Tipton-Rosemark Student Handbook 2026-27



TRA
8696 Rosemark Road
Millington, TN 38053
Website: 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 2025-26 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.** The 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 with 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

Section 1: General Information

1.1 Introduction

Tipton-Rosemark Academy is a non-profit, non-denominational private school that provides a college preparatory education for students in pre-kindergarten through twelfth grades. TRA holds dual accreditation by the Southern Association of Independent Schools and Cognia and has been approved by the Tennessee Department of Education. TRA's purpose is to develop the talents of its students to their greatest potential, as expressed by the school mission statement, "Bound for College, Prepared for Life".

1.2 History

In 1965, when the 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 include grades 9-12, to double the size of the facility in Brighton, and to add 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.

1.3 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)

TRA students are empowered to walk confidently in their faith; while they exhibit strong character, empathy for their fellow man, and the ability to adapt courageously to the academic and life challenges ahead because of a strong foundation rooted in the four pillars of TRA.

1.4 Four Pillars of TRA: Faith, Academics, Character and Service

Faith: Faith is how it all began in 1965. That is when a group of citizens became concerned about the quality of their children's education because prayer and the Bible had been removed from public schools. It was their desire that Christian teaching remain a part of their children's education. Today, FAITH remains one of the pillars of our school, as our students live their faith through participation in prayer, devotionals, biblical instruction and chapel.

Proverbs 22:6 "Train up a child in the way he should go: and when he is old, he will not depart from it."

Academics: We believe a solid foundation for successful higher education and wise life choices includes positive faculty-student relationships and a challenging college-preparatory curriculum. Our low student:teacher ratio allows for differentiated and individualized instruction and gives teachers the flexibility to address specific needs.

With ACT based standardized testing beginning in the 3rd grade, our students are prepared for the next level. They continually meet our goal of 100% college acceptance and receive millions in scholarship funds each year.

Proverbs 9:10 "The fear of the Lord is the beginning of wisdom, and the knowledge of the Holy One is understanding."

Character: Is good character just as important as good grades? We sure think so! Successful students perform well both in and out of the classroom. Honest, dependable, caring, fair, humble, generous - these are important words we are proud to use when describing our students, teachers and alumni.

I Samuel 16:7b "People look at the outward appearance, but the Lord looks at the heart."

Service: Service is TRA's final pillar and focuses on kind gestures both on and off school campus. Whether it's coordinating a drive for the local food pantry, assisting communities in need due to disastrous weather, small projects on campus, reading to/assisting fellow students in lower grades, helping teachers or volunteering during special events we encourage our students to think about others.

Matthew 23:11"The greatest among you shall be your servant."

1.5 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 the administration of its educational policies, admissions policies, financial aid programs, and athletic and other school-administered programs.

1.6 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.

1.7 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 acts 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 any applicant or to discontinue enrollment of a current student.

1.8 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.

1.9 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 the 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 the directions of all adults, and do what is right.
- Be able to use information logically in order to organize, criticize, and express ideas effectively.
- Understand the importance of developing a deep sense of loyalty and patriotism.

1.10 Faculty Objectives

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

- Make use of local resources to demonstrate and reinforce the 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 an 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 respect for others.

1.11 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.

1.12 Media Relations Policy

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

- 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 School;
- Recognize that the news media will inquire, research, and report information about TRA;
- The board chairman will designate the official spokesperson for the Board;
- News releases, which are of a school-wide nature or pertain to established school policies, are the responsibility of the Head of School or a designated member of the administrative staff.

When individual board members or the Head of School 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.

1.13 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' mailboxes, 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 School;
- Materials will not be accepted from unapproved private vendors. Vendors must obtain approval from the Head of School;
- 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.

1.14 Facility Use Policy & Guidelines

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. For further information contact Lisa Cole at lcole@rebelmail.net.

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 effect 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 Head of School.
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 School 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.

Section 2: Safe Schools

2.1 Campus Visitors

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

2.2 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. Emergency drills for fire, earthquake, tornado and lockdown drills are regularly held throughout the school year. The following procedures apply to actual emergencies, as well as emergency drills.

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 an announcement regarding threatening weather. Students in classrooms will proceed to the designated area and kneel on the floor with heads down toward the wall and hands covering the head. The all-clear signal will be given via an intercom announcement.

