

## 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. Tuition may be paid in one of the following methods:
  - a. Annual payment due June 1<sup>st</sup>
  - b. Semi-annual payment due June 1<sup>st</sup> and December 1<sup>st</sup>
  - c. Ten (10) equal monthly payments beginning July 1<sup>st</sup> to April 1<sup>st</sup>
  - d. Twenty (20) semi-monthly (Draft Only 5<sup>th</sup>/20<sup>th</sup>) payments beginning July 5<sup>th</sup> to April 20<sup>th</sup>
  - e. Eleven (11) equal monthly payments beginning June 1<sup>st</sup> to April 1<sup>st</sup>
  - f. Twenty Two (22) semi-monthly payments beginning June 5<sup>th</sup> to April 20<sup>th</sup>
2. Tuition may be paid by check, cash, money order, or bank draft.
3. LATE FEES: Tuition is due on the **First** day of each month. If received 6 or more calendar days after it is due it is considered delinquent and will be assessed a late fee of \$35.00 for EACH delinquent payment.
4. 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 \$40.00 and must be paid with cash.
5. 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.
6. Tuition and/or fees payments delinquent 20 days or more will cause any student subject to this contract to immediate suspension until all tuition and/or fees are paid. **This means that your child can be dismissed from school on the 27<sup>th</sup> of the month by the Administration for delinquent tuition**
7. The parent/parents of a student dismissed from school for non-payment of tuition and/or fees will be required, before readmission, to pay the entire balance of the tuition and fees due for that school year plus a re-entry fee of \$50.00 per student.
8. 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.
9. If tuition and/or fees are delinquent, the student may not register for the new school year until the account is current.

10. The business office does not mail monthly statements. The patron is responsible for paying tuition according to the schedule above.

## 2016-2017 School Calendar

Aug 11	Staff Development 10:00
Aug 15	<b>First day of School</b> , ½ Day Dismiss @ 12:00
Aug 15	Meet the Rebels/Open House 6:00 in the Gym
Aug 15	After School Care Begins
Aug 16	First Full Day of School
Sep 5	Labor Day – <b>School Holiday</b>
Sep 14	First Nine Weeks Progress Reports
Oct 10	Columbus Day – <b>School Holiday</b>
Oct 14	End of First Nine Weeks
Nov 16	Second Nine Weeks Progress Reports
Nov 21-25	Thanksgiving Holidays
Dec 2	State Teachers Meeting – <b>School Holiday</b>
Dec 12	Due Date for all First Sem Tuition and Fees
Dec 13-15	Sem Exams – Dismiss @ 12:00 each day
Dec 16-Dec. 30	Christmas Holidays
Jan 2	2 <sup>nd</sup> Semester Begins
Jan 16	Heritage Day – <b>School Holiday</b>
Feb 1	Third Nine Weeks Progress Reports
Feb 20	Presidents Day – <b>School Holiday</b>
Feb 21-24	Spiritual Emphasis Week
Mar 10	End of Third Nine Weeks
Mar 13-17	Spring Break
April 11	Annual Meeting of the Members
April 12	Fourth Nine Weeks Progress Reports
April 14-17	Easter Holiday
May 3,4,5	Senior Exams
May 7	Baccalaureate 6:00
May 12	Senior Graduation 7:00
May 16	K3 & K4 Program and Awards
May 17	K5 Graduation and Awards
May 18	6 <sup>th</sup> Grade Graduation
May 22	Awards Day
May 23, 24, 25	7-11 Final Exams – Dismiss at 12:00
May 26	Last Day of School

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

After School Day Care will be closed on the following weekdays:

Sept. 5	Labor Day
Nov. 24, 25	Thanksgiving and Friday
Dec. 22,23 & Dec. 29,30	Christmas and New Years
Break	
April 14	Good Friday
May 29	Memorial Day
July 4	Independence Day
Day-care will be closed any day school is closed for ice or snow or any other emergency closing.	

