

**TRA**  
**8696 Rosemark Road**  
**Millington, TN 38053**  
**Website: [www.tiptonrosemarkacademy.net](http://www.tiptonrosemarkacademy.net)**

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

By signing below, it is understood that I have read fully the TRA handbook, and understand and agree to comply with the stated school policies and procedures.

\_\_\_\_\_

Parent Signature

Date

## FOREWORD

The TRA Board of Directors, faculty, and staff welcome you as a part of the TRA family. Whether you are a returning student or a new student at our school, we hope your 2019-2020 school experience will be productive and enjoyable.

The Tipton-Rosemark Academy Handbook is designed to inform parents and students of the school policies and procedures governing our school. Every effort has been made to outline as many policies and procedures as possible. However, no handbook can cover every situation that may arise during the school year. **In these situations, the Board of Directors has granted authority to the administration to interpret the handbook in accordance with school policy whenever possible, to modify existing regulations, or to draft new regulations when necessary.** Faculty, staff, students, and parents are charged with the responsibility of adhering to these principles in order to perpetuate the high standards of the school. The Head of School and staff are responsible for directing the day to day activities of the school according to Board policy. The policies of the Board of Directors, laws of the State of Tennessee, and accrediting guidelines form the foundation of all academy rules, regulations, and procedures.

TRA encourages all parents to know the school policies, to cooperate fully in accordance to these policies, and to be actively involved. The faculty and staff will strive to make each child's experiences at TRA memorable. We appreciate the opportunity of working with you and your child to provide a quality education in a Christian environment.

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# **TIPTON-ROSEMARK ACADEMY HANDBOOK**

## **Introduction**

Tipton-Rosemark Academy, a non-profit, non-denominational private school, provides a college preparatory education for students pre-kindergarten through twelfth grades. TRA is dually accredited by the Southern Association of Independent Schools and the Southern Association of Colleges and Schools and has been approved by the Tennessee Department of Education. Its purpose is to develop the talents of its students to their greatest potential, as expressed by the school mission statement, "Quality Education in a Christian Environment."

## **History**

In 1965, when Bible and prayer were taken out of the public school system, a group of citizens established Tipton Academy. Being concerned about the quality of their children's education, the students of these families in first through eighth grades, began meeting in a house in Munford. By 1967, a new school facility was built in Brighton (Tipton County).

The Academy then purchased Rosemark School from Shelby County in 1970 to expand its system to grades 9-12, doubled the size of the facility in Brighton, and added a gymnasium. In 1973, kindergarten was added to the elementary school. In 1987, the 7th and 8th grades were moved to the high school campus as the initial step in the consolidation of all grades (K-12) on the Rosemark campus. In 1988, a new elementary school was built on the Rosemark campus for grades 1-6, while an existing building was converted for use as a kindergarten. The school's two names were then joined to become Tipton-Rosemark Academy. In the fall of 2000, TRA opened Founders Hall which houses the sixth through eighth grades, as well as added a four-year-old kindergarten. In the spring of 2005, the Paul Barrett Sports Complex was opened, and the first football game was played on the new Rebel Field in fall 2006. In 2008, a new high school was built and the elementary school was renovated by adding 10 new classrooms and a multi-purpose room.

## **Mission Statement**

Providing a culture grounded in Christian values, Tipton-Rosemark Academy is dedicated to guiding students toward their full potential. Using a personalized, technology-driven curriculum with high academic standards, TRA develops students who are bound for college. Preparing students for life through participation in a variety of extracurricular and service activities, TRA shapes leaders for a global society. (November 2013)

## **Non-Discrimination Policy**

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

## **TRA Statement of Faith**

- We believe the Bible is God's inspired Word. It is without error and is the Christian's guidebook for life.
- We believe in God the Father, God the Son, and God the Holy Spirit. Each immeasurably empowers our Christian life.
- We believe in the deity of Christ, His virgin birth, His sinless life, His atoning death, burial, and resurrection, and His personal return in power and glory.
- We believe that the Lord Jesus died for our sins, according to the Scriptures, as a representative and a sacrifice, and that all who believe in Him are justified on the ground of His shed blood.
- We believe that the Holy Spirit lives within every Christian. We believe the Holy Spirit gives power for living.
- We believe God has commanded us to tell everyone we can about the Lord and his salvation.

## **Statement of Biblical Principles**

Tipton-Rosemark Academy expects and requires that both students and parents will support the school in its distinct mission and in its Biblical beliefs. In relying on the teachings of Holy Scripture, Tipton-Rosemark Academy believes that the Bible prohibits sexual immorality of any type, including but not limited to pornography, homosexuality, alternative gender identity, or any other sexual activities outside the marriage of one man and one woman. On those occasions in which a particular home or student acting counter to or in opposition to the Biblical principles, beliefs, and lifestyles that the school teaches, Tipton-Rosemark Academy reserves the right, in its sole discretion, to refuse admission to an applicant or to discontinue enrollment of a current student.

### **Philosophy**

Tipton-Rosemark Academy believes that:

- Biblical knowledge, spiritual growth, and Christian service prepare our students for life.
- each student is a unique individual of value.
- students have the right to learn in a safe, nurturing environment.
- students, parents, and educators share the responsibility of providing an effective education.
- a student's self-concept is encouraged by positive relationships and mutual respect.
- a college preparatory curriculum adequately prepares students for higher education.
- the student's learning increases when actively engaged in a challenging and supportive learning environment.
- extracurricular activities aid students in developing strong character.

### **Student Objectives**

The student will:

- use constructive thinking in all learning situations.
- be able to use information, facts, principles, and communication skills that will aid his post-secondary academic plans of his chosen occupation.
- be able to evaluate and analyze those economic factors that will enable him to fulfill his financial needs.
- develop disciplined self-reliance.
- recognize that he or she must respect the rights, views, and property of others.
- hold respect for authority, follow directions of all adults, and do what is right.
- be able to use information logically to organize, criticize, and express ideas effectively.
- understand the importance of developing a deep sense of loyalty and patriotism.

### **Faculty Objectives**

As faculty members of TRA, we believe that educators should:

- make use of local resources to demonstrate and reinforce application of classroom principles.
- continually gain professional knowledge and flexibility to meet the changing needs, interests, and abilities of the students.
- provide students with the basic learning tools necessary to enable them to assimilate knowledge for the rest of their lives.
- provide students with the awareness that change is inevitable and that change must be a factor in planning and organizing.
- provide students with an environment in which to learn the responsible use of freedom and that each personal decision has a consequence.
- provide students with opportunities to acquire and develop honorable personality characteristics.
- provide a varied curriculum and environment in which a student can work toward the highest possible fulfillment of his potential.
- accept responsibility for educating all youth, regardless of individual differences — intellectual, physical or personal.
- provide students with opportunities to develop appreciation for those aesthetic qualities that contribute to rich and full lives.
- provide students with the opportunities to develop skills and attitudes that will enrich their leisure time both now and in the future.
- provide each student with recognition of his self-worth and a respect for others.

## **Board Of Directors**

Tipton-Rosemark Academy is a corporation operating under the supervision of a Board of Directors, consisting of up to 15 members. The directors are elected annually by the stakeholders. Normally, directors are elected from the geographic areas that patronize the school. Directors serve without remuneration. Details of board elections and tenure of office may be found in the by-laws of the academy.

Members of the Board of Directors serve on committees, as well as on the board itself. As members of these committees, the directors initiate, review, and when necessary, discontinue the policies which govern the operation of the school. Typical committees are listed below with a brief description of each one's area of responsibility.

**The Executive Committee** is made up of the chairperson, vice-chairperson, secretary, and treasurer of the Board of Directors, along with the Head of School. This core committee, entrusted with overall responsibility, serves to direct the responsibilities for all other committees.

**The Curriculum and School Life Committee** oversees the policies for those areas directly relating to students' academic and co-curricular activities, as well as disciplinary policies. This committee assures that the quality of each program of Tipton-Rosemark Academy is maintained. In addition, it sets policies which provide maximum opportunities for student participation in school groups.

**The Development Advisory Council** foresees our future needs as the school continues to grow and recommends ways the growth can be channeled to benefit the school as a whole in accordance with physical facilities, faculty, and the needs of an expanding curriculum.

**The Business and Finance Committee** oversees the school's financial operations from the budget through expenditures. This committee works diligently to be certain our families are getting the maximum value for their investment in our school and students.

**Ad Hoc Committees** will be formed by the Chair of the Board as he/she determines a need.

## **Media Relations Policy**

The purpose and release of official news from Tipton-Rosemark Academy shall be coordinated as follows:

1. Strive to keep stakeholders of the school system regularly informed about all policies, problems and planning through channels of communication, its own efforts, and the office of the Head of Schools;
2. Recognize that the news media will inquire, research, and report information about TRA;
3. The board chairman will designate the official spokesperson for the Board;
4. News releases, which are of a school wide nature or pertain to established school policies are the responsibility of the Head of Schools or a designated member of the administrative staff.

When individual board members or the Head of Schools express their views on any issue, which is in opposition to a view expressed in board policy, they have the duty to make clear that the view expressed is not the official view of the Board or school.

## **Advertising and Distribution of Materials of TRA Policy**

No part of TRA, including the facilities, the name, the staff, and the students, shall be used for advertising or promoting the interests of any commercial, political or other non-school agency or organization, or individual except that:

- The school may cooperate in furthering the work of any non-profit, community-wide social service agency, provided that such cooperation does not restrict or impair the educational programs of the school;
- The school may participate in radio or television programs under acceptable commercial sponsorship when such programs are educationally beneficial;
- Community, educational, charitable, recreational, and other similar civic groups may advertise events pertinent to students' interests or involvement. Such advertisement, including the distribution of materials, shall be subject to any time, place and manner of procedures established by the principal;
- The principal shall screen all materials prior to electronic use or distribution to ensure their appropriateness. The principal may prohibit materials that:
  1. would be likely to cause substantial disruption of the operation of the school;
  2. violate the rights of others;
  3. are obscene, lewd or sexually explicit; or
  4. students would reasonably believe to be sponsored or endorsed by the school.



- The school may, upon approval of the Head of School, cooperate with any governmental agency in promoting activities which advance the education or other best interests of the students;
- Political literature, and materials shall not be distributed through the school to students, nor sent home to parents, nor placed in teachers' mail boxes, lounges, or on school premises;
- Political signs for people who are running for public office shall not be allowed on school property; this does not include TRA elections;
- School publications may accept and publish paid advertising under procedures established by the Head of Schools;
- Materials will not be accepted from unapproved private vendors. Vendors must obtain approval from the Head of Schools;
- Parents will be requested to allow TRA permission to release a student photo for approved media advertising;
- This policy shall be distributed to all outside agencies that have reason to use TRA's name or logo.

### **Facility Use Policy**

It is the desire of Tipton-Rosemark Academy to make available the use of its facilities to its Patrons for use during or after regular school hours. It is understood that school activities will take priority for the use of any TRA facilities. The Head of School, Building Principals, and Athletic Director are responsible for the administration of the policy and regulations as they relate to facility use at their respective sites.

