7<sup>th</sup> grade shall have three consecutive years of eligibility in junior high. (MAIS)

To be eligible for participation in the first semester, the student must have passed five major subjects the previous school year. (MAIS)

To be eligible for participation in the second semester, the student must have passed all major subjects the previous semester. (**Tunica Academy**)

#### **6.0.7 - Athletic High School Eligibility**

In order to participate in Varsity athletics, the student shall not have reached his 19<sup>th</sup> birthday before August 1 of the school year in which he wishes to participate. (**MAIS**)

Upon entering 9<sup>th</sup> grade, the student will have four consecutive years of eligibility in interschool contests. (**MAIS**)

To be eligible for participation in the first semester, the student must have passed four major subjects the previous school year. (**MAIS**)

To be eligible for participation in the second semester, the student must have passed all major subjects the first semester. (**Tunica Academy**)

#### **6.0.8 - Athletic Dress**

Students who participate in athletics for Tunica Academy will dress in a manner that places the school in the most favorable light. All athletes are to dress in accordance with the school dress code at any time they are representing Tunica Academy at home or away. Coaches may impose other requirements at their discretion.

#### **6.0.9 - Athletic Facility Use Policy**

To use Tunica Academy athletic facilities, one must have permission from the head coach for each individual occasion. An adult must accompany students under the ninth grade. In order to use athletic facility or field, one must be a Tunica Academy student or alumni.

- AD and head coach are the only ones to have keys for access.
- Students and coach must ensure that no one remains inside the building when they leave, and all facilities are locked.
- The person obtaining permission by a coach is responsible for any damages that may occur.
- The use of TA facilities is a privilege and can be revoked at any time by the school administration.
- Any students using the gym or hitting facility must use the buddy system. Another female must accompany females.
- The head coach, athletic director, and the five-man board must approve ANY exceptions to this policy.

### **DISCIPLINE**

#### **7.0.1 - Purpose**

Our school firmly believes that the ultimate goal of any disciplinary program is eventual self-discipline. The school philosophy includes a goal of leading students to cultivate a deep sense of personal responsibility for their own conduct and achievement, and for the well-being of the larger community of which they are a part. Discipline is a necessary part of any system that hopes to establish and maintain standards. Knowledge of what is expected and a sense of fairness and uniformity are vital ingredients.

## 7.0.2 - Discipline Expectations and Definitions

It is understood that proper discipline will exist so that we may spend our time on the important activities of the school.

- **Discipline-Organization:** Everyone in the entire school community shares the responsibility for the overall behavior, atmosphere and decorum of the school. Parents, students, faculty and administration are vital members of the program and of the procedures.
- **Discipline-Teachers:** Because of their position and their constant contact with students, teachers assume the majority of the day-to-day responsibility for maintaining discipline.
- **Discipline-Administration:** When a disciplinary situation demands that action be taken beyond the scope of the teacher's normal day-to-day activities, the administration will be responsible for the implementation of the discipline required.
- **Disciplinary Action:** Self-discipline is best; however, it cannot be assumed of every student. The school employs a system of penalties ranging from mild to severe. Actions taken may include conferences with the parents and/or student, in-school suspensions, out-of-school suspensions, corporal punishment given by the headmaster or designee, expulsion, and other reasonable actions deemed necessary and appropriate.
- **Community Service:** The headmaster or his designee may assign community service within the school building or the school grounds at the discretion of the administration.
- **Corporal Punishment:** The headmaster or his designee may administer corporal punishment at the discretion of the administration.
- **Detention (Before or After School):** Detention will be held at the discretion of the administration. This could include break detention or lunch detention.
- **Alternative Learning Classroom (ALC)/In-School Suspension:** Students will be isolated from other students and will be assigned academic work in each subject area, which should be completed by the end of the day.
- **Out-of-School Suspension:** All tests and homework missed must be made up. Make up work will be administered in accordance with students' teachers acknowledged by the headmaster. **Out-of-school suspension is an unexcused absence.**
- **Expulsion:** The headmaster or the school board may expel a student upon their recommendation.

## 7.0.3 - Discipline and Removal of Students

The board and/or headmaster have the authority to remove or request that a student not attend classes or any school related functions. This would pertain to the following:

- when there is any event or situation when such conduct by a student renders that the student's presence in the classroom or at school activities/events is a disruption to the educational environment of the school
- when it is a detriment to the best interest and welfare of the students, staff, or the school as a whole



- when a student is under investigation for potential charges to be filed beyond a misdemeanor until the investigation has been completed

Only the board and/or headmaster have the authorization to allow the student to return to school and/or all school functions.

#### **7.0.4 - Honor Oath**

Each student shall uphold the following oath:

On my honor, I will not lie, cheat, or steal, and I will agree to act honorably in everything I do at Tunica Academy.

#### **7.0.5 - Classroom-Hallway-Cafeteria-Break/Recess Rules**

All students and parents are expected to treat each other courteously and respectfully, whether in the classroom, lunchroom, playground, hallways or any other area, this includes, but is not limited to the following:

1. Following all directions
2. Staying in your assigned seat unless otherwise instructed
3. Raising your hand before speaking or responding unless given other instructions
4. Keep hands, feet, etc., to self
5. Have homework and materials ready
6. Not running, pushing, shoving, throwing, etc.
7. Clean up after yourself
8. Respect yourself and others

#### **7.0.6 - Conduct System for JR/High School**

Tunica Academy utilizes a cohesive conduct system for seventh through twelfth grade based on a code of discipline that identifies behavioral infractions that are not appropriate for a safe learning environment. This system is administered based on the principles of our school's philosophy and intended to insure an environment conducive for learning as well as mutual respect between students, faculty, and administration.