Lockdown

Lockdown drills begin with an announcement from the office. All students should move immediately to their classrooms and teachers should lock all outside doors. Students and teachers should move away from doors and windows and remain silent. The all-clear announcement will be made by the administration.

2.3 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 insurance.

2.4 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, or teacher 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.

Section 3: Parent Participation

TRA strongly encourages parent involvement and active communication between school and home. We encourage all parents to join our Parent Teacher Organization. Meet the Teacher Nights (grades PreK - 12) will be held in August. The teachers will provide information to the parents regarding traffic procedures, classroom organization, curriculum, and expectations.

3.1 Parent Teacher Conferences

Parents of students who receive a failing grade are encouraged to contact the school office to set up a conference. Parent/teacher conferences will be held throughout the school year with one scheduled in the fall and one scheduled in the spring. 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, phone call, email, parent-teacher conference, teacher webpage, Remind, Google Classroom and FACTS family portal. 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 may be sent to the teacher by his/her preferred communication method. 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 regarding the circumstances to the TRA Chairman of the Board, who will notify the TRA Board.
- Parent/teacher conferences will be held throughout the school year with one scheduled in the fall and one scheduled in the spring.

3.2 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.

3.3 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. The PTO sponsors several major events during the school year.

3.4 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.

3.5 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.

3.6 Medical Information

As part of the online enrollment process, parents will complete emergency information forms on each student. These forms 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.

Section 4: Admissions

4.1 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 school 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.

4.2 Age Requirements

A child must be the following age by August 15 to be eligible to enroll in the corresponding grade:

- 2 years old for PreK-2
- 3 years old for PreK-3
- 4 years old for PreK-4
- 5 years old for Kindergarten
- 6 years old, and have completed either Tipton-Rosemark Academy kindergarten or another state-approved kindergarten for 1st grade.

4.3 Entrance Examinations

Entrance examinations are required of applicants for grades PreK2 -12th grade.

4.4 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.

4.5 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 the order received and after 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.

4.6 Re-Enrollment/Renewal Of Student Contract
Student contracts are issued on an annual basis, with a review taking place during the second semester to determine re-admittance to Tipton-Rosemark Academy. **Contracts for re-enrollment will be issued based on good standing in the following areas: academics, attendance, behavioral, and financial. A student must be re-enrolled to participate and/or try out for activities for the following year (athletics, fine arts, and all student activities).**

4.7 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. TRA partners 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^{th}-12^{th} 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.**

Section 5: Academics

5.1 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 Upper School will be awarded for semester long courses and by year for year long courses. Parents may check student progress via FACTS. 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 to track their academic progress.

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*
A	90-100	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.
B	80-89	3		
C	70-79	2		
D	60-69	1		
F	below 60	0		

No weighted credit will be awarded to numeric averages 60 or below in Honors or dual credit courses. We do not add weight to quality points.
* denotes information that pertains to high school classes only.

5.2 Quality Points

All dual enrollment 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 Example:

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+4+2+4)=20/6 = 3.33

5.3 High School Credit Information
A minimum of 24 credits must be earned for a diploma

- To achieve an honors diploma, a student must pass:
    - a minimum of 24 credits,and must take all Honors courses offered in each grade level.
    - Earn at least an overall 3.0 average.
    - 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 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.**

5.4 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

5.5 Grade Classification 9-12
All students at TRA will be classified according to the number of documented credits (including summer school work):

9th Grade – Minimum completion of 6 major units (including English I)
10th Grade – Minimum completion of 12 major units (including English II)
11th Grade – Minimum completion of 17 major units (including English III)
12th Grade – Minimum completion of 24 major units (including English IV)

5.6 Class Ranking & Top 10 Scholars

TRA recognizes Valedictorian, Salutatorian and Historian amongst the graduating class. In order to be considered for these three designations and among the top 10 scholars list, students must satisfy the requirements for receiving an 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. **The top 10 scholars list will be calculated and announced after the 3rd quarter of the school year.** ****The final rankings will be calculated by the Honor's Committee of the Faculty Academic Council and all decisions will be considered final.**

5.7 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.