#### **Guidelines**

Any patron wishing to use the facilities must meet and adhere to the following guidelines.

- Patrons wishing to use facilities must complete a permit for facility use form. This permit may be secured from the building principals or the athletic director. Permits must be completed and returned for approval. There will be a minimum of 3 working days for approval of any requests once it has been submitted.
- Patrons wishing to use facilities are subject to the following conditions and procedures. Noncompliance with any of these regulations will result in revoking the issued permit or future requests.
  1. Adequate adult leadership and supervision shall be required at all times for activities in which minors are participating. This also includes the time before and after the event during which time the youth are on school property.
  2. Children will not be permitted in the buildings without supervising adults.
  3. The enforcement of regular school rules as they pertain to proper behavior and conduct as stated in the student handbook, will be in affect at all times.
  4. Any school furnishings, equipment and supplies in the areas are not to be used. Users must make arrangements with the building principal or person in charge of any equipment to be used during the activity.
  5. All areas used must be cleaned up and returned to the conditions prior to their use.
  6. The use of TRA facilities by other schools or organizations is prohibited unless a formal request is made to and approved by the Board of Directors.
  7. Users must provide a copy of their current liability insurance policy and name TRA as an additional insured on said policy.
  8. Users will be required to pay for the use of the facility. An appropriate fee schedule will be arranged and regulated by the Head of Schools and Business Director.
  9. Users will be required to be trained by TRA reps on the facility security and alarm systems and will be expected to maintain these systems during and after the facility's use.
  10. Users will be required to provide campus monitoring during the time of their use.

## Safe Schools

### Campus Visitors

During school hours, parents and other visitors will be **required** to sign in and out with the office immediately after entering a building. All visitors will be given a visitor's badge, which must be worn while on campus.

### Heart and Soul

Tipton-Rosemark has made a commitment to stop bullying. In effort to fulfill this commitment TRA has implemented a program that we call Heart and Soul. Heart and Soul is a comprehensive, school-wide program. The program's main goal is to change the climate of the school by improving peer relations and reducing and preventing bullying incidences. The Olweus Bullying Prevention Program is used as the foundation for Heart and Soul.

### Emergency Guidelines

TRA must be prepared to respond to emergency situations. A state of unpreparedness cannot be permitted to exist; therefore, the following procedures are in effect.

- **Crisis Management:** Emergency drills for fire, earthquake, and tornado are regularly held throughout the school year. The following procedures apply to actual emergencies, as well as emergency drills.
- **Accidents:** If a student or employee sustains an injury, he/she should report the incident immediately to his teacher or the division office. **Every accident must be reported to the office, and a written report must be filed.** The school urges parents to have family insurance coverage on their children or to purchase regular
- **Fire:** The signal for a fire is one loud, continuous sound of the buzzer or fire alarm. Instructions indicating how to exit the building are posted in each classroom. Students should move quickly and quietly to the designated area.
- **Earthquake:** Students who are outdoors should remain outdoors away from electrical wires, poles, or anything else that might fall. Students who are in the classroom should drop to the floor, take cover under a desk or table, and hold this position until instructed by the teacher to exit the building and to proceed to the designated grouping area.
- **Tornado:** The signal for a tornado is a series of short rings by the bell. Students in classrooms will proceed to the designated area and kneel on the floor, backs against the wall, with heads down and hands covering the head. The all clear signal will be one long bell.

### Inclement Weather

Occasionally weather impacts our normal school day schedule as well as other school sponsored activities. Our first consideration will always be the safety of our students and their families. The school will make decisions that we believe serve the best interest of our school and students.

Nonetheless, parents should always exercise their own personal judgment based on individual family needs and/or conditions. However, we request that you contact your child's school office, teacher or sponsor by email or phone, if your student(s) are not going to attend on a day that TRA is in session.

Our plans are to utilize several media outlets to notify you of a change of plans due to inclement weather or other emergencies. We will post an announcement on the TRA Website and on our Official Facebook announcement page. Additionally, we will contact families through an automated alert system. We will notify you via these methods by no later than 6:00 a.m. for any decision relating to school closing or delayed opening. We will also notify the television stations with our information although they will typically only report closings. We will provide updates during the day via the mentioned media regarding school events which may be impacted.

We trust that this process will enable us to appropriately balance safety with stability of our school program.

## **Parent Participation**

TRA strongly encourages parent involvement and active communication between school and home.

### **Parent Orientation**

**2K-5K orientation** will be held before school starts. The teachers will provide information to the parents regarding traffic procedures, classroom organization, curriculum, and expectations.

**Elementary, middle, and high school orientation** will be conducted early in the first grading period to enable parents to meet their child's teachers; to be introduced to the curriculum, goals and objectives; and to tour the facilities.

### **Parent Teacher Conferences**

Parents of students who receive a failing grade are encouraged to contact the school office to set up a conference. Additional conferences, initiated by either parents or teachers, may be scheduled as needed. If the problem continues, a parent-teacher conference will be required. TRA faculty and staff will establish an open line of communication through such methods as TRA newsletters, parent orientation, voice mail, email, parent-teacher conferences, teacher webpages, and PowerSchool. When parents have questions concerning TRA policies and procedures, it is in everyone's best interest to resolve all concerns at the lowest level. Parents are asked to carefully read the following outline in addressing questions about TRA classroom procedures:

- If a parent has a concern about the treatment of his/her child or any classroom procedures, the parent should contact the teacher during the teacher's planning period during school hours (7:30-3:30). Before or after school hours, a message can be left on the teacher's voice mail or e-mail, and the teacher will respond within 24 hours. A teacher should not be contacted at home except in an emergency situation.
- If the situation continues, the parent should contact the appropriate division administrator, who will work to resolve the matter or to set up a conference between the faculty member, parent, and appropriate administrator.
- If no successful resolution occurs at this level, parents are to contact the Head of School to discuss the matter.
- If the parent still has concerns, then the parent may provide a written request to the TRA Board of Directors regarding the circumstances, who will notify the TRA Board.
- Parent/teacher conferences will be held throughout the school year as needed.

### **Booster Club**

The TRA Booster Club helps provide the funds necessary for the TRA athletic programs. Because of this essential service to our school, parents should consider becoming a member of the booster club, regardless of their child's grade. The booster club meetings are scheduled on the school calendar.

### **Parent Teacher Organization (PTO)**

Because an active PTO is vital to the present and future success of our school, parents of all students should join the PTO. Periodic meetings are scheduled on the monthly calendar. Organization representatives are elected annually at one of the spring meetings. Each grade has a parent representative that sits on the council and a slate of officers is selected from the council members. The PTO sponsors several major events during the school year.

### **Fine Arts Modeling Excellence (FAME)**

Fine arts at TRA are a vital part of our school. Our music, drama, and art programs allow our students the opportunities to exhibit and display their creative talents in many different venues. FAME was started in 2009-10 by our parents and stakeholders that support the arts and our school. This group of people play a significant role in the many fine art activities we have at TRA.

## Admissions Policy

Provided student space is available, admission is accomplished by receipt of an application, the last two years of report cards and standardized test scores, payment of enrollment fee, satisfactory completion of the entrance exam, family interview, and approval by the head of schools and building level administrator. Tipton-Rosemark Academy does not discriminate on the basis of race, color, national or ethnic origin in the admission of students or in the administration of its educational and admission policies, scholarship and loan programs, athletic, and other school-administered programs.

### Age

A child must be 2 years old before August 15 in order to be eligible to begin 2K, 3 years old before August 15 in order to be eligible to begin 3K, and 4 years old before August 15 in order to be eligible to begin 4-year-old kindergarten. A child must be 5 years old before August 15 in order to be eligible to begin kindergarten. A child must be 6 years old before August 15 and have completed either Tipton-Rosemark Academy kindergarten or another state approved kindergarten before he/she will be eligible to begin first grade.

### Entrance Examinations

Entrance examinations are required of applicants for grades Jr.K-12. However, the administration may opt to waive the testing requirement for students having a current achievement test score from the previous school.

### Health Records

All students must have complete and up-to-date health records on file in the school office. The State of Tennessee requires that this record must show proof of age by a birth certificate or birth certificate number, all required immunizations, and a school physical. Children will not be considered accepted as students until these requirements are met and all applicable fees have been paid.

### Priority Admission For New Students

When classroom vacancies exist, first preference is given to students of TRA faculty; next, to siblings of students attending the academy; and then to children of TRA graduates and long-standing student applicants. All other applications will be considered in order received and payment of the required fees. Normally, new students are accepted only at the beginning of a semester. Each case will be evaluated by the administration. Final approval of all applicants will be made upon recommendation by the administration.

### Re-Enrollment/Renewal Of Student Contract

Student contracts are issued on an annual basis, with a review taking place during second semester to determine re-admittance to Tipton-Rosemark Academy. **All accounts must be current in order to re-enroll for the following school year. A student must be re-enrolled to participate and/or tryout for activities for the following year (cheerleading, football, school mission trip, etc.)**

### Tuition and Fees

Tuition is determined by the Board of Directors and is set annually. Tuition may be paid annually, semi-annually, or monthly. All tuition payments begin in June of each year. In June 2016, TRA partnered with FACTS Management Company to handle tuition and incidental payments. All families must sign up in FACTS to complete the enrollment process. A late fee of 5% may be charged for delinquent payments and returned payments will be charged a \$30 NSF fee.

Students whose accounts are in arrears will have a hold placed on all progress reports, report cards, and other student information. Students in 6<sup>th</sup>-12<sup>th</sup> grades will be excluded from taking exams and their class grades will be marked incomplete until all debts are cleared and the exams taken. No report card will be issued nor records and/or transcript forwarded until all debts are cleared. **If an account falls more than two months behind, the student's continued education, which includes all extracurricular activities, will be in jeopardy.**

## **Technology**

The 21st century presents significant challenges for schools, educators, parents, and students. As the world around our students becomes increasingly diverse, the use of technology and the Internet make it easier to break down geographic, economic, and cultural barriers. TRA's students need to master traditional curriculum standards, but they also need to become proficient in using 21st century skills, to succeed. A 1-to-1 computer program is designed with 21st education in mind. This type of learning environment provides teachers and students with the resources needed to access information, and implement the 4C's (communication, collaboration, critical thinking, and creativity) of 21st century learning.

TRA's implementation of a 1-to-1 computer program speaks to its commitment for creating the kind of environment necessary for our students to develop the necessary skills to compete in a world that is becoming more digitally competitive every day. In order for this initiative to be successful, the students, parents and staff must work collaboratively. Each member of the school community must adhere to the established guidelines listed in this section.

### **Internet Use Policy**

Students and parents must sign both the school internet usage agreement, and equipment usage agreement before receiving internet access with school computers. Students who abuse their internet privileges will forfeit their access to the technology, and will also be subject to disciplinary action from the administration.