#### **7.0.7 - Consequences for JR/High School**

Consequences include, but are not limited to the following: parent conference (via phone/in person), lunch detention, coach's detention, community service, writing assignment, corporal punishment, ALC (Alternative Learning Classroom or in-school suspension), out of school suspension, fine/monetary reimbursement, probation – removal from sports, activities with participation or attendance, loss of privileges (phone taken, driver's privileges revoked, laptop taken, etc.).

#### **7.0.8 - Code of Discipline for JR/High School**

Student conduct: These acts of misconduct include those student behaviors that disrupt the orderly educational process in the classroom or on the school grounds including the following:

### **7.0.9 - Code of Discipline Level I**

- 1-1 Tardiness
- 1-2 Running and/or making excessive noise in the hall or building
- 1-3 Inappropriate personal contact including but not limited to pushing and shoving, inappropriate gestures and public displays of affection, recklessness, or any inappropriate contact which does not result in physical harm, or any additional contact which the principal determines to be in this level
- 1-4 In unauthorized area without permission (halls, etc.)
- 1-5 Dress code violation
- 1-6 Displaying any behavior that is disruptive to the orderly process of education

### **7.0.10 - Code of Discipline Level II**

- 2-1 Leaving the school grounds without permission
- 2-2 Skipping class
- 2-3 Insubordination – refusal to follow written or verbal school rules after receiving specific directions from a person in authority including, but not limited to breaking school or classroom rules, failure to respond to staff request, refusal to complete assigned task, or exhibiting disrespect towards adults
- 2-4 Possessing, smoking, or using any tobacco product containing tobacco or nicotine while on campus, attending school-sponsored activities, or while under the supervision and control of school personnel. This includes the possession and/or use of any electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including but not limited to electronic cigarettes, vapes, vaporizers, cigars, pipes, etc.
- 2-5 Exhibiting any hostile physical or verbal actions
- 2-6 Unauthorized and/or inappropriate use of electronic devices (phones, iPads, computers, etc.)
- 2-7 Cheating on tests/exams (The grade “0” will be assigned regardless of other punishment.)

### **7.0.11 - Code of Discipline Level III**

- 3-1 Fighting
- 3-2 Gambling
- 3-3 Theft of personal and/or school property
- 3-4 Acts which threaten the safety and well-being of students and/or staff, engaging in any behavior (by word or act) that encourages, incites, or instigates threatening or aggressive acts which can create the risk of harm to another person
- 3-5 Extortion – use of intimidation, coercion or force
- 3-6 Vandalism of personal and/or school property
- 3-7 Using profane, obscene, indecent, immoral, or offensive language and/or gestures, and/or possession of obscene, indecent, immoral, or offensive material
- 3-8 Inappropriate sexual conduct, including unwelcomed sexual contact, indecent exposure, or transferring sexually suggestive images through personal electronic devices

#### **7.0.12 - Code of Discipline Level IV**

- 4-1 Possession, use, or under the influence of alcohol, synthetic drugs, counterfeit drugs, illegal drugs, narcotics, controlled substance(s) or paraphernalia
- 4-2 Assault on a student – purposely or recklessly causing or attempting to cause bodily injury (including pain or discomfort) to another
- 4-3 Assault on a school employee – purposely or recklessly causing or attempting to cause bodily injury (including pain or discomfort) to another
- 4-4 Directing profanity, vulgar or threatening language, and/or obscene gestures toward a staff member

#### **7.0.13 - Code of Discipline Level V**

- 5-1 Possession and use of a weapon - an instrument which is cable of causing death or serious physical injury (examples include but are not limited to guns, rifles, pistols, toy guns, knives, toy knives, craft knives, utility tools, scissors, air or gas operated weapons, Airsoft pistols, BB guns, air rifle, air pistol, daggers, slingshots, razors, dynamite cartridges, bombs, grenades, mines, etc.

#### **7.0.14 - Discipline and Drug Testing Policy**

TUNICA ACADEMY seeks to maximize each student, educator, administrator and school board member’s potential to become positive role models and adapt to a healthy, responsible lifestyle. TUNICA ACADEMY is committed to creating and maintaining a drug free environment. **All new 7<sup>th</sup> – 12<sup>th</sup> grade students must be drug tested at their own expense prior to enrollment.**

#### **7.0. 15 - Purpose of Drug Testing**

1. To educate our students about the danger of drug abuse.
2. To help prevent students from using drugs illegally.
3. To identify students who are using drugs illegally and identify that drug.
4. To enable parents to know if their child is using drugs illegally.
5. To facilitate parents’ understanding of what drug is being used so that dependency is addressed and treated properly.
6. To reassure parents, students, and the community that the health and academic progress of each student is paramount.

#### **7.0.16 - Participants of Drug Testing**

All students in seventh through twelfth grades are required to participate in a drug-testing program. Parents of students in 7<sup>th</sup> – 12<sup>th</sup> grades are giving the school permission to test their child for drugs when they sign the enrollment contract.

#### **7.0.17 - Drug Testing Procedures**

1. Testing may be comprehensive in nature or students may be randomly selected.
2. Each student is subject to random testing at any time.
3. Urine samples or hair samples will be collected and analyzed by a private laboratory.

4. Test results will be reported to the headmaster. The headmaster will only share statistical data with the Board unless the student has tested positive for the second time, which will result in expulsion from Tunica Academy. Test results do not become a part of the student's permanent record. All information concerning a student is to be destroyed after his/her class has graduated.

#### **7.0.18 - Drug Testing and Discipline of First Incident of a Positive Testing**

1. The headmaster will be advised of the results.
2. The student and parent/guardian will be contacted in a confidential manner and be advised of the results.
3. The parent will arrange for the student to meet with an approved drug counselor, youth pastor, etc. with the headmaster's approval. Letter of notification of the meeting must be provided to the Headmaster within a month.
4. The student will be re-tested at the parent's expense (\$20.00) here at TA and within the appropriate period as set by the headmaster for drugs to be out of the student's system – 40 days from the date of the first testing.
5. The student will not be allowed to participate in extracurricular activities until a drug test indicates the student is drug free – 40 days from the date of the first testing.
6. Failure to complete #3 and #4 will result in dismissal from Tunica Academy.
7. Once a student tests positive, he/she will be included on the roster for any future drug testing at any point and time.
8. The first positive result remains in effect throughout the student's enrollment at Tunica Academy.
9. If a student is receiving financial aid, it will be withdrawn at the time the positive results are received.

#### **7.0.19 - Drug Testing and Discipline of Second Incident of a Positive Testing**

1. The headmaster will be advised of the results.
2. The parent/guardian will be contacted in a confidential manner and be advised of the results.
3. The student will be expelled from Tunica Academy.

### **Dress Code**

#### **8.0.1 - Purpose of Dress Code**

All students in K5-12 are required to dress in conformity to the approved uniform dress code received upon registration and as noted below.

**Please note: *FORMER TA UNIFORM APPAREL MAY CONTINUE TO BE WORN.***

(Girls' blue plaid jumper, skirt, skort must be purchased from TA's uniform site at Land's End. Approved spirit wear to be worn over uniforms may be purchased from TA's spirit wear site at M & M Promotions: jackets, vests, and hoodies. Polo shirts may be purchased from Land's End OR M & M Promotions.)

#### **8.0.2 - Kindergarten Through Sixth Grade Boys Will Wear**

- Khaki pants, khaki knee shorts
- Polo shirts (white, navy, gray) with approved Tunica Academy logo-this shirt must be worn under any sweatshirts, hoodies, or sweater
- Navy or gray fleece with approved Tunica Academy logo

- Hoodies with approved Tunica Academy logo
- Navy V-neck sweater or vest with approved Tunica Academy logo
- Shoes must cover the foot (no sandals, flip flops, or crocs)
- **Soft sole** boots only on the gym floor
- Shirts must be tucked in with a belt
- No hats, caps, or visors should be worn inside the building

### **8.0.3 - Kindergarten Through Sixth Girls Will Wear**

- Blue plaid jumper, skirt
- Khaki pants, or Khaki knee shorts
- Navy or gray fleece with approved Tunica Academy logo
- Polo shirts (white, navy, gray) with the approved Tunica Academy logo - this shirt must be worn under any sweatshirts, hoodies, or sweater
- White Oxford blouse or polo may be worn with jumper, skirt, shorts
- Navy polo dress with the approved Tunica Academy logo
- Hoodies with approved Tunica Academy logo
- Solid navy leggings
- Solid white camisole
- Shoes must cover the foot (no sandals, flip flops, or crocs)
- **Soft sole** boots only on the gym floor

### **8.0.4 - Seventh Through Twelfth Grade Boys Will Wear:**

- Khaki pants or knee shorts
- Polo shirts (white, navy, gray) with the approved Tunica Academy logo - this shirt must be worn under any sweatshirts, hoodies, or sweater
- Hoodies with the approved Tunica Academy logo – not allowed on chapel days
- Navy or gray fleece with the approved Tunica Academy logo
- Navy V-neck sweater or vest (with TA logo)
- Shoes must cover the foot (no sandals, flip flops, or crocs)
- **Soft sole** boots only on the gym floor
- Shirts must be tucked in and belts are required
- White dress shirts and a tie for CHAPEL DAY/Khaki pants
- All pants must be worn fitted to the waist, at the waist. No saggy pants are allowed.
- No hats, caps, or visors should be worn inside the building.

### **8.0.5 - Seventh Through Twelfth Grade Girls Will Wear**

- Blue plaid jumper, skirt
- Khaki pants, or Khaki knee shorts
- White Oxford shirt/blouse and navy plaid jumper or navy plaid skirt for formal dress days/CHAPEL DAY
- Navy or gray fleece with the approved Tunica Academy logo
- Polo shirts (white, navy, gray) with the approved Tunica Academy logo - this shirt must be worn under any sweatshirts, hoodies, or sweater
- Solid navy leggings
- Solid white camisole

- Shoes must cover the foot (no sandals, flip flops, or crocs)
- **Soft sole** boots only on the gym floor
- No rolled up skirts/skortts!!! Lengths must not be over 2 ½ in. above knee.