5.8 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 Dual Enrollment offered at TRA will receive numerical weighting and will be included in the QPA calculation**

5.9 Dual-Enrollment Credit

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

COURSE REQUIREMENTS

TRA Diploma		TRA Honors Diploma	
Subjects	***Credits***	***Credits Subjects***	***Credits***
English I, II, III, IV	4	English I Honors, English II Honors, English III Honors, Dual Enrollment English Composition I & II	4
Math Algebra I, II, Geometry, Advanced Math, Pre Calculus Honors, AP Calculus	4	**Math** Geometry Honors, Algebra II Honors, PreCalculus Honors, Dual Enrollment Statistics, Dual Enrollment Calculus or Dual Enrollment College Algebra	4
Sciences Biology I, II, Chemistry I Computer Science	4	**Sciences** Biology I Honors, Chemistry I Honors, Physics Honors, Anatomy & Physiology Honors or Chemistry II Honors	4
Social Studies U.S. History, Govt./Econ, World History, Personal Finance	3.5	**Social Studies** World Geography, World History Honors, Dual Enrollment U.S. History I & II, Government/Economics, Personal Finance	3.5
Bible *1/2 credit to include Defending Your Faith	1.5	**Bible** *1/2 credit to include Defending Your Faith	1.5
Wellness	1	**Wellness**	1
Foreign Language Spanish I, II	2	**Foreign Language** Spanish I, II	2
Visual/Performing Arts	1	**Visual/Performing Arts**	1
Senior Project	.5	**Senior Project**	.5
Electives	2.5	**Electives**	2.5
Total Minimum Credits Required	**24**	**Total Minimum Credits Required**	**24**

5.10 Senior Project
An independent, group project in which students will research a local need, develop a plan, execute a plan for service to meet a community need (30 hours of service during the Fall semester), 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.

All Seniors will be responsible for completing 20 hours of community service over the summer that is supervised by an adult other than their parent/guardian, prior to the start of school for their senior year.

5.11 Academic Recognition
Students achieving Headmaster's List, Honor Roll and/or Citizenship recognition three out of the four quarters of the school year will be awarded at our end of year ceremony. The three qualifying quarters must be completed at TRA. Recognition is also given for excellence in specific curriculum areas.

For the following honors, conduct grades in both homeroom and in classes are considered for grades 1-12.

Headmaster's List: A 90 or above in all subjects and an "E" or "S" in conduct
Honor Roll: An 80 or above in all subjects and an "E" or "S" in conduct.
Citizenship: No failures with all "E's" or "S's" in conduct
*No student may receive below a 70 "C"quarter average in any class to qualify for Headmaster's List or Honor Roll for the end of the year recognition.

5.12 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.

5.13 Exams and Exemptions
- In 9^{th}-12^{th} grades, semester exams will count 1/5 of the semester grade.

- In 6th-8th grades. semester exams will count 1/7 of the semester grade.

Requirements for Exam Exemptions

Only seniors may be exempt from their semester exams. For full year courses, however, students may only be exempt from the second semester exam at the end of the course. He/she may only be exempt if he/she has:

- A 90% or higher course average
- No more than 2 absences in a semester course, or 4 absences in a full year course (school-sponsored activities excluded)
- NO Unexcused absences
- No more than 4 attendance points from tardies and early checkouts (each tardy and early checkout earns ½ of a point)
- Good disciplinary standing

5.14 Testing Program

All students at Tipton-Rosemark Academy take standardized tests throughout their academic career. 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 teacher, school counselor or building administrator. Test scores are documented on students' permanent record.

5.15 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.

5.16 Retention

PreK-2 - Kindergarten

Retention will be based upon the teacher's evaluation of work performance, readiness for placement in the next grade level, and evaluation of readiness based on teacher recommendation and other assessments given by teachers.

Grades 1-2

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

Grades 3-8

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 9-12

Students who fail any core class at TRA **must** attend a state approved summer school (Educare)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.

5.17 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/Cognia. 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. ****The summer school work done in a subject area will replace the lowest semester grade.**

Section 6: Attendance Policy

6.1 Attendance Guidelines

Regular and punctual attendance is essential to student success. Classroom instruction, discussion, collaboration, laboratory work, presentations, chapel, and other learning experiences cannot always be fully replicated through make-up assignments. Students and parents are expected to prioritize consistent attendance, timely arrival, and remaining at school for the full instructional day.

- A student is required by Tennessee State Law to attend school each day unless a valid excuse is presented.
- Sick students need to remain at home, and a student needs to be free of fever, diarrhea, and vomiting for 24 hours before returning to school.
- **A student with a communicable disease, including impetigo, staph, strep, or pink eye must be on an antibiotic for 24 hours before returning to school.**
- 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-5th 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 grades Sr. K-12th must attend a half day. To be considered present for a half day, a student must be checked in or out by 11:30 a.m.