### **Responsible Use Policy**

Tipton-Rosemark Academy is committed to the use of technology as a resource in the academic program, to expand learning opportunities and conduct scholarly research. Tipton-Rosemark Academy provides network access for students, faculty, staff and administration. Our goal is to promote academic excellence by facilitating research, resource sharing, communication, collaboration and innovation. All network access is expected to support these efforts and to be consistent with the educational mission of Tipton-Rosemark Academy.

The use of the network is a privilege, not a right, and inappropriate use or behavior determined to be in violation of this policy, will result in disciplinary action listed at the end of this document. The Responsible Use Policy is designed to give students and their families clear and concise guidelines regarding the appropriate use of laptops and other devices on Tipton-Rosemark Academy's campus. The underlying premise of this policy is that all members of the TRA community must uphold the values of honesty and integrity; thus, we expect our students to use good judgment and to utilize technology with integrity.

### **E-mail**

- Students are NOT allowed to use the school assigned email address to sign up for anything other than school related uses.
- The full name for your email address is not to be changed under any circumstance.
- E-mail during class is prohibited unless authorized by faculty or administration.
- Students should always use appropriate language in their e-mail.
- E-mail services provided by the school are to be used only for the exchange of appropriate information.
- No inappropriate e-mail is allowed, including derogatory, obscene, or harassing messages.
- E-mail messages of an abusive or harassing nature will be regarded as a violation of a major school rule and will be subject to a disciplinary response.
- Chain letters of any kind and spam are prohibited. Chain letters are defined as any
  - e-mail message asking you to pass information or messages on to other individuals or groups via e-mail.
- Students are prohibited from accessing anyone else's e-mail account.
- E-mail etiquette should be observed. In general, only messages that one would say to the recipient in person should be written.

### **Chatting/Texting**

- Chatting, texting and instant messaging are prohibited on campus.
- Authorized chats may be conducted with the approval of the faculty/administration.
- Participation in chat rooms during school hours is prohibited during the school day.

### **Audio and Video**

- Audio on computers should be turned off unless required for the activity being conducted.
- Each student should have his/her own set of headphones.

- The use of laptops to watch movies and videos is not permitted during the school day unless required for the activity being conducted.
- Music containing sexually explicit, violent, or anti-religious lyrics must not be stored on the school's laptops. The school reserves the right to remove any music that falls under this category. Including anything purchased via the laptop.

#### **Games**

- On-line or stand alone games are not permitted during school hours. School hours are defined as follows:
  - 7:50 am to 3:15 pm
- The school reserves the right to remove any game from a school computer that is considered inappropriate or impedes the educational purpose of the laptop program.
- A student caught playing games during school hours is subject to discipline according to the Laptop Disciplinary Policy.

#### **Laptop Security**

- Student laptops must not be left unattended at any time. If a laptop is found unattended, a faculty or staff member will turn it in to the Tech Center. Each offense will be documented. Repeated offenses could result in the loss of the laptop.
- Laptops must be in a student's possession or secured in a locked classroom or locker at all times.
- Coaches, teachers and any other adult conducting an after school activity should provide a secure area for the laptops during this activity.

#### **Network Access**

- Students must not make any attempt to access servers or network information that is not open to the public.
- Students may not use the school network for personal or private business reasons.
- Students are not to knowingly degrade or disrupt online services or equipment as such activity is considered a crime under state and federal law. This includes tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws.
- Tipton-Rosemark Academy is not responsible for damaged or lost data transferred through our network or stored on laptops, computers, or on our file servers.

#### **Downloading and Loading of Software**

- All installed software must be a legally licensed copy. Additional software installations must be approved by the IT staff.
- The downloading of music files, video files, games, etc. through the school's network is absolutely prohibited unless it is part of an assigned, in-class activity.
- The School reserves the right to remove any installed software that impedes the educational purpose of the laptop program.

#### **Internet Use**

- The Internet is a rich and valuable source of information for education.
- Inappropriate materials are available on the Internet and are strictly prohibited.
- These materials include items of a sexual or pornographic nature, anti-religious, extremist, or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc. Students must not access, display, or store this type of material.
- Information obtained through the Internet must be properly cited and in compliance with all copyright laws. Due to the quickly changing nature of the
  - Internet, a hard copy of referenced material may be recommended.
- Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Plagiarism includes the use of any information obtained from the Internet that is not properly cited. Plagiarism of Internet resources will be treated the same as any other incidences of plagiarism.
- If a student accidentally accesses a website that contains obscene, pornographic or otherwise offensive material, he or she is to notify a teacher or the Director of Technology as quickly as possible so sites can be blocked from further access. This is not merely a request; it is a responsibility.

#### **Privacy and Safety**

- Students may not give any personal information regarding themselves or others through e-mail or the Internet, including name, phone number, address, passwords, etc. unless they are completely sure of the identity of the person with whom they are communicating. Frequently the identity of someone on the

Internet is impossible to confirm; therefore, contact with such individuals is considered inappropriate and unsafe.

- Students are not to provide the e-mail address or other personal information regarding other students, faculty, or administration to anyone outside of the school without their permission.
- Students must secure and maintain private passwords for network and e-mail use as well as laptop access. This is important in order to protect the privacy of each student.
- Tipton-Rosemark Academy respects the privacy of every student, faculty, and administrator with respect to stored files and e-mail accounts.
- However, if inappropriate use, including honor code violations or harassment, is suspected, the school administration has the right to view these files in order to investigate suspected inappropriate behavior.
- The school will monitor computer activities that take place on campus during the school day, including logging website access, newsgroup access, emails, bandwidth, and network use.

#### **Copyright**

- Unauthorized duplication, installation, alteration, or destruction of data, programs, hardware, or software is prohibited.
- Data, programs, hardware, software, and other material including material protected by copyright may not be transmitted or disclosed.

#### **Disciplinary Action**

Students are required to adhere to all provisions and conditions set forth in this Responsible Use Policy. Any violation of this policy will result in disciplinary action and could result in the loss of laptop privileges and possible legal action. Students are to report any known violations of this Responsible Use Policy to appropriate administrative staff members. Tipton-Rosemark Academy takes no responsibility for activities conducted on school computers and laptops or materials stored on computers, laptops, or the network.

All infractions of this policy will result in limitations imposed on the student's computer use. The student will become part of a network disciplinary group whereby the students' iTunes, DVD player, iPhoto, iChat, and, under certain circumstances, even browsers will be blocked. The length of time spent in this group will be determined by the circumstances of the infraction.

However, the following two infractions cannot be tolerated for any reason and carry additional penalties:

Using proxies to get to blocked sites is an Honor Council offense with possible suspension.

Using emails of an abusive or harassing nature is an Honor Council offense with possible suspension.

I agree to abide by the guidelines of the Responsible Use Policy as described above. I understand that there will be consequences for not adhering to these guidelines. I acknowledge that serious infractions could result in the loss of laptop privileges.

Student's Signature Date \_\_\_\_\_

Parent's Signature Date \_\_\_\_\_

## Student Computer Use Agreement

This **Student Computer Use Agreement** (“Agreement”) is made effective as of \_\_\_\_\_ (date) between **Tipton-Rosemark Academy** (“School”) and its student, \_\_\_\_\_ (“Student”), and states the agreement of the parties as follows.

**Equipment Subject to Agreement:** The Equipment subject to this Agreement (“Equipment”) includes the notebook computer, computer accessories, and related software in the following list:

One (1) Apple MacBook Air 1.4 GHz Intel Core i5 Processor, 4 GB RAM, 128 GB Solid State Storage Drive

One (1) AC Adapter (with extension cord)

One (1) Protective Casing

Or

One (1) iPad Air with 16 GB storage

One (1) AC Adapter and charging cable

One (1) Protective Casing

**Ownership:** The School shall be deemed to have retained title to the Equipment at all times, unless the School transfers the title. The Student shall hold no security or ownership interest in the Equipment. Likewise, the Student shall hold no security or ownership interest neither in the licenses to the installed software included with the equipment nor in the licenses to any other software that the School may from time to time install on the notebook computer used by the Student.

**Term Equipment Use:** The Student shall return all Equipment itemized above in good operating condition to the Technology Department of the School if the Student is not enrolled in the current school year (unless the School transfers the title). The School may require the Student to return the Equipment at any time and for any reason due to disciplinary issues or for inspection by staff.

**Equipment Storage and Use at School:** The Equipment must be on the School’s premises during each of the Student’s normal school days. During the School’s normal business hours or after school, when the Student is not in the immediate presence of the

Equipment, the Equipment must be secured in a locked classroom, office, locker, or other secure, approved location. Teachers and coaches will provide secure locations for students during after school activities.

**Use of Equipment:** The primary use of the Equipment by the Student is for the Student’s educational programs. The Student may use the Equipment for other purposes only to the extent that such uses do not interfere with these primary uses. The Student shall abide by the School’s Acceptable Computer Use policies.

**Compliance with Software Licenses:** The Student shall not make copies of software licensed to the school. The Student is responsible for compliance with the license terms of any licensed software, and the Student agrees to hold the School harmless for any violations of such license terms.

**Backup Requirements:** The Student may store documents or other files on the Equipment, and the Student is responsible for making backup copies of such documents or other files. In the event of loss of such documents or other files, the School’s responsibility is limited to reloading the School’s standard software suite on the Equipment.

**Care of Equipment:** The Equipment may only be used in a careful and proper manner.

The Student shall keep the Equipment in good operating condition, allowing for reasonable wear and tear. The Student shall immediately notify the School’s Technology Department if the equipment is not in good operating condition or is in need of repair.

The School maintains a service contract covering the Equipment. The Student shall be financially responsible for repairs due to negligence. (No personal stickers, no writing on MacBook.)



**Right of Inspection:** The Student shall make the Equipment available to the School's Technology Department as necessary for purposes of inspection, maintenance, repair, upgrading, and/or software installation during the School's normal business hours.

**Loss:** The Student assumes all risks of loss of the Equipment and agrees to return it to the School in the condition received from the School, with the exception of normal wear and tear.

**Warranty:** Tipton-Rosemark Academy honors Apple's three-year manufacturer's warranty on all MacBooks. The School is not responsible for any damage or defect that does not fall within the scope of the manufacturer's warranty. The Student assumes responsibility for the care of the Equipment. The School will inspect and repair the laptops over the summer at the end of each school year. The School will also facilitate repairs during the school year including filing insurance claims.

**Indemnity of School for Loss or Damage:** If the Equipment is damaged or lost due to negligence, the School shall have the option of requiring the Student to repair the Equipment to a state of good working order or to reimburse the School for the replacement cost of such Equipment. (See next paragraph)

**Insurance:** Tipton-Rosemark Academy is providing an optional insurance coverage policy that will protect the MacBook against theft, fire and accidental damage. All laptops in the optional pool will be covered under this policy. If a claim is filed for a student, the parents will be responsible for the \$50 deductible.

**Entire Agreement and Modification:** This Agreement constitutes the entire agreement between the parties. No modification or amendment of this Agreement shall be effective unless in writing and signed by both parties. This Agreement replaces any and all prior computer use agreements between the parties.