**TRI-COUNTY ACADEMY  
ADMINISTRATION, FACULTY  
and STAFF**

**BOARD OF DIRECTORS**

Spence Shepherd	Chairman
Gina Bozeman	Vice-Chairman
Tim Barker	Treasurer
Tim Jenkins	Secretary
Andy Creel	Scott Skelton
T.K. Dunn	Jeffrey Sones
Robby Gray	George Varner
Scott Jones	Kim Webb

**ADMINISTRATION**

Mark Johnson	Headmaster
Joe Goolsby	Assistant Headmaster & AD
Kathy Stewart	Counselor
Casey Spence	Administrative Assistant
Amy Skelton	Bookkeeper

**ELEMENTARY**

Heather Childress	3 year old Kindergarten
Reta Blythe	4 year old Kindergarten
Cathy Hillman	5 year old Kindergarten
Robbie Bennett	1 <sup>st</sup> Grade
Jenny Cole	2 <sup>nd</sup> Grade
Katie Barker	3 <sup>rd</sup> Grade
Demetria Raper	4 <sup>th</sup> Grade
Lynette Harris	5 <sup>th</sup> Grade
Maria Dill	6 <sup>th</sup> Grade
Debbie Lewis	Music
Nicole Nance	Art
Marilyn Pettis	Teacher Assistant
Abbie Potter	Teacher Assistant, JH Cheer
Kelly Miller	Teacher Assistant
Jennifer Beasley	Teacher Assistant
Cherie Hilderbrand	Day Care Co-Director
Tamara Boatner	Day Care Co-Director

**SECONDARY**

Madysyn Giddy	H.S. English, Fine Art, Yearbook
David Blount	P.E., Football and Track
Carrie Hilderbrand	High School Math
Dr. Joe Cole	Bible
Cody Saxton	Social Studies, Assistant Coach
Jenny Hilderbrand	Jr. High Language Arts
Casey Arbuckle	Basketball, Track, JH Bible
Josh Osborne	Basketball, Football, Computer
Heather Jones	Math
Melanie Nance	High School Science, Tennis
Ephrain Torres	Technology
Christy Williams	JH Sci & Soc Studies, Cheer
Graham Odom	Baseball, Social Studies
Linda Burgess	Cafeteria Manager
Teresa Schaffer	Cafeteria
Debbie Dill	Cafeteria
Mona Cain	Cafeteria
Nikki Rich	Cafeteria
Dwayne Parker	Chapel

Caleb Rivers  
Bro. D.J. Speckner

Spanish  
Religious Studies

**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 everyday, 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. **Students transferring to the school in grades 9-12 are required to have units of credit corresponding to those offered at Tri-County Academy.**

Students must be the appropriate age by September 1 to enter K3, K4, K5, and first 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.

Applicants must provide transcripts indicating grades earned and standardized test information. Applicants are accepted on the basis of past school performance, aptitude and achievement tests, adequate attendance, and acceptable conduct consistent with the standards and purposes of this school. Students that have been expelled from other schools may not be admitted.

## 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, 2014.

3. Shall not have entered the 9<sup>th</sup> grade before 2011-12 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, 2014.
3. Shall not have entered the 7<sup>th</sup> grade before the 2012-13 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.

If eligible, the following will occur:

1. Progress reports will be prepared every mid-term. A student may not fail two (2) or more classes in consecutive terms or the student will not be allowed to participate in extracurricular activities until progress report or report cards are issued again.
2. To regain eligibility status, the student must not be failing two or more classes when student receives next progress report or report card.

## 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 2:25 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 2:40 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

While we realize that cell phones are a very important part of daily lives, they do not have a place in the educational environment. The use of a cell phone through any of its functions (calls, pictures, texting, etc.) is disruptive and interferes with the educational process and will not be permitted on school campus during school hours without permission from a school official. A student may not call parents from their cell phone to have them signed out of school. A student must use the phone in the office to call a parent.

1st Offense: The student will be given corporal punishment.