6.2 Excused Absences

School sponsored activities do not count as an absence. Students who are absent due to school-sponsored activities are to meet with their teachers prior to the activity to get assignments, schedule a time to turn in assignments, and/or take tests or quizzes.

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.

- Excuse notes **MUST** be submitted within **TWO** weeks of the date of any absence in order to be changed in FACTS from Unexcused to Excused. Attendance codes will not be changed after that time.
- Excessive absences: Tipton-Rosemark Academy recognizes that the educational experience extends beyond the completion of assignments. Regular attendance allows students to benefit from classroom instruction, discussion, collaboration, relationships, and the many experiences that are an important part of the TRA community. Developing habits of consistent attendance and punctuality also helps prepare students for the expectations and responsibilities of college, the workplace, and adult life.
- For these reasons, students are expected to maintain regular and consistent attendance throughout the school year. When a student accumulates 10 absences during the school year, the student's attendance record will be reviewed by administration, and the parent or guardian will be notified. Administration may require a parent conference and/or place the student on an Attendance Improvement Plan to address the circumstances contributing to the absences and establish expectations for improved attendance.
- Continued absences following this intervention may result in additional administrative action, including attendance probation and a review of the student's eligibility for course credit, promotion, re-enrollment, or other school privileges.
- TRA recognizes that circumstances such as significant illness, hospitalization, bereavement, or other extraordinary situations may result in unavoidable absences. Administration will consider documented circumstances when reviewing a student's attendance record. However, an absence being classified as excused does not eliminate the educational impact of missed instructional time or remove the school's responsibility to address excessive absenteeism.

6.3 Unexcused Absence

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

6.4 Planned Absence

We understand and appreciate the value of family vacations and mission trips. However, we strongly recommend that such trips not be taken during school. All planned, extended absences must receive prior approval from your building level administrator. Please email your administrator in advance and copy your child's teacher as soon as you know about your planned absence. Students are expected to make up missed work in a timely manner. Due dates will be designated by the teacher. Any work not completed within a timely manner will result in a reduced grade or zero.

If a family plans a trip or any activity which will cause the student to be absent, they must notify the building administrator as soon as you become aware of the absence. The

building administrator will determine if the future absence is excused. The parents will be notified of the decision. Make up work that is not completed in a timely manner, designated by the teacher, will be given a grade of zero.

6.5 Tardies

If a student is not in his/her assigned homeroom / 1st period seat by 7:50 a.m., that student is considered tardy. If a student brings a note from a doctor or dental appointment, the tardy will be excused.

PreK-2 through 5th grade

We desire to maximize the time we have with each student and want each one to receive the finest education. We realize there are occasions when things will happen that hinder a parent from getting his or her child to school on time. However, a pattern of tardiness is problematic because it not only negatively impacts the student that misses class due to the late arrival, but it also disrupts the rest of the class.

- **Five unexcused tardies will result in one unexcused absence in grades K-5.**
- **For an arrival after 7:50, ALL PARENTS (grades PreK-2 - 5) must sign the student in at the elementary office.**

6th through 12th grades

Any student who arrives late to school is required to sign in with the school office and to bring a note from his/her parent if the reason for being late falls under the list of excused absences. More than **FIVE** tardies in the middle and upper schools will result in detention hours. **This policy applies to non-drivers, as well as to students who drive themselves to school.**

Participation in Extracurricular Events after Absence

Students should never miss any part of the school day in order to complete an assignment, rest, or otherwise prepare themselves for any school event. Students who miss more than half of the class periods in any school day may not participate in any extracurricular activity that day without administrative approval (i.e., they must be present for 4 class periods for a 7-period schedule, etc.). Exceptions may be granted for a doctor's appointment.

6.6 Make Up Work for Illness

Students will have the same number of days that he/she was absent to make up assignments, quizzes, and tests. **This applies ONLY to unplanned absences due to illness or emergency. It does NOT apply to school-sponsored absences or planned absences.** 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 extracurricular activities or appointments. A student who does not report to a test make up session will receive a zero on the test.

6.7 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:

- PreK-2-5th grade: Teacher's classroom
- Grades 6-12: Gym

6.8 Dismissal

Student safety is of the utmost importance to each of us at TRA, and dismissal will be under the direction of TRA personnel. The speed limit on campus is