**Governing Law:** This Agreement shall be construed in accordance with the laws of the State of Tennessee.

**Severability:** If any portion of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provisions, it would become valid and enforceable, then such provisions shall be deemed to be written, construed, and enforced as so limited.

**Waiver:** The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

**Disclosures:** The Student and his/her guardian hereby agree to these policies and regulations.

## Academics

### Report Cards/Grading Scale

- The school year will be divided into two semester terms; student grades will be reported by four 9-week grading periods.
- Course credit in high school will be awarded by semester for semester-long courses, and by year for year-long courses.
- Parents may check student progress via PowerSchool.
- Report cards will be issued to each student at the end of each 9-week grading period.
- Early childhood classes, including Kindergarten, will receive developmental report cards.

### School/Classroom Conduct

Conduct grades for students in 1-12 will be as follows:

- E Exceptional (requires written documentation)
- S Satisfactory
- N Needs Improvement
- U Unacceptable (written documentation and parent contact)

Grade	Percentage Range	Quality Points Assigned*	Weighting for Honors Courses*	Weighting for Dual Enrollment Courses*	Weighting for Advanced Placement Courses*
<b>A</b>	93-100	4	Honors classes receive 3 points, added weighting to the quarter numeric average.	Dual Enrollment classes receive 4 points added weighting to the semester numeric average.	AP classes receive 5 points, added weighting to the quarter numeric average.
<b>B</b>	85-92	3			
<b>C</b>	75-84	2			
<b>D</b>	70-74	1			
<b>F</b>	below 70				

\* denotes information that pertains to high school classes only.

No weighted credit will be awarded to numeric averages 70 or below in Honors, AP, or dual credit courses. We do not weight quality points.

### Quality Points

All AP and honors courses should be based on a 4.0 scale.

Rationale: As students compete outside the school for scholarships and college acceptance, all weights of grades are removed.

### Numeric Average Calculation

Student averages:

English II	94
Honors US	85 (added weight of 3 points = 88)
Biology	89
World History	92
Spanish I	76
Drama	91

- Add up points (94+88+89+92+76+91 = 530/6 = 88.333)
- The numeric average for this student would be 88.3
- When the average is .5 or higher, it will be rounded to the next whole number.
- The Quality Point Average (QPA) would be (4+3+3+3+2+3)=18/6 = 3.00

## High School Credit Information

- **A minimum of 24 credits must be earned for a diploma**
- To achieve an honors diploma, a student must
  - (1) pass a minimum of 24 credits, including four years of science, including physics, and either pre-calculus honors or AP/Dual Enrollment calculus; and must take all honors courses offered at a grade level.
  - (2) earn at least an overall 3.0 average.
- Minimum course load requirement for all TRA students is 5 subjects per year. The school reserves the right to modify course requirements because of an inability to schedule courses for individual students;
- All seniors are required to enroll in a fourth year math;
- In the event a student withdraws from a course after the first two weeks of school, but prior to the conclusion of a course, a dropped failing or dropped passing grade will be placed on all records.
- Students enrolled in honors or advanced placement (AP) courses may change to prep equivalent courses within the first progress report without grade penalty. **However, these changes depend on the ability of the administration to schedule the appropriate class change;**
- **TRA reserves the right to make any necessary adjustments in curriculum for transfer students entering TRA.**

### Changing Schedules

Students may reschedule a course only during the first two weeks of school. After this time period, students may not be allowed to reschedule courses unless the following criteria are **all** met:

- ✓ Teacher Approval
- ✓ Counselor Approval
- ✓ Administrative Approval
- ✓ Parental Signature

### Grade Classification 9-12

All students at TRA will be classified according to the number of documented credits (including summer school work):

- 9<sup>th</sup> Grade** – Minimum completion of 5 major units (including English I)
- 10<sup>th</sup> Grade** – Minimum completion of 11 major units (including English II)
- 11<sup>th</sup> Grade** – Minimum completion of 17 major units (including English III)
- 12<sup>th</sup> Grade** – Minimum completion of 24 major units (including English IV)

### Class Ranking

Effective with the Class of 2014, TRA will begin using the following ranking system:

#### Distinguished Graduates

TRA Distinguished Scholars - Candidates must earn a Distinguished Honors Diploma as well as reach greater than 1700 points using the following formula:  $(ACT \times 27.777) + (GPA \times 250) = > 1700$ .

TRA Summa cum Laude - Candidates must earn a Distinguished Honors Diploma as well as have a 7th semester GPA range of 3.75-4.0.

TRA Magna cum Laude - Candidates must earn a Distinguished Honors Diploma as well as have a 7th semester GPA range of 3.50-3.75.

TRA Cum Laude - Candidates must earn a Distinguished Honors Diploma as well as have a 7th semester GPA range of 3.25-3.50.

TRA Honors Graduates - Candidates must earn a Distinguished Honors Diploma as well as a 7th semester GPA range of 3.0-3.25.

TRA Scholars - Candidates must earn at least a 3.0 GPA to obtain this honor.

Effective with the Class of 2020, TRA will again be recognizing the designations of valedictorian, salutatorian, and

historian amongst the graduating class. In order to be considered for these top three designations, students must satisfy the requirements for receiving a Distinguished Honors Diploma as prescribed by the school's handbook. Students must also complete, at least, their junior and senior academic years with TRA. These three class rankings will be determined by the cumulative, unweighted GPA. Should a tie occur, the first tie breaker will be determined by using a cumulative numerical average, with a second tie breaker to be determined using the highest composite ACT score.

#### **Graduation**

In order to be classified as a graduating senior, a student must have accumulated the mandated number of 24 credits. Students who have not fulfilled these requirements will be denied participation in Baccalaureate, graduation practices, graduation exercises, and any other events associated with graduation.

#### **Honors Diploma**

To achieve an Honors Diploma, a student must pass a minimum of 24 credits which are included on the course requirement chart under TRA Honors Diploma. A student must earn at least a 3.0 average and pass all honors courses offered at TRA. Honors courses not offered due to scheduling issues will not count in the requirements for an honors diploma.

- ◆ **Students must have satisfactory records in conduct and attendance.**
- ◆ **All other standards required by the Tennessee Board of Regents or Trustees for college admission to an accredited 4-year college or university.**
- ◆ **Please Note: Any other Honors or Advanced Placement courses offered at TRA will receive weighted points and will be included in the QPA calculation; however will not be a requirement for an Honors Diploma.**

#### **Distinguished Honors Diploma**

To receive a Distinguished Honors Diploma, a student must qualify based on the criteria listed for a Honors Diploma and must earn credit in the Honors and Advanced Placement courses offered at TRA. Honors and Advanced Placement courses not offered due to scheduling issues will not count in the requirements for a distinguished honors diploma.

**Students must have satisfactory records in conduct and attendance.**

- ◆ **All other standards required by the Tennessee Board of Regents or Trustees for college admission to an accredited 4-year college or university.**
- ◆ **Please Note: Any other Honors or Advanced Placement courses offered at TRA will receive weighted points and will be included in the QPA calculation; however will not be a requirement for an Honors Diploma.**

#### **Dual-Enrollment Credit**

All Dual-Credit classes taken by TRA students require prior approval. No credit earned will be credited without prior approval.

<b>COURSE REQUIREMENTS</b>			
<b>TRA Diploma</b>		<b>TRA Honors Diploma</b>	
<b>Subjects</b>	<b>Credits</b>	<b>Subjects</b>	<b>Credits</b>
<b>English I, II, III, IV</b>	4	English I Honors, English II Honors, AP English Lang/DE English Comp I/II, AP English Literature	4
<b>Math</b> Algebra I, II, Geometry, Advanced Math, Pre- Calculus Honors, AP Calculus	4	<b>Math</b> Algebra II Honors, Geometry Honors, Pre-Calculus Honors, AP Calculus Dual Enrollment: Stats, College Algebra, or Calculus	4
<b>Sciences</b> Biology I, II, Chemistry I Computer Science	4	<b>Sciences</b> Biology I Honors, Chemistry I Honors, Physics Honors, Anatomy & Physiology Honors	4
<b>Social Studies</b> U.S. History, Govt./Econ, World History, Personal Finance	3.5	<b>Social Studies</b> U.S. History Honors/ DE US History, Govt./Econ, World History Honors, Personal Finance	3.5
<b>Bible</b> *1/2 credit to include Defending Your Faith	1 1/2	<b>Bible</b> *1/2 credit to include Defending Your Faith	1 1/2
<b>Wellness</b>	1	<b>Wellness</b>	1
<b>Foreign Language</b> Spanish I, II	2	<b>Foreign Language</b> Spanish I, II	2
<b>Visual/Performing Arts</b>	1	<b>Visual/Performing Arts</b>	1
<b>Senior Project</b>	1/2	<b>Senior Project</b>	1/2
<b>Electives</b>	4	<b>Electives</b>	4
<b>Total Minimum Credits Required</b>	24	<b>Total Minimum Credits Required</b>	24

**The Project: An independent, group project in which students will research a local need, develop a plan, execute an activity, present the results, and reflect on the experience.**

**Objectives:**

1. Develop service-mindedness in students.
2. Provide students with skills to become involved with their communities.
3. Enhance problem-solving, planning, and follow-through in students.
4. Develop collaboration skills in students.
5. Refine presentation skills in students.

**Beginning with the Class of 2015, the summer before their senior year students will attend an international mission trip to obtain service hours paid for by the student. *\*Any student electing not to attend the international mission trip, will be responsible for completing 20 hours of community service, supervised by an adult other than their parent/guardian.***

### **Academic Recognition**

Students achieving Honor Roll, Headmaster's List, and/or Citizenship Roll during the first three quarters of the school year will be recognized at the close of the school year. Recognition is also given for excellence in specific curriculum areas during end of the year ceremonies.

For the following honors, conduct grades in both homeroom and in classes are considered for grades 3-12. Grades 1-2 are eligible to receive only citizenship honors.

**Headmaster's List:** A 93 or above in all subjects and an "E" or "S" in conduct  
**Honor Roll:** An 85 or above in all subjects and an "E" or "S" in conduct.  
**Citizenship Honors:** No failures with all S's or E's in conduct

### **Elementary Honors**

TRA recognizes students on Honors Day by grade in perfect attendance, handwriting, math, reading, spelling, Bible, citizenship, social studies and science. We participate in the Duke TIP- Duke University Talent Identification Program and the President's Award for Education Excellence.

### **Academic Societies**

Tipton-Rosemark Academy has nationally recognized associations for student membership.

- The Junior (grades 6-8) and Varsity Beta Club (grades 9-12) are national leadership and service organizations with academic and conduct prerequisites.
- The National Honor Society is open to juniors and seniors meeting criteria for service, leadership, character, and achievement.
- Mu Alpha Theta is a national math honor society with membership limited to those qualifying at the junior, and senior level.