2nd Offense: The student will be suspended from school for one day and be given an unexcused absence (see absences). This will occur with all following offenses.

Students are not allowed to have in their possession cell phones or any other electronic device. An infraction of this rule will result in the cell phone or other device being taken and not returned until the student, teacher involved, parent, and Headmaster have met. At this meeting, the origin of any inappropriate information will be researched and a decision will be made as to whether the student will be suspended from school.

## 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

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

**Tenth Grade:** English II, Plane Geometry, Anatomy & Physiology, World History, Computer I, Spanish II/Advanced World Geography.

**Eleventh Grade:** English III, Algebra II, Chemistry, American History, Fine Arts, Elective.

**Twelfth Grade:** English IV, Advanced Math/Trigonometry or Algebra III, Physics or Physical Science, Government/Economics, Dual Enrollment (College Credit) or Consumer Math.

**Electives:** Bible, Computer II, Athletic P.E., 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.**
- \* 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 or Unified Geometry.

**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**

## 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 from Parker School Uniforms.

These rules apply during school hours:

1. All Tri-County Academy students in grades K3-12 must wear a designated school uniform. It is the responsibility of the **student and parent** to make certain that the student comes to school each day properly dressed.
2. The dress code is strictly enforced. Any infringement of the uniform dress will result in parents being called to bring the student a change of clothes or detention. If the student is checked out of school, the attendance policy will be followed.
3. Please label all clothes with the student's name.
4. T-shirts are not part of the school uniform. We will have some designated t-shirt days, but regular uniform tops must be worn at other times.

### BOYS:

1. All shirts must be tucked in.
2. A black or brown leather belt must be worn.
3. Boys grades 7-12 must wear a white crew neck t-shirt under shirts. **No writing should be visible through the white shirts and the top band of the t-shirt must be white.**
4. Boys will be allowed to wear shirts sold by the Booster Club (not t-shirts).
5. T-shirts are not part of the dress code unless they are given to the students by Coaches.

### GIRLS:

1. Girls must wear white camisoles under white blouses.
2. Girls must button at least two buttons on Cap Sleeve Jersey shirts.
3. No pins or long necklaces are to be worn on blouses.
4. Girls may only wear white, red, or blue ribbons or bows or the uniform headband in their hair.
5. Skirt and Skort length must be **NO MORE THAN 3 INCHES ABOVE THE CREASE BEHIND THE KNEE.**

6. Leggings may be worn during cold weather but must be Navy in color.

### ALL STUDENTS:

1. Outerwear is not required, but if worn, must be monogrammed with the TCA logo. Parker has outerwear available for TCA students. Students may wear any TCA fleece or sweatshirt that is purchased or obtained from TCA in school colors only. There will be no Northface or any other type of outerwear permitted in the building. Outerwear should not be worn during warm weather months.
2. On Chapel day, dress uniform is required as follows:
  - A. Boys must wear:
    1. Long khakis (pants)
    2. White monogrammed shirt (season will determine long or short sleeve)
    3. Belt & socks
    4. Dress shoes, Wallaby's, boots, **not tennis shoes on this day.**
  - B. Girls must wear:
    1. White monogrammed blouse.
    2. Plaid Skirt (4<sup>th</sup>-12<sup>th</sup>) and Plaid Jumper w/matching blouse (K3-3<sup>rd</sup>).
    3. Dress shoes, saddle oxfords (**no tennis shoes or boots on this day**).
    4. White (only) knee socks.
3. Girls Shoes:
  - A. No sandals, flip-flops or open-toed shoes.
  - B. Closed-toe Birkenstock type shoes are acceptable in brown, black, or navy.
  - C. Low quarter athletic shoes in appropriate neutral colors.
  - D. **NO BRIGHT COLORED SHOES OR LACES WILL BE ACCEPTABLE.**
  - E. Dress shoes, Mary Jane style, wallaby style in brown, black, or navy, and Sperry style.
  - F. Flat heels only (exception-Mary Jane style with no more than a 2-inch heel).
  - G. UGG type boots with no heel may be worn during winter months only...neutral colors only (brown, black, khaki). Other boots must be worn with slacks only. **Rubber boots may not be worn at anytime during school hours.**
  - H. White socks only.
4. Boys Shoes:
  - A. No sandals, flip-flops, or open-toed shoes.
  - B. Boots with slacks only. No rubber boots.
  - C. Low quarter athletic shoes in neutral colors w/neutral laces.
  - D. Dress Shoes, Wallaby, Birkenstock type shoes in conservative colors, and Sperry style
  - E. White socks only.

- F. **Rubber boots may not be worn at any time during school hours.**

**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 “dress 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> Semester Exams and Final Exams

Tuesday, December 13 & Wednesday, May 23  
1<sup>st</sup> and 2<sup>nd</sup> Period Exams

Wednesday, December 14 & Thursday, May 24  
3<sup>rd</sup> and 4<sup>th</sup> Period Exams

Thursday, December 15 & Friday, May 25  
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
<b>A</b> 93-100 4 points	<b>A</b> 93-100 5 points
<b>B</b> 85-92 3 points	<b>B</b> 85-92 4 points
<b>C</b> 75-84 2 points	<b>C</b> 75-84 3 points
<b>D</b> 70-74 1 point	<b>D</b> 70-74 2 points
<b>F</b> below 70 0 points	<b>F</b> 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 in 7<sup>th</sup> or 8<sup>th</sup> grade. 7<sup>th</sup> graders taking Pre-Algebra and 8<sup>th</sup> graders taking Algebra I.

A weight of 1.05 will be added to Honors courses above 8<sup>th</sup> grade. Honors Geometry, Honors Algebra II, Advanced Math/Trig and Physics.

Note: if 8<sup>th</sup> graders taking Algebra I do not make a final average of 85, then they must retake Algebra I in 9<sup>th</sup> grade (no weight).

Honors classes include: Geometry or Algebra II if taken in the 9<sup>th</sup> grade, Advanced Math/Trig, 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 STI, to view student's grades. Call the office for your entry code and password.

Seniors with an 85 average for the year will be exempt from final exams in that subject. Students in grades 7-11 that have a yearly average of 93 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 85 average or above in all subjects. High Honor Roll or "A" honor roll requires all grades to be 93 or above in all subjects. **In order 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 anytime during the school day except during home basketball games. Other than players and coaches, students and spectators must remain off 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 known 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.

## MEAL TICKET

Students will purchase a meal ticket for lunch. The meal tickets will be purchased in the office from 7:45 to 8:00 am. You can purchase a five-day ticket, ten-day ticket, or a twenty-day ticket. We ask students to not buy single-day tickets any more than necessary for record keeping purposes.

## 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 Monday-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. 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 are 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 spring 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

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 K5 through the 8<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.

## 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 actually 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, or illegal drugs 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 suspension to protect the best interests of all students and the school.

## 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 conclusion 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 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 will be required to attend an evaluation and counseling session as approved by the Headmaster with his or her parents or guardian. The expense of said counseling sessions is to be borne by the parents/guardian.
- iii. 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.
- iv. The refusal to participate in a counseling program as set forth above would be treated and handled as a second positive test for a student.
- v. The student and his or her parents and/or guardian will be advised that periodic re-testing will be done throughout the school year and 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 tested 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.

## 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.

## 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	Madyson Giddy
9th Grade	Josh Osborne
8th Grade	Jenny Hilderbrand
7th Grade	Heather Jones
Mu Alpha Theta	Carrie Hilderbrand
National Honor Society	Carrie Hilderbrand and Jenny Hilderbrand
Student Council	Kathy Stewart
SADD	Melanie Nance
FCA	Dwayne Parker
Yearbook	Madyson Giddy
High School Cheerleaders	Christy Williams
Jr. High Cheerleaders	Abbie Potter
Elementary Cheerleaders	Heather Childress
Rebelettes	April Grantham