### **8.0.6 - Dress Code Noncompliance**

Students in seventh through twelfth grade to be found in noncompliance of this policy at any time during regular school hours will be disciplined. The administration, coaches, and teachers will strictly enforce this policy and repeated violations can and will result in a more severe penalty as assigned by the Headmaster.

### **8.0.7 - Personal Appearance Standard**

In addition to the uniform dress code standards, students will also conform to the following personal appearance standards as set by the board:

- Hair is to be dealt with on an individual basis but should be kept neat, moderate, uniform, clean, and orderly – no big hair.
- Hairstyles/hair accessories for all students should not be distracting to the individual or those around him/her. This includes drastic changes in hair color or style.
- Fad haircuts, such as shaving imprints, are not permitted.
- Hair length for boys should conform to the following guidelines: above the eyes, above the earlobes, and above the middle of the collar of a dress shirt. In other words, hair is not to be long, high, brushy, or shaggy.
- Males are to be clean-shaven at all times, which means no facial hair. Therefore, mustaches or goatees are not permitted.
- Males are not allowed to wear earrings; no body parts may be pierced with the exception of girls' ears. This means no nose rings, eyebrows, lip, or tongue piercings.
- No visible tattoos are allowed at any school activity. This includes practices, games, try-outs, PTA activities, or any school sponsored/related events or activities where students are participating on behalf of TA.

### **8.0.8 - Dress Code and Casual Friday**

This is a PTA fundraiser and not required. If a student would like to wear jeans or approved sweat outfits/track outfits with a TUNICA ACADEMY t-shirt/sweatshirt on Fridays, they must pay \$2 for every Friday they choose to participate. This may be paid by the year, by the semester or each Friday at the beginning of the day. Crawfish Alley t-shirts are approved. Jeans may not be ripped, holey, or shredded.

## **Fundraising**

### **9.0.1 - Purpose**

Tunica Academy has received its 501(c)(3) designation by the Internal Revenue Service (IRS). Based on this and in order to maintain this designation, Tunica Academy is required to make appropriate filings with the IRS. The Board of Directors appreciates the enthusiasm that is exhibited at times by various students and parents relating to raising funds for Tunica Academy. There are many worthy causes.

## **9.0.2 - Board Approved Fundraisers**

In order to insure that all fund raising is orderly and properly done, **all fundraisers have to be approved by the Board of Directors prior to being implemented.** The Board of Directors has approved the following fundraisers:

- Tunica Ag Expo
- PTA Fundraisers
- The Drawdown
- Golf Tournament
- Tasty Treats
- Box Tops, Coke labels from carton box with code
- TA Boosters Club
- Program Advertisements

## **Lunch**

### **10.0.1 - Elementary Lunch**

Elementary students are to remain on campus during the lunch period. Students may order lunch at school or bring a lunch from home. Parents may put money on their children's lunch accounts on-line through our FACTS system. Elementary teachers will help your child order lunch. If your lunch account reaches a \$20.00 negative balance, your child WILL NOT be allowed to order until the balance is current. Each student will dispose of his own trash and clean up their immediate area.

Snacks may be brought from home or purchased at school. Milk may be purchased at school for break and lunch for PreK – 6<sup>th</sup> grade students. The cost is \$.50 per carton, and this is paid to the homeroom teacher by the day, week, or month. Drinks may be brought from home (no carbonated drinks please).

### **10.0.2 - JR/High School Lunch**

Seniors, at the headmaster's discretion, may leave school for lunch on certain days. No other students may leave campus for lunch. Students will order lunch from the cafeteria or bring a lunch. Parents may put money on their children's lunch accounts on-line through our FACTS system. No outside food may be brought in for lunch.

## **Married Students/Students as Parents**

### **11.0.1 - Policy**

A married student or an unmarried pregnant female student and the male student involved will not be considered for enrollment at TUNICA ACADEMY. If any student presently enrolled becomes married or pregnant, the married student or the unmarried pregnant female student and/or any male student involved will be required to withdraw from the school and will not be considered for re-admission. **Transfer students that are married and/or have a child will not be admitted.**

## **Medicine**

### **12.0.1 - Procedure**

For the safety of students, all medicines are to be brought to the office. A note from the parent must accompany all medicines brought to school. This note must state the dosage

and times for the medicine to be given. With unusual circumstances when dealing with a student's health, the parents are to notify the homeroom teacher of a child's pertinent problems, such as severe allergies, vision problems, hearing problems, etc.

### **Parent/Teacher Communication**

#### **13.0.1 - Purpose**

In order to insure that each student has a successful school experience, it is important that both the school and parents are communicating. The school will do this through the Tunica Academy on-line student information system, FACTS.

#### **13.0.2 - Grades Recorded in the System, Progress Reports, Report Cards**

Grades may be viewed as soon as the teacher posts them in the Family Portal utilizing the FACTS system. Progress reports and report cards may be viewed on-line, and a hard copy will be sent home for a parent signature. This web-based classroom management system will allow the teacher to effectively communicate with parents on the progress of their child within the classroom. Attendance/tardies, grades, disciplinary actions, and other student and school information will be available through a secure password-protected parent login feature within FACTS.

#### **13.0.3 - Parent Concerns**

Parents who have a particular concern are urged to make an appointment for a conference with the teacher. All parent-teacher conferences shall be arranged by the parent calling the office and requesting a conference. The office will then arrange a mutually satisfactory appointment time. Parents may contact the teacher via email, or text to schedule a conference directly with the teacher as well. Threats, bullying, harassments, or any form of mistreatment will not be tolerated between parents and teachers. We are expected to be professional at all times.

### **Parties - Elementary**

#### **14.0.1 - Policy**

In elementary, classes will have Halloween, Christmas, and Valentine parties. These are the only parties held during school hours. Birthday parties and such are not permitted during the school day. A birthday treat may be passed out in PreK3 – sixth grade at the teacher's discretion, such as snack time, end of lunchtime, beginning/end of recess, or end of the day.

### **Personal Devices Usage**

#### **15.0.1 - Cell Phones**

We have 1:1 laptops in fifth – twelfth grade. **Therefore, the use of cell phones will be a teacher-based decision upon the students entering their classrooms.** Students should check phone messages during the morning break, between classes, and during lunch. This does not include Facebook, Snapchat, etc. If a phone is out at any time that is not approved by the teacher, the student will be disciplined. One warning will be issued. After that, the teacher will take up the phone and give it to the headmaster for discipline actions to take place per his discretion.



## **School Property**

### **16.0.1 - Policy**

Each student is expected to take pride in his/her school and help keep the buildings and grounds neat and clean. Desks, walls, and lockers are to be kept clean. Waste paper and trash are to be put in trashcans. Objects are never to be thrown. Students and their parents will be held financially responsible for damage to school property. Additionally, disciplinary action will apply.

## **School Closing/Delay Start**

### **17.0.1 – Notification**

In case of inclement weather, information regarding the closing of school will be submitted to WMC Channel 5 Television, plus School Facebook page and web page. Should it become necessary for school to close during the school day, parents will be called by their children and/or sent a notification from the teacher via Remind.

## **Technology**

### **18.0.1 – Outsourced Technology 1:1 laptops**

Tunica Academy outsources our technology needs through a yearly contract between a technology service and the school board. With our 1:1 laptops, parents and students agree to follow the policies and procedures as set forth by the contractual tech company in ADDENDUM C in this handbook.

## **Tuition**

### **19.0.1 - Fees**

Tunica Academy's tuition and fees must be paid through FACTS secure online payment website that can be found on TA's website at [www.tunicaacademy.com](http://www.tunicaacademy.com).

PreK3 and PreK4	\$4,596 + \$400 registration fee = \$4,996
K5 – 12 <sup>th</sup> Grade	\$5,196 + \$400 registration fee = \$5,596
7 <sup>th</sup> – 12 <sup>th</sup> Grade	\$340 computer fee
5 <sup>th</sup> – 6 <sup>th</sup> Grade	\$150 computer fee

### **19.0.2 - Payment Schedule**

Payment can be completed utilizing one of the schedule options as outlined on the FACTS website.

- a) Pay in full
- b) Pay twice a year (prior to each semester)
- c) Pay monthly (July-June)
  1. Pre-K3 & Pre-K4      \$383 per month
  2. K5-12                      \$433 per month

### **19.0.3 - Delinquent 30 Days**

In the event that tuition or fees become delinquent for a period of more than **30 days**, Tunica Academy shall put the student on Enrollment Probation, which means no access to grades, discipline, and attendance in the Family Portal in FACTS and could withhold the student from participating in and attending any extra-curricular activities including but not limited to the following: sports, pep rallies, pageants, plays, clubs, field trips, and prom.

#### **19.0.4 - Delinquent 60 Days**

In the event tuition becomes delinquent for a period of more than **60 days**, the student shall not be allowed to return to school or any Tunica Academy events, and Tunica Academy shall withhold the release of transcripts and graduation diplomas until the delinquency is resolved.

#### **Visitors**

##### **20.0.1 - Adults**

For the safety of the students, all visitors and parents must go to the office immediately upon entering the building. Parents are to leave messages or articles with the office personnel. **Parents are not to go directly to the classroom.** When parents go to the classroom, teaching time for the students is interrupted.

##### **20.0.2 - Students**

Students are not to bring visitors to school during the school day unless the visits are approved by the administration. Students not enrolled must have a clearance from the office to be on campus while school is in session.

## ADDENDUM A

### Tunica Academy 2022-2023 Calendar

August 1-3	Teacher Professional Development
August 2	Meet the Teacher-Come & Go-4:00-6:00 p.m.
August 2	Meet the Teams, 6:30 p.m.
August 4	First Day of School for Students – First Day of 1 <sup>st</sup> Semester
September 5	Labor Day
September 9	Homecoming – ½ Day for Staff and Students
September 21	½ Day for Students – ½ Day for Teacher Professional Development
October 5, 6	Mid-Fall Block Tests
October 6	½ Day for Students – ½ Day for Teacher Professional Development
October 7-11	Fall Break
November 21-25	Thanksgiving Break
December 15, 16	First Semester Exams
December 16	½ day for Student and Staff - Last Day of 1st Semester
December 19-January 3	Christmas Holidays
January 2, 3	Teacher Professional Development
January 4	Students Return - First Day of 2nd Semester
January 16	Martin Luther King, Jr. Holiday
February 9	Ag Expo - 1/2 Day for Student and Staff
February 10	No School for Students - Teacher Professional Development
February 20	President's Day
March 8, 9	Mid-Spring Block Tests
March 9	½ Day for Students – ½ Day for Teacher Professional Development
April 7-10	Easter Holiday
May 11, 12	Senior Exams
May 17, 18	Final Exams
May 18	½ Day and Last Day for Students
May 19	Graduation - Teacher Workday

## **ADDENDUM B**

### **Curriculum – Academics**

**(Falls under the headmaster and principal’s day-to-day operation of the school.)**

#### **Grading**

The evaluation of a student’s progress is an integral part of the students’ overall growth. Grades should accurately represent this growth. Grades are to be given in a constructive - manner, are to be consistent, shall be fair, are to represent a variety of experiences, and shall be adequately founded. The development of the student is the focal point of all evaluations.

#### **Grading Scale**

A	90-100
B	80-89
C	70-79
D	65-69
F	Below 64

#### **Block Schedule (Grades 7-12)**

Tunica Academy uses the 4x4-block schedule in grades 9<sup>th</sup> -12<sup>th</sup>. Each semester is 4 periods lasting approximately 1 hour & 33 minutes each. The classes taken are completed in one semester; a half unit course will be completed in 9 weeks. Most students will take three academic and one non-academic class each semester for six academic and two non-academic or activity classes for the year. All students will be in class or activity from 7:55 AM until 3:10 PM. (excluding some seniors).

#### **Modified Block (Grades 7 & 8)**

In grades 7<sup>th</sup> and 8<sup>th</sup>, students will have a yearlong modified block schedule with most students taking five academic classes and an activity class.

#### **Elementary (K – 6)**

Elementary classes will utilize the nine weeks grading period. There will be reading, writing, English/grammar, spelling, math, science, and social studies with one activity daily.

#### **Curriculum**

Students will follow the prescribed curriculum as set forth by the headmaster, principal, and upon the agreement of the Board of Directors. Exceptions will not be made based on race, religion, or personal beliefs.

#### **Grade Reporting Practice**

Student progress may be viewed online at any time during the year (except in cases of Enrollment Probation). Quarterly progress reports will be sent home for a parent signature. Each teacher shall post student grades weekly and attendance daily. Parents may access students’ grades, discipline, attendance, and tardies in our FACTS parent portal at any time.

### **Dates for Mid-Block Tests and Final Exams**

Report Cards available on-line and a copy will be sent home:

<b>Fall Semester</b>	<b>Tests/Exams</b>	<b>Available to be viewed</b>
1 <sup>st</sup> grading period	Oct. 5 & 6	View on-line Oct. 12
2 <sup>nd</sup> grading period	Dec. 15 & 16	View on-line Jan. 4

**End of Fall Term** Dec. 16

### **Spring Semester**

3 <sup>rd</sup> grading period	Mar. 8 & 9	View on-line Mar. 20
4 <sup>th</sup> grading period	May 17 & 18	View on-line May 22

**Seniors** (4<sup>th</sup> grading period) May 11 & 12 View on-line May 15

**End of Spring Term** May 18 View on-line May 22

### **Homework Policy**

Homework is to be returned completed as assigned by the teacher. Any make-up work is to be completed within the allotted time set forth herein or as set by the individual teacher. Elementary teachers K – 2<sup>nd</sup> utilize a take-home folder and grades 3<sup>rd</sup>-6<sup>th</sup> utilize an agenda to communicate homework assignments.

### **Promotions and Retentions (PreK3 – 6<sup>th</sup> Grade)**

Pre-school promotion is based on student achievement and maturity. Parents should realize that not all children are ready to learn at the same age. This has nothing to do with a child's ability, but rather a child's readiness to learn. Students must be age three by Sept. 1<sup>st</sup> and must be potty trained.

The early years (K3 and K4) are so important to all other learning that the school feels that a student must not be placed in a position in which he/she will not experience success. Repeating a grade, in many cases, places the student on a level where he/she is comfortable and tends to develop added confidence.

Kindergarten students are promoted/retained based on their scores on school administered achievement tests (must score at grade level or above), teacher evaluation/recommendation, and parent conferences.

Students in grades 1-3 are promoted or retained based on progress during the school year, teacher evaluation/recommendation, achievement test results, and parent conferences. Students in grades 4-8 will be retained if they fail reading or math/two or more subjects.

**The school has final authority on promotions and retentions with the student's best interest being given every consideration.**

### **Placement**

The school has the right to place transfer students at their cognitive entry-level based on our student's entry-level requirements for each grade. If a student has been in a higher grade at another school but cannot perform satisfactory at that grade level at Tunica Acaemy, he/she may be placed at a lower grade level.

### **Classification of Students (Grade 10<sup>th</sup> – 12<sup>th</sup>)**

The following shall be used to classify each student's grade level:

Sophomore	at least 5.5 academic units
Junior	at least 11 academic units
Senior	at least 16 academic units

### **Academic Load (9<sup>th</sup> – 12<sup>th</sup>)**

All secondary students are required to take at least three academic subjects and one non-academic subject each semester (except seniors with approval from the headmaster based on the number of credits they have going into their senior year).

### **Correspondence Courses**

Two correspondence/online credits may be accepted toward graduation. They must be approved by the administration and be from an accredited school.

### **Headmaster's List and Honor Roll**

Headmaster's List	90+ in each subject
Honor Roll List	80+ in each subject

### **Exemptions from Final Exams**

Students in grades 9<sup>th</sup> – 12<sup>th</sup> may be exempt from the final exam in December and May if the following conditions are met:

- 90(A) or above average in the course
- No more than 3 total (excused or unexcused) absences per semester
- No more than 5 tardies total (all class tardies combined) per semester
- Parents can choose for their child to take exam by notifying the teacher

Students who receive an in-school suspension (ALC-Alternative Learning Classroom) or out-of-school suspension at any time during the school year may not be exempt from final exams.

(Covid or quarantine absences are not counted against the students for the exemption from final exams.)

### **Honor Graduate**

To qualify for honor graduate status, a student must have a 90 or above grade average for the four years of high school work.

### **Valedictorian/Salutatorian**

1. Student must have attended Tunica Academy their entire Junior and Senior years, and at least one other year in the 9<sup>th</sup> or 10<sup>th</sup> grades.
2. Transfer grades will not be used to calculate the valedictorian and salutatorian.
3. The student with the highest numerical average will be the valedictorian and the student with the second highest numerical average will be the salutatorian.

### **MINIMUM Grade Requirements for Tunica Academy Graduates (9<sup>th</sup> - 12<sup>th</sup>)**

**4 units English** (English I, Creative Writing, English II, English III, English IV)

**4 units Math** (Foundation to Algebra/Pre-Algebra, Algebra I, Algebra II, Geometry, Trigonometry, Calculus)

**4 units Science** (Physical Science, Biology I, Biology II, Chemistry, Human A & P, Physics)

**4 units Social Studies** (MS History & Intro World Geography, Current Events, World History, U.S. Government & Economics)

**6 units of Electives** (1 must be computer)

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**22 Credits Total**

### **MINIMUM Specific Course Requirements for Public Universities in Mississippi**

- 4 English
- 4 Math (must have Algebra I, Geometry, and Algebra II)
- 4 Science (a laboratory-based biological science required)
- 4 Social Studies  
(must have US History-1 credit, World History-1 credit, American Government- ½ credit, Economics- ½ credit)
- 1 Elective – Technology/Computer Science
- 1 Arts - visual or performing arts (drama)
- 2 Advanced Electives (options)
  - Foreign language
  - Math higher than Algebra I
  - Science higher than Biology I

## **ADDENDUM C – Rainmaker Tech Service**

**TECHNOLOGY - ACCEPTABLE USE POLICY (AUP) of Equipment Leased from or owned by Tunica Academy (TA)/for 5<sup>th</sup> – 6<sup>th</sup> grade the computer fee is \$150 for the year and for 7<sup>th</sup> – 12<sup>th</sup> grade the computer fee \$340 for the year.**

Tunica Academy (TA) is committed to bringing the latest technologies to our students. The safety of all our students remains our paramount concern. In order to implement this technology integration, every student and parent or guardian should study this Acceptable Use Policy, which outlines guidelines for the use of all technology at Tunica Academy.

In this document, a “Computer” is defined as any electronic device of any kind that meets one of these criteria: (1) any electronic device that is on site at Tunica Academy, independent of whether it connects to the TA network or is even capable of doing so, or (2) any electronic device anywhere in the world which at some point in time connects to the TA network for any purpose. Such equipment is subject to this AUP at all times, regardless of the equipment location or whether it is connected to the TA network at the time.

### **I. GENERAL PRINCIPLES**

Technology at TA is a privilege, not a right. Each student is accountable for his/her actions. If there are any questions involving the use of technology, please contact the Technology Department/Headmaster.

**Network Resources:** Network Resources refers to all aspects of TA’s owned or leased equipment, including computers, devices, printers, scanners, and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology-related equipment and services. The rules below apply to any use of TA’s resources leased from or owned by TA whether occurring on or off campus. Students may not use Network Resources to:

- Download, stream, or listen to internet-based music, videos, or large image files that are not expressly required for schoolwork.
- Alter, add, or delete any system files that affect the configuration of a computer or device leased from or owned by TA.
- Install software onto TA computers, (leased from or owned by.) Do not install anything!
- Write, publish, or distribute harmful or inappropriate material via hard copies or digitally.
- Facilitate the illegal sharing of copyrighted material.
- Upload, download, transfer, copy, create, or otherwise cause any other system to bear in any way a computer virus or malware.
- Misuse copyrighted material.
- Conduct any type of harassment or bullying.
- Plagiarize material or misrepresent another’s work.
- Conduct any commercial business.
- Attempt to alter the data of another person, regardless of intent.
- Pursue inappropriate material (i.e., pornographic, sexist, racist, etc.).
- Participate in any type of social networking, instant messaging service or online chat rooms.
- Encourage or support prohibited activities by other students.



**Negative Effects:** Students may not use any type of technology at any time or place that has a negative effect on:

- School safety, order and discipline
- Safety and welfare of other students or staff
- The reputation of Tunica Academy, its students, and staff

**Equipment Use:** Personal use of technology other than what is intended is prohibited. Students may use technology under teacher supervision for academic purposes only. This includes but is not limited to the use of projectors, document cameras, audio/video devices, copiers, printers, or lighting equipment.

**Printing:** Paper and toner/ink come at a high expense to the school. Students are encouraged to print only necessary documents. Emails have been issued and documents should be saved and sent to teachers via email. Students will be allowed to print necessary documents to designated printers only. The school may limit the number of pages a student may print to avoid abuse. The school may also charge for printing if students exceed their allotted quota.

## **II. COMPUTERS AND DEVICES**

**Software:** Software and apps that are loaded onto computers are the property of Tunica Academy and under Tunica Academy copyright and licensing agreements. No one is allowed to copy any software from a TA computer to any other device. Students are prohibited from installing any type of software or apps onto a computer unless authorized by the Technology Department.

**Hardware:** TA provides computers for student usage as a service. Students are allowed to access only designated computers and labs for students as well as their student assigned leased device.

**Computer Care:** In order to continue to provide the best in technology, students must help in taking care of the computers they use. Food and/or drinks are not allowed around computers. No student should try to open or fix a computer. Students are liable for any physical damage to computers and/or their peripherals regardless of intent. Students are not allowed to make any physical changes to a computer without permission from the Technology Department.

**Login/Logout:** Students at TA will be assigned a username and password. Students will login to TA systems using this information. If working in a shared computer environment (i.e. computer lab), all students are required to sign off after their computer session has ended.

## **III. SECURITY**

**Electronic Data and Student Passwords:** Students in grades 7-12 are responsible for all data on their student assigned computer. Only the relevant student and the Technology Department have access to the data on each device. The student should not expect privacy of his/her files.

**Student Security Online:** No student should give out his/her or any other student/faculty members' personal information via electronic or any other communication means. This includes, but is not limited to, their name, address, picture, social networking profiles, etc.

**Monitoring:** TA reserves the right to monitor any aspect of its information systems in order to protect its systems. School administration monitors the network and may find it necessary to investigate electronic incidents even if they happen after hours and outside

of school. As the owners of the school's network resources, the school administration reserves the right, if needed and at its discretion, to access remotely, open, examine, and/or delete electronic files that violate this AUP.

**Network Access:** Students should not attempt to gain access to the Tunica Academy network with any equipment that is not owned by the school and/or not approved by the Technology Department. This includes, but is not limited to cell phones, personal computers, or any other network capable device.

#### **IV. INTERNET**

**Overview:** TA offers Internet access to its students for academic purposes. Internet access is filtered for protection of our students and faculty.

**Inappropriate material:** Students are prohibited from visiting inappropriate websites. Internet access is for academic use only and should be surfed that way.

**Filtering:** TA has a content filtering service for all online activity. The content filter will block inappropriate websites as well as those that may interfere in the teaching and learning process. Student devices will be filtered at school. By offering this filtering service, TA is making its best effort in protecting students. However, it is impossible to filter or restrict access to all sites that may contain questionable information. We recommend parents oversee their child's computer activities at home.

#### **V. EMAIL**

**Overview:** In an effort to increase communication between all students and staff at TA, TA has decided to endorse a student email system.

- Students in grades 7-12 will be assigned their own TA email address.
- Students' email addresses will be in the form of [firstname.lastname@student.tunicaacademy.com](mailto:firstname.lastname@student.tunicaacademy.com)
- Students will login with the same username and password combination that is used to sign in to school computers.

**Checking email:** Students can check their email from any computer that has an internet connection by visiting <http://mail.tunicaacademy.com> and logging in.

**Email Restrictions:** Students are prohibited from sending inappropriate emails to anyone at TA or any other domain. This includes mass spam emails, chain letters, and material others may find offensive.

**VI. DISCIPLINE AND LIABILITY** - All infractions are subject to review and modification by the Headmaster.

**Liability:** TA will not be held liable for the following:

- Any damage suffered by users due to failure of equipment or interruption of service
- The accuracy or truth of material obtained through the internet
- Damages to any person resulting from unauthorized or inappropriate use of technology

**Disclaimer** - TA does not have control of the information of the internet or information contained in emails. The school uses a combination of network firewalls and a content filter to help maintain a safe environment. Additionally, TA may choose to block sites that it believes distract from the academic environment or unnecessarily consume Network Resources. However, it is impossible to filter or restrict access to all sites that may contain questionable information. Some sites may contain material that is

defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal or that is otherwise inconsistent with the mission of TA. While TA's intent is to make internet access available for educational goals and objectives and to maintain a safe environment, account holders may encounter undesirable content. At TA, we expect the student to obey the AUP when using the internet and school-wide resources. Any student found in deliberate violation of the policy will be disciplined. In addition, TA account holders take full responsibility for their access to TA Network Resources and the internet. Specifically, TA makes no warranties with respect to school Network Resources and does not take responsibility for the content of any advice or information received by an account holder; the costs, liability, or damages incurred because of access to the School's Network Resources or the internet; or any consequences of service interruptions.