### **Exams and Exemptions**

- In 9<sup>th</sup>-12<sup>th</sup> grades, semester exams will count 1/5 of the semester grade.
- In 6<sup>th</sup>-8<sup>th</sup> grades, semester exams will count 1/7 of the semester grade.

### **Requirements for Exam Exemptions**

Only seniors can be exempt from their final exams. A senior may be exempt if he/she has an 85 course-ending average with no more than 1 absence per semester (2 absences in a year long course). A senior may be exempt if he/she has an 90 course-ending average with no more than 2 absences per semester (4 absences in a year long course). Also, a senior may be exempt if he/she has a course-ending average of a 93 with no more than 3 absences per semester (6 absences in a year long course). Seniors may only be exempt from a single semester course OR the second semester of full-year course.

### **Advanced Placement Exams**

All students enrolled in an AP class must take the AP exam at the end of the school year on the designated day.

### **Testing Program**

All students at Tipton-Rosemark Academy take standardized tests throughout their school years. The results of these tests should always be taken in context with other methods of evaluating academic progress. If parents have concerns about student scores, they should contact the building administrator, guidance counselor, or teacher. Test scores are entered on students' permanent records.

### **Readiness Evaluations**

All students entering Jr. /Sr. kindergarten are given readiness tests prior to the beginning of school year to evaluate their educational and developmental readiness. Similar tests are administered in the spring to help determine the child's progress and readiness for first grade.

### Student Ability Tests

Grades K-5 participate in Discovery Education Interim Assessments. Grades 10-12 take the ASVAB test each year.

### Yearly Achievement Tests

<b>Grades 3-9:</b>	Aspire
<b>Grade 10:</b>	American College Test (ACT), Preliminary Scholastic Aptitude/ National Merit Scholarship Qualifying Test
<b>Grade 11:</b>	PSAT, American College Test (ACT)/ Scholastic Achievement Test (SAT).
<b>Grade 12:</b>	American College Test (ACT), Scholastic Achievement Test (SAT), AP exams

The ACT and SAT may be taken as often as a student desires.

**TRA requires high school students to take either the ACT or SAT prior to the spring semester of their junior year. Our school code is number 431-553.**

### Homework

Homework is used to reinforce what has been taught in the classroom. The amount of homework assigned will not exceed what the average student can accomplish within a reasonable length of time.

### Extra Credit

Extra credit may be made available at the beginning of the grading period to be turned in prior to the end of the semester grading period. Extra credit will not be given just to enable a student to pass a grading period.

### Retention

#### Jr/Sr Kindergarten

Retention will be based upon the teacher's evaluation of work performance, readiness for placement in the first grade, and evaluation of readiness based on achievement tests.

#### Grades 1-2

Retention will be evaluated based upon failure in either reading or math.

#### Grades 3-5

Students who fail two major subjects (English, reading, math, science, or social studies) will not pass to the next grade. A student who has failed a grade may not attend summer school for the purpose of promotion to the next grade.

#### Grades 6-8

Students who fail mathematics must attend a summer math program, which must be approved by the administration. Students who fail two major subjects (English, reading, math, science, or social studies) will not pass to the next grade.

#### Grades 9-12

Students who fail any core class at TRA **must** attend a state approved summer school to gain credit. TRA must approve any form of correspondence work or individual study for a credit. Failure to complete a class may disqualify the student from re-admittance.

### Summer School Credit

In order for course work to be accepted by TRA, all summer school work must meet the requirements of Tennessee and SAIS/SACS. TRA must approve any form of correspondence work or individual study. Students will not be allowed to take English in summer school for a "new" credit.

## General Policies

### Student Appearance and Dress Code Policy

**“Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves.”  
Philippians 2: 3**

The TRA Board of Directors, administration, faculty, staff and parents/guardians believe that a uniform dress code contributes to the disciplined environment of the school. To enforce this policy, parents or guardians will be called to bring replacement items of clothing if a child is not within uniform guidelines. Your support is necessary for the successful implementation of a policy such as this. Any dress code violation will be addressed by administration, and disciplinary action will be taken if the dress code is continually disregarded. TRA administration will make the final determination on the appropriateness of any clothing, accessories, hairstyles, and colors worn to school or to any school sponsored event. Any class time missed due to dress code violations will be unexcused.

### Uniform Guidelines

**“For everyone who exalts himself will be humbled and he who humbles himself will be exalted” Luke 14: 11**

#### BOYS: 2K - 12<sup>th</sup> Grade

##### Regular Dress Uniform

- Red, White and Navy pique knit shirts (long or short sleeve)
- Khaki or navy pants
- Belt (brown or black only) 1<sup>st</sup> – 12<sup>th</sup> grades. 2K-5K students are not allowed to wear a belt.
- Khaki or navy shorts (knee length)
- White, blue or white/blue pinstripe Oxford dress shirt (long sleeve only)
- Navy v-neck or Navy sweater vest
- Polar fleece or nylon jacket or other classroom-approved outerwear

#### GIRLS: 2K - 12<sup>th</sup> Grade

##### Regular Dress Uniform

- Red, white and navy pique knit shirts (long or short sleeve)
- Khaki or navy slacks
- Belt (if pants have belt loops and shirt is tucked in) 1<sup>st</sup> – 12<sup>th</sup> only. 2K-5K students are not allowed to wear a belt.
- Plaid jumper (2K - 5<sup>th</sup>)
- Plaid or Khaki skort
- Khaki or navy shorts (knee length)
- Khaki or navy capri slacks
- White or blue  $\frac{3}{4}$  length sleeve overblouse
- White or blue button down collar blouse (short or long sleeve)
- White or blue convertible collar overblouse (short or long sleeve)
- Navy cardigan, v-neck pullover sweater, or navy sweater vest
- Tights, Leggings, and socks must be solid red, white, navy or black
- Polar fleece or nylon jacket or other classroom-approved outerwear

### Uniform and Vendor Information

- Due to the change in vendors, Parker items will be allowed to be worn by students through May 2019.
- Beginning in the 2019-20 academic year, items of clothing shall be purchased from **Land's End**, the vendor approved by the Board of Directors.
- Footwear, belts, socks, hair accessories, undershirts, etc. may be purchased from any vendor, but must meet the required guidelines.
- All clothing must be neat, clean, size and length appropriate, and worn in a modest fashion. Form fitting tops are not acceptable. No exposure of under garments, back or midriff areas, or cleavage when normal movement such as stooping, stretching, etc., occur.



- Foundation garments such as undershirts/camisoles must be solid red, white, or navy (without writing) and worn so as not to be visible under clothing.
- Modesty shorts, and camisoles or undershirts are suggested but not required. However, if worn camisoles must be tucked in.
- All pants and shorts should be purchased at the proper waist size to eliminate sagging, and must be worn at the waistline. Cut, torn, ripped, or frayed clothing shall not be worn.
- Shirts for boys must be tucked in, and belts (solid black or brown only) must be worn (grades 1-12).
- Knee socks, leggings and/or opaque tights should be worn in cool weather months.
- Girls skorts and skirts must be no more than 3 inches above the knee. It is recommended that growth and shrinkage due to laundering be considered when making purchases.
- Any abuse of short, skirt, or skort lengths will be addressed by the administration.

#### **Belts**

It is recommended that 2K-5K students wear elastic waistbands. To prevent hindering their ability to dress/undress themselves, 2K-5K students are not allowed to wear belts. Boys (1<sup>st</sup> - 12<sup>th</sup> grades) are required to wear a belt at all times. Girls (1<sup>st</sup> - 12<sup>th</sup> grades) are required to wear a belt when their shirts are tucked in. Belts must be brown or black only.

#### **Footwear**

Shoes must be flat heeled. Shoes may be purchased from any vendor. **Shoes must be black or brown leather, suede, or athletic shoes with white, black, gray, navy or red as the primary color.** Oxfords are acceptable for girls. Sandals must also be above listed colors. **NO rubber shoes, plastic shoes, or house shoes.** All shoes must be properly worn, and shoes intended to have laces may not be worn without laces or untied. Shoelaces must match the uniform, or should be neutral in color. No bright color laces. It is encouraged that 2K-5K students should wear slip-on type shoes that do not require tying; shoes that fasten with Velcro or do not have laces are suggested. Socks must be worn with athletic shoes and boots. Knee socks, tights, and leggings may be purchased from any vendor, but must be solid red, white, navy or black.

#### **Outerwear**

Any outerwear item (coats, jackets, or sweaters) may be worn to and from school, and on the playground. But, any outerwear entering the classroom or worn in the hallways must be from Land's End uniform vendor or a uniform-approved item from the school's spirit store. No hooded items are not allowed in hallways or classrooms. If you are not sure if your outerwear is acceptable for wear during the school day, ask an administrator.

#### **Headwear**

Caps, hats, toboggans, bandanas, scarves, or other headgear are not acceptable to be worn inside the school building. Hair accessories may be worn by female students and may be purchased from any vendor, but must be red, white, navy or the school plaid (available from approved uniform company). Non-prescription glasses and novelty contacts are not permitted.

## **Student Appearance Guidelines**

#### **Jewelry/Body Piercing**

On campus or at school functions, female students must have no body piercings other than conventional pierced earrings, on the lower lobe of the ear. No earrings or body piercings are permissible for male students. Jewelry must not be distracting or present a safety issue.

#### **Tattoos / Body Art**

Tattoos, or body art of any kind, are discouraged and will not be visible during school hours or at school functions. Male students are not permitted to wear fingernail polish.

#### **Hair Styles**

Hair styles shall reflect a neat, well groomed appearance at all times. Extreme types of haircuts and colors are not permitted. Hair color must not deviate beyond the normal ranges of natural hair color. Male students' hair must not hang below the collar, touch the eyebrows, or extend below the middle of the ear. Male students must not have facial hair and must be clean shaven each day. If students are not sure whether or not a style is appropriate for TRA, they should ask an administrator.

### **Special Activities**

During the year there will be activities (e.g. field trips, field days, approved dress-down days, etc.) that will call for exceptions. The administration will approve these exceptions prior to such events. Specific guidelines for that activity will be provided to the students at least one week prior to the event.

### **Spirit Days**

Spirit wear days will be scheduled by administration throughout the year. On designated 'Spirit Days' students will be allowed to wear TRA spirit wear and uniform bottoms. T-shirts, sweatshirts (not hooded), and/or other shirts must have TRA or TRA logos on them. TRA caps are allowed but must be worn properly.

### **Dress Down for School-Wide Charity**

Dress down days for our school-wide charity will be scheduled on specific dates throughout the year. Jeans may be worn on these days. They must be in good condition and traditionally cut (no low-rise, hip huggers, tight or form-fitting pants, spandex or spandex-like pants, sweatpants or wind pants, etc.). Shirts must be tucked in, and belts worn for male students. Footwear requirements must be met. Shorts must be regular uniform shorts (from approved uniform provider). Tops worn on these days must be in a manner consistent with the principles of the dress code. Caps are allowed but must be worn properly.

### **Athletic Teams/Clubs**

All teams and/or clubs shall travel in adherence to the dress code. Coaches, Teachers, Sponsors and/or Administrators may designate a specific selection for their team/club. (Ex. team uniform, designated color knit shirt and khaki slacks, etc.)

### **Extracurricular Activities**

Students are not required to wear their school uniforms to extracurricular events such as ballgames, carnivals, fundraisers, etc., unless otherwise specified in advance by administration or sponsor. Students are required to dress in a manner consistent with the principles of the dress code. Spirit Day guidelines are acceptable. No inappropriate graphics or wording are allowed. TRA administration will make the final determination on the appropriateness of any clothing, accessories, hairstyles, and colors worn to school or to any school sponsored event.

### **Drug/Alcohol Policy**

**Alcohol and Drugs:** Alcohol and drugs will not be present or consumed by anyone at TRA or at a TRA sponsored activity. Any student found having possession (including vehicle) or being under the influence of any drugs, narcotics, or alcohol on campus or during school events shall be (**immediately**) suspended and subject to expulsion from school and appropriate law enforcement shall be notified.

- In the event this happens outside of regular school hours, the administration will notify the parents and/or law enforcement will detain said student until the parents arrive.
- No makeup grades will be given for work missed during the time the students are out of school for violation of this policy.
- Students in violation of this policy will be suspended from participation in all extra-curricular activities for up to four (4) weeks.

### **TRA Drug Testing Guidelines**

TRA has a comprehensive Drug/Alcohol Education and Prevention Policy. The main purpose of the policy is to educate students regarding the consequences of drug/alcohol abuse in an effort to lead students in making informed decisions regarding the use of drugs and alcohol. Educational programs will also be conducted to educate teachers about substance abuse and identification of high-risk students. The administration has the responsibility and authority to take appropriate actions when there is sufficient evidence that problems exist which could threaten the welfare of TRA's students/staff. These actions include, but are not limited to, inspections of lockers, vehicles, and/or personal effects. A student's refusal to let such an inspection take place automatically requires the student to remain on campus until the parents arrive. The student's actions may negate the student's contract with the school, and readmission to the school will require the student's reapplication and the approval of the Board of Directors. Should illegal substances be discovered during these administrative searches, the law enforcement authorities will be notified. The Chairman of the Board of Directors will also be notified.

### **General Information**

- The TRA testing program will include the following nine panel screen: amphetamine, barbiturates, benzodiazepines, cocaine, carboxy-thc (marijuana), methadone, opiates, propoxyphene, pcp. The drugs to be included in the test may be increased or decreased at the discretion of the Board of Directors and administration.
- All students in grades 6-12 shall be considered to be included in this policy.
- All positive tests will automatically be confirmed by a second test (same urine sample) to assume that no error has occurred.
- If a student tests positive for a prescription drug, a Medical Review Officer (MRO) will investigate the validity of the prescription. If the student has a valid prescription for the drug in question, the test will be considered negative. However, if the student does not have a valid prescription the test will be considered positive.
- Periodic testing will be conducted throughout the school year at the discretion of the administration.
- At the beginning of the school year, 100% of the student body in grades 9-12 will participate in the drug testing program, and all results will be sent to the school and the parents. Any student who enrolls at TRA after the school year has begun will automatically be included in the next random drug testing.
- There will be additional random testing throughout the school year. All students' names will remain in the selection pool regardless if he/she has been tested previously.
- The use of hemp or other non-prescription marijuana-related products will not be considered an exception in a positive test result at TRA.

### **Chain of Custody Guidelines**

All testing procedures and the handling of the results are to be administered with the utmost confidentiality. The Head of School and high school principal are designated by Tipton-Rosemark Academy for actual testing or will be allowed access to the test results.

- Urine samples will be collected and sent to a laboratory for confirmation.
- A chain of custody form will accompany each specimen from the point of origin through the entire testing process in an effort to ensure complete integrity of the specimen.
- A third party administrator will set up the collection site, customize result reporting, provide approved testing services, and other services as needed.

### **Handling of Results**

- All results will be delivered to the Head of Schools and/or high school principal.
- The Head of Schools and/or high school principal will secure all positive test results. Only the Head of Schools and high school principal will have access to the secured results. All positive results will be kept until said student's class is eligible for graduation and, therefore, under the jurisdiction of TRA.
- Additional testing may be required at any time upon the direction and supervision of the Head of Schools and/or high school principal.
- All records of the student's positive test results will be destroyed within thirty days of said student's class graduation.

### **Alcohol Testing Guidelines**

- All TRA students in grades 6-12 are subject to a breathalyzer test at any time during the school year.
- All students (including guests) will submit to a breathalyzer test to gain admission into any school sponsored dance under the supervision of the TRA administration.
- A negative test result will allow the student admission into the dance.
- A positive test result will deny the student admission to the dance and a parent/guardian will be required to pick him/her up.
- Any student having a positive result will be subject to disciplinary action as determined by the administration.

### **Student Harassment Policy**

Student harassment is defined as repeated, unwelcome conduct, advances, gestures or words either written or spoken of a sexual, racial, ethnic, personal or religious nature. It is a violation of the student harassment policy for any student to bully, intimidate or otherwise create a hostile educational environment for another student. The policy addresses conduct taking place on school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop immediately before boarding and immediately following departure from bus.

Alleged victims of the offenses shall report these incidents immediately to a teacher, counselor, or building administrator. The complaint should include the following information:

- Identity of the alleged victim and person accused;
- Location, date, time and circumstances surrounding the alleged incident;
- Description of what happened;
- Identity of witnesses and any other evidence available.

Within twenty-four hours of receiving the student's complaint, the building administrator will notify the complaining student's parent/guardian, and the administrator will inform the Head of School. After a complete investigation, if the allegations are substantiated, immediate and appropriate corrective and/or disciplinary action shall be initiated. Disciplinary action can include assignment of detention, extended school day, ISS or OSS, depending on the severity of the action of the perpetrator. In each incident, the parent/guardian shall be notified by note, e-mail, or phone call, and a conference may be deemed necessary. The teachers, counselor, students, and parents will all be involved in the process, but the building administrator will make the final decision on corrective disciplinary action. Nothing in this policy may be construed to permit formal disciplinary action solely on the basis of an anonymous report.

### **Marriage and Pregnancy Policy**

Students who are married will not be accepted for enrollment. Students who are married during the school term may be dismissed upon knowledge of such marriage by the administration. Parents (either the mother or father of a child) will not be accepted for enrollment. Upon knowledge by the administration of the pregnancy of an enrolled student, the prospective mother and father may be dismissed from Tipton-Rosemark Academy.

### **Attendance Policy**

A student is required by Tennessee State Law to attend school each day unless a valid excuse is presented. However, sick students need to remain at home, and a student needs to be free of fever for 24 hours before returning to school. **A student with a communicable disease, including impetigo, strep, or pink eye, must be on an antibiotic for 24 hours before returning to school.**

### **Attendance Guidelines**

- It is the student's responsibility to arrange to make up all missed tests and assignments.
- In order for a student in grades Sr.K-5<sup>th</sup> to be promoted to the next grade, he/she may not miss more than 21 days during the school year.
- In order for a student to receive credit for any class in grades 6-12, he/she may not miss more than 21 days during the school year.
- Extenuating circumstances require verification by a doctor's note. To be counted present for the day, students in Sr. K-12<sup>th</sup> grades must attend a half day.
- To be counted present for a class period, a student in grades 6-12 must attend for at least 35 minutes.

### **Excused Absences**

School sponsored activities do not count as an absence. Students will be still held responsible for making up missed work and tests. Examples of school sponsored activities include students representing TRA in an academic or athletic contest, school authorized college visits, and school sponsored field trips. Absences will be excused for illness, death in the family, family emergency, medical or dental appointments. Parents must contact the building administrator in order to receive an excused absence for any reason other than those listed, or the absence will be unexcused. This includes church sponsored trips, family trips, etc.

### **Unexcused Absence**

Students may not be allowed to make up work and tests if an absence is unexcused.

### **Prearranged Absence**

If a family plans a trip or any activity which will cause the student to be absent, they must notify the building administrator, who will determine if the future absence is excused. The parents will be notified of the decision.

### **Tardy to School**

If a student is not in his/her assigned homeroom seat by 7:50 a.m., that student is considered tardy. If a student brings a note, early morning doctor or dental appointments will not count as a tardy.

#### **2K through 5<sup>th</sup> grades**

Parents must sign student in at the office. It is in the student's best interest to arrive at school on time so that the morning duties can be taken care of in an orderly manner. Five tardies in a grading period will result in the student's conduct grade being lowered a letter grade.

#### **6<sup>th</sup> through 12<sup>th</sup> grades**

The student must go to the office and get an admission slip. Three tardies within a semester will result in the student's receiving a disciplinary notice. The student will be assigned a disciplinary notice for each tardy thereafter. **This policy applies to non-drivers, as well as to students who drive themselves to school.** The accumulation of disciplinary notices for tardiness to school and disciplinary notices for classroom behavior will be separate.

### **Tardy to Class**

A student will be seated in his/her assigned seat by the sound of the tardy bell, otherwise they are tardy. Records of tardiness to class will be kept by individual teachers and will be considered disciplinary offenses.

### **Participation in Extra-Curricular Events after Absence**

Students will not be permitted to take part in any school sponsored extra-curricular event or practice unless they attend a half day of school. Exceptions may be granted for a doctor's appointment.

### **Make Up Work**

The student will have the same number of days that he was absent to make up assignments, quizzes, and tests. Make-up tests will be scheduled by arrangement between the teacher and student. At the teacher's discretion, a test may be scheduled before or after school. When arrangements have been made for a make-up test, no student will be excused from the test session for extra-curricular activities or appointments. A student who does not report to a test make-up session will receive a zero on the test. Any student who misses an assignment, quiz, or test due to early dismissal for an extra-curricular activity is required to have all his/her assignments, including being ready to take tests and quizzes, on the day of return.

## Arrival/Dismissal Guidelines

### Arrival

When students arrive on campus they should go immediately to their assigned area. Prior to 7:45 a.m. students should go to the following area:

- 2K-5 Teachers classroom
- 6-12 Gym/Multipurpose Room As Directed

### Dismissal

Student safety is of the utmost importance to each of us at TRA, and dismissal will be under the direction of TRA personnel. Cars should avoid the elementary area until after the buses depart. The speed limit on campus is 5 mph. Students will wait on the walkways until their ride pulls up. Students in grades K-5 will go to after school care if not picked up by 3:15. Students in grades 6-12 are expected to be off school property after 3:15 unless participating in an approved school activity. Any students in grades 6-12 who remain on school property after dismissal must report to an administrator's office.

### Early Dismissal

To prearrange an early dismissal, please follow these guidelines:

A note must be sent from home having the phone number where a parent or legal guardian may be reached for verification by the school. Any early dismissal without a note from the parents/guardians will require a phone call by the parents before 9:00 a.m, or a parent will be required to come into the school to check out his/her child.

- The student should make arrangements with each teacher to complete the work that will be missed during the absence.
- Students leaving the campus before the end of school must sign out and back in. Failure to do so will result in disciplinary actions.
- A student who becomes ill during school hours should come to the school office, and the parents will be notified.
- **Students may not use their cell phone to call their parents without permission, and those who choose to do so will result in disciplinary actions.**

### Inclement Weather

Parents will be notified via media listed under the inclement weather policy. See page 17 for additional information.

## Student Disciplinary Policy

TRA discipline policy is based on two superior principles:

1. Teachers have the right to teach without student interruptions.
2. Students have the right to learn without hindrance from another student.

Students are to conduct themselves according to acceptable standards of behavior. Honesty and moral integrity are the standard expectations of every student. Disruptive behavior that interferes with another student's opportunity to learn or interrupts a teacher's right to teach will not be tolerated; therefore, certain disciplinary actions will be used as consequences for student misconduct. Disciplinary measures will be recorded and kept on file in the office.

### Guidelines and Options

#### 2K through 5<sup>th</sup> Grades

Elementary teachers' disciplinary guidelines are outlined in the handouts presented at parent orientation at the beginning of the school year. The goal of discipline in the elementary school is to correct misbehavior with direction and guidance that support Christian principles.

#### 6<sup>th</sup> through 12<sup>th</sup> Grades

**Specific punishment for unacceptable behavior will be determined by the administration and teacher for each classroom.** The behavior of students who choose to break the school rules may be corrected by the following actions: warnings, write offs, loss of privileges, detentions, suspensions, expulsions, extended school, service projects, and parental conferences. These consequences will be explained to all students and posted in each classroom. The level of punishment will increase in severity if the inappropriate behavior continues.

### **Disciplinary Notices**

A student breaking a school rule will be given a disciplinary notice, which must be signed by the parent/guardian and returned to the school office the following day. Failure to return the signed disciplinary notice will result in an additional disciplinary notice. Level of punishment will be determined by an administrator. Conduct grades are lowered in direct relationship to the number of disciplinary notices assigned to the student.

### **Detention**

Detentions will be assigned on a designated day at a designated time.

### **Saturday School**

Saturday school day will be served on an assigned day from 8:00 AM - 12:00 PM.

### **In-School Suspension**

In-school-suspension (ISS) will be assigned by the Head of School or principal, and parents will be notified. The infraction will result in a lowering of the homeroom conduct or classroom conduct grade to a *U*. The family of a student serving an ISS will recompense the school at the rate of a substitute teacher for monitoring the student. The recompense is per student and not divided if more than one student should be serving at the same time. An ISS will last the duration of a regular school day, including the lunch period. An ISS may become an out-of-school suspension if it is the third one in a trimester. Before the ISS, the student is responsible for gathering the necessary textbooks and supplies to complete all assignments. Required work will be due at the end of the day. Students who do not work diligently in ISS and complete the expected assignments or who do not follow the prescribed rules will be given at least one additional day of ISS.

### **Out-of-School Suspension**

Students who repeatedly violate or who commit a severe violation of the rules will be subject to suspension from school for a period determined by the administration based upon the severity of the act (not to exceed five days). The student's absence(s) will be handled as unexcused, and the infraction will result in a lowering of the homeroom conduct grade or classroom conduct grade to an *U*. Parents who seek recourse may appeal first to the Head of School and then to the Board of Directors. The suspended student will be notified verbally and in writing of the suspension. Before the student can return to school, the student and parent must have a conference with the Head of School. An out-of-school suspension may become an expulsion if it is the second one in a semester.

### **Expulsion**

Students whose willful misbehavior endangers the welfare of others or disrupts the school environment will be subject to expulsion. The Head of School will suspend the student and recommend expulsion of the student to the Board of Directors. Students will be entitled to a hearing and a detailed account of the violation(s) will be provided to the student, parents, and the Board. A "Due Process" hearing will be conducted if warranted. After all accounts have been reviewed, the Board of Directors will determine if the student is expelled or reinstated. Their decision will be final.

If a due process hearing is scheduled, it will be a decision of the Executive Committee of the Board of Directors as to whether or not the student may attend classes. If class attendance is denied, homework and class work assignments will still remain the student's responsibility. Any student whose dismissal is successfully appealed is responsible for turning in missed class work and homework within two days of returning to school. Tests will be made up within the time frame set by the administration.

## **Tipton-Rosemark Academy's Honor Code Policy**

### **Grades 1-12 Honor Code**

The Board of Directors, Faculty, and Staff of Tipton-Rosemark Academy expect the students to be individuals of personal integrity in all the activities of their lives. Regarding their personal honesty and their academic work, TRA wants all the students, parents, and guardians to know and understand these premises:

1. Copying any portion of another person's homework is considered cheating.
2. Copying any portion of another person's quiz or test is considered cheating.
3. Looking at any material not provided or directed by the teacher during a test or quiz is considered cheating.
4. Giving answers to others on a test or quiz is considered cheating.
5. Informing others of test or quiz items before they take a test or quiz is considered cheating.
6. Failing to indicate by means of a parenthetical note, footnote, or endnote that a phrase or sentence was copied from a source other than the student writing the assignment is considered cheating. The term for this type of cheating is "plagiarism".
7. Submitting an assignment or any part of the assignment that was completed by group work or person(s) other than the individual student without the teacher's explicit directions to do so is considered cheating.

Any form of cheating is not a part of TRA's mission of providing a quality education in a Christian environment. Violations of the Honor Code may result in a 0 (no credit) on the test or assignment, a lowered conduct grade, dismissal from honor clubs, and/or referral to the building level Honor Council.

The TRA Administration encourages the faculty to exercise vigilance in these matters, exhort students to practice personal honesty, and issue fair warnings to students. Faculty should submit the names of students who have been detected in their dishonesty to the administration.

Parents/Guardians/Students are asked to read and discuss this information and then sign this paper indicating their understanding and acceptance of these important guidelines regarding personal integrity of the students at TRA in academic matters. The signed paper is to be given to the student's homeroom teacher as soon as possible. The paper will be kept on file during the student's tenure at Tipton-Rosemark Academy.

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Student Signature Date

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Parent/Guardian Signature

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Date



## **Student Infractions**

### **Unlawful Conduct**

TRA expects all of its students to exhibit Christian standards of behavior at all times, 24 hours a day, and 7 days a week. If a student is arrested and/or found guilty and if the school administration has reasonable grounds to believe the charges are accurate, the student may face disciplinary actions. For a second offense at any time during the student's career at TRA, the student will be subject to expulsion.

### **Tobacco Use**

Any student found using tobacco products or having them in his/her possession (including vehicle) on campus or during school events is subject to suspension.

### **Vandalism**

In major acts (damage in excess of \$250), any student found to be guilty in the damage or defacement of school property shall be immediately suspended and subject to expulsion. Appropriate law enforcement agencies may also be notified. In cases designated "minor," such as writing on walls or desks or other such damage to property, detention and/or suspension may be used against the violator. Any student who willfully destroys or damages non-TRA property, such as property of an opponent or property at a field trip location, will (1) draft and send a letter of apology and (2) be subject to the disciplinary actions stated above and those listed under "Athletic and Co-Curricular Activities." In all cases, the family will be required to restore the damaged property at their cost.

### **Stealing**

All students are to respect the property of others at all times. Students who are guilty of stealing may be suspended and are subject to expulsion. Appropriate law enforcement agencies may also be notified.

### **Fighting**

Persons fighting or committing any act that promotes fighting may receive a suspension or expulsion. Appropriate legal actions may also be taken.

### **Weapons**

Any student in possession of weapons or other dangerous objects, including any type of knife, gun, or chain on campus or at any school function will be subject to disciplinary action, including suspension, expulsion and possible notification of law enforcement agencies.

### **Disrespect, Profane or Rude Remarks**

Any student who is disrespectful to a staff member or who uses any profane or rude language toward a staff member or other students will face disciplinary action, which can include suspension or expulsion, based upon the severity of the offense.

### **Harassment/ Bullying**

Harassment and/or bullying will not be tolerated and all such incidents are to be reported to the teacher or administrator, who will follow the procedure for addressing such incidents.

### **Cheating**

Cheating will not be tolerated. The alternative is simple: **Do not cheat and receive full credit for the work.**

- All students involved in a cheating incident, including copying homework, will receive a grade of zero (0) on the assignment and a U (unacceptable) in conduct for the first offense.
- A student who is a member of an honor/academic club and is caught cheating may be dismissed immediately from membership and will remain ineligible until a year from the point of the infraction.

**NOTE:**The honor code defines the expected standard of academic conduct and makes it clear that the school will not tolerate any violations of the honor code. All parents and students will sign the honor code at the beginning of the school year.

### **Skipping**

Any student who skips any portion of the school day may be assigned an in-school suspension. A student is considered in attendance once that student is present on any part of the campus during the school day.

### **Gum Chewing**

Students are not allowed to chew gum.

## STUDENT PCD and CELLPHONE POLICY

The Board recognizes that parents/guardians may wish to be in close contact with their children during the school day, and therefore, students may be provided with an electronic signaling device such as cellular telephone or other communication device. Through the use of cell phones families can communicate better and students and staff can feel a greater sense of security while at school. Students should understand that having a cell phone or other electronic device at school is a privilege and not a right.

However, the increase in use of cell phones and personal communication devices (PCDs) by students during the school day has become a distraction in the school environment. These devices are being used by students as a means of cheating on tests, taking inappropriate pictures and video of students and staff for sharing and posting across the internet, threatening and/or bullying other students, and engaging in an excessive amount of social interaction during instructional time.

Therefore, all students shall adhere to the following guidelines:

1. The use of cell phones on school campus before or after school or a school related trip is not a right but is a privilege. The privilege of using your cell phone or pcd may be revoked due to irresponsibility.
2. Students shall have cell phones or pcds turned off at all times during normal school hours, which includes the hours of 7:50 a.m. until 3:00 p.m. The only time that students may have the devices turned on or used is before school and after school. This policy also pertains to text-messaging or taking photos or videos or accessing the Internet, or sharing information electronically. For the purposes of this policy the school day includes the entire day from the school start time or bell that indicates the start of the school day until the final dismissal time of the school day.
3. Should a student receive a phone call or other electronic signal or send a message during the school day the device may be confiscated by any staff member and be given to an administrator. Infractions will result in disciplinary action that which may include but not limited to Detention, In-school Suspension, Out-of-School Suspension and/or the consent to possess all signaling devices at school may be revoked.

### **Definition:**

**Electronic Signaling devices shall include all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless, unfiltered connection to the Internet. Examples of these electronic devices include, but shall not be limited to, radios, walkmans, CD players, iPods, MP3 players, DVD players, handheld game consoles, Personal Digital Assistants (PDAs), cellular telephones, wearable devices, BlackBerries, and laptop computers, as well as any new technology developed with similar capabilities.**

1. Students shall be permitted to be in possession of a cell phone while attending school and school sponsored activities during the regular school day; **however the device must be kept in their assigned locker or backpack**. At no time during the school day shall the device be visible or in use unless approved by an administrator.
2. Students shall have a cell phone turned off at all times during normal school hours, which includes the hours of 7:50 A.M. until 3:00 P.M. The only time that students may have the devices turned on or in use is before school and after school. This policy also pertains to text messaging, taking photos or videos or accessing the Internet.
3. Should a student receive a phone call or other electronic signal during school, the device shall be confiscated by a staff member and be given to an administrator. Infractions will result in disciplinary action that which may include but not limited to Detention, In-school Suspension, Out-of-School Suspension and the consent to possess all signaling devices being revoked until the end of the school term.

4. Students will not use electronic signaling devices to intentionally access, store, transmit, copy or create material that violates the school's code of conduct or honor code. Prohibited conduct includes, but is not limited to, the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, threatening or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and e-mailing.

5. Because such violations may constitute a crime under state and/or federal law, we may be required to report such conduct to state and/or federal law enforcement agencies.

6. If a student needs to use a telephone, he/she is advised to come to the appropriate office and ask permission to use the office phone.

Revised by Board May 23, 2016

#### **Class Disruptions**

Any item which a teacher deems disruptive to class will be confiscated from the student and will be turned over to the administration, who will keep the item until a parent is notified.

#### **Food and Drinks**

Students are not allowed to have food/drinks outside the cafeteria during school hours.

#### **Display of Affection**

Students are to exercise discretion in the public display of affection. Inappropriate displays of public affection as determined by a teacher or administrator will result in disciplinary measures, whether at school or at any school sponsored event.

#### **General Misconduct**

Misbehavior which impedes orderly classroom procedures, general school operation, or transportation safety will result in disciplinary actions.

#### **Behavior at School Events, Assemblies, Field trips**

All Tipton-Rosemark students and their families are encouraged to attend TRA events. All school policies and guidelines are in effect during any school activity, whether it takes place on or off our campus. The administration has the authority to require students to stay directly under their family's supervision and/or to ask any student or adults whose behavior is unacceptable to leave any TRA event.

#### **Field Trip Policy**

It is the desire of Tipton-Rosemark Academy to provide field trips in a Christian environment that are applicable to instructional and athletic programs of the school. It is the expectation of our school that all participants (including students, faculty/staff and parents/guardians) will treat each other and the leaders of the visited establishment, in a respectful manner. The Head of Schools and Division Administrators are responsible for the administration of TRA field trip policy and regulations. All students and parent/teacher chaperones participating in TRA field trips are subject to the following guidelines. Violations of TRA field trip policy should be reported immediately to the Division Administrator and Head of School immediately. Failure to comply may result in, but is not limited to student, faculty/staff member and/or parent/guardian from participating in future field trips.

#### **Field Trip Guidelines**

- All field trips must be approved by Division Administrator and/or Head of Schools
- Prayer is to be initiated prior to departure, and upon return to TRA, as well as at all meals served during field trip.
- Rules of visited establishment must be observed at all times by all in attendance.
- No alcohol, tobacco products, or illicit drugs are to be brought on or consumed during TRA field trips by anyone affiliated with TRA including students, faculty/staff members or parents/guardians. Prescription drugs must be kept in original prescription bottle and, pursuant to federal law are to be consumed only by the individual person to whom prescribed.
- Breakfast, lunch and dinner must be provided to students at reasonable times of the day. Chaperones should be cautious about skipping meals. It is the responsibility of the parent/guardian to notify leaders of special needs relating to diet, such as food allergies, drug interactions with food, etc.

- Field trip activities should be planned with whole group participation in mind. Activities that include trepidation or danger should be closely scrutinized as to the effect they might have on the participants and should not be required involvement.
- Overnight field trips should be discouraged due to the loss of instructional time, burden placed on our families, the potential exclusion of students who would not be able to participate in day trips, and the risks of placing males and females together in overnight settings. However, in the event an overnight field trip is deemed appropriate, plans must be approved by the Board of Directors.

## **Athletic and Co-Curricular Activity Policy**

### **Athletics**

Athletic and co-curricular programs are a vital part of TRA. Students who commit to a specific activity (sport, play, etc.) should complete their commitment, or they may not be eligible for future participation in the activity.

- Tennessee Secondary School Athletic Association (TSSAA) eligibility standards must be met by students who participate in athletics and all other school activities outside the normal classroom.
- To be eligible based on TRA requirements, the student must be passing 4 major subjects after each report card during the grading period. A student will be placed on probation prior to becoming ineligible for any sport. At any reporting time after the first grade report, a student may:
  1. be placed on probation
  2. become ineligible if previously on probation
  3. regain eligibility if previously ineligible
- All athletes are to be covered through a family insurance policy.
- Student athletes who receive either an in-school or out of school suspension will be punished by the programs head coach.
- Any student (athlete or spectator) who willfully destroys an opponent's property will:
  1. pay for replacement of the destroyed property.
  2. draft and send a letter of apology.
  3. be suspended from participation and must be reinstated by Head of Schools.
- A student will not be permitted to participate in any school sponsored event or practice unless he/she attends a half day of school; however, exceptions may be granted for a doctor's appointment.

### **Eighth Grade Washington Trip**

It is TRA tradition for the eighth grade to take a class trip to Washington, D.C. near the end of the school term. **Each student must have teacher endorsement, written parental permission, and tuition paid up to date to be eligible for this trip.** The students are expected to conduct themselves according to the same rules and regulations that are in effect during school. Chaperones will be selected by the administration.

## **Student Organizations**

### **Class Officers**

Each grade from 9-12 will elect class officers to carry out activities for that grade in the spring before the new school year. Eligibility requirements can be obtained from the guidance office.

### **Student Council**

The purpose of this organization is to serve as a liaison between the student body and the faculty, and to promote the general welfare of the school. Representatives are elected from each class. Eligibility criteria are established in the Student Council By-Laws.

### **Academic Societies**

Tipton-Rosemark Academy has nationally recognized associations for student membership. The Junior (grades 6-8) and Varsity Beta Club (grades 9-12) are national leadership and service organizations with academic and conduct prerequisites. The National Honor Society is open to sophomores, juniors and seniors meeting criteria for service, leadership, character, and achievement. Mu Alpha Theta is a national math honor society with membership limited to those qualifying at the sophomore, junior, and senior level.

### **Special Interest Clubs**

Clubs of interest open for membership are the Science Club, Bible Club, and Spanish Club, Make-a-Wish, and SADD chapter. Other clubs may be developed as interest dictates.

### **Student Ambassadors**

Student ambassadors serve as liaisons for new students and campus visitors during special events. Students must apply and are selected by a panel of faculty.

### **Administrative Probation**

In addition to academic probation, a student involved in any athletic or co-curricular activity whose behavior goes beyond simple disciplinary processes **may be** placed on administrative probation.

## **General Student Guidelines**

### **Student Information**

Parents need to notify the school office when the student's information on file changes. This includes home address, home phone, cell phone, email, and pertinent health information. Also, emergency contact information needs to be updated throughout the year when the physician, insurance company, place of employment, emergency contact, or the contact's phone numbers change.

### **Medical Information**

At the beginning of each school year, parents will complete emergency information forms on each student. These forms will be kept on file and will contain lists of emergency phone numbers, allergies, medical situations, and medications which may be administered to the student. It is the family's responsibility to make sure this information is accurate and current throughout the year.

### **Medications**

All medications, including prescriptions, for students Jr.K-12 must be kept and dispensed by the office. The medication needs to be labeled with the child's name, the name of the drug, the date(s) to be given, dosage and directions, and the physician's name. **No student is to be in possession of personal medication.** The only over-the-counter product which will be provided by the school office is acetaminophen (Tylenol) or ibuprofen with written approval from the parent.

### **Telephone**

The office telephone will be available for student use in case of emergency. Students receiving calls will not be called out of class unless there is an emergency. Students needing to call home due to illness should receive permission from the teacher to report to the office, and a call will be placed to the parents.

### **Personal Property**

Students are responsible for the security of their personal property. If a student brings his/her personal property to school or a school activity, TRA will not be responsible for the lost or damage of the property. Any item which a teacher deems disruptive to class will be confiscated from the student and will be turned over to the administration, who will keep the item until a parent can pick it up.

### **Lockers**

Students' lockers are the property of TRA and are subject to inspection by school personnel. A student will only use his or her assigned locker. Students are responsible for locker appearance and/or damage; unsealed liquids will not be placed in lockers. Lockers may not be defaced or damaged, nor can they hold items that are forbidden at school. In addition, they cannot be decorated in accordance to personal taste if those decorations are outside of school guidelines.

### **Student Automobiles**

Students may drive their own automobiles on campus, provided they have paid the registration fee and have provided the office with the required information (student's drivers license number, auto tag number, and insurance phone number, etc.). **The speed limit on campus is 5 miles per hour.** Driving should be considered a privilege, and any violation could result in:

- Loss of driving privileges on campus will result if violations of campus vehicle rules occur.

- If it is determined that a student's reckless and/or irresponsible driving has caused an accident on campus, he/she will lose campus driving privileges for such a time as the administrator deems appropriate.

### **Permission to ride with another student**

For events other than athletics (which will be handled at the coaches' discretion), students must submit a parental note giving permission to ride with another student for the event.

### **Bus Information**

Bus routes and fees are determined each year based on need and operation expense. Current information can be obtained from the business office. Student riders are expected to follow school rules. The driver will assign seating. Bus drivers will report disciplinary infractions to the administration for notification of parents and disciplinary action. The disciplinary process is similar to that of the classroom. The administration reserves the right to interpret the level of the infraction and assign the disciplinary measures to be taken.

### **Lunches**

An optional lunch program is available for students in grades K-12 or students may bring their own lunches. Lunches are paid for daily unless other arrangements have been made with the lunchroom service. Checks for lunches should be made payable to TRA. (There will be no charging). Students are required to stay on campus for lunch. Students will not be allowed to leave the lunchroom without permission from the teacher in charge. If lunch is being provided by other sources prior notification should be given to the cafeteria.

### **Lost and Damaged Textbooks**

Fees for textbooks and consumables are established by the Board and are included in tuition. Any additional costs due to the loss or damage of a textbook will be assessed prior to issuing a replacement text or the final report card. Occasionally, teachers may require students to purchase additional books at a nominal fee.

### **Sales or Fund-Raising Projects**

All money-making projects must be approved by the Head of School's office. Students should turn in money to the staff member responsible for the project or the homeroom teacher. No organization may keep an account separate from its school account.

### **Parties**

Class parties in Jr.K-5 will be limited to Christmas, Valentine's Day, and Easter. The teacher will coordinate the party with the room chairperson. Simple birthday treats are permitted in Jr.K-5 if coordinated with the teacher. During school hours, party invitations in Jr.K-5<sup>th</sup> are not permitted to be handed out by individual students to anyone unless everyone in the class receives one, or all of the boys or all of the girls. Class parties in grades 6-12 require approval by the administration one week prior to the event.

Tipton-Rosemark Academy

Student Handbook

2019-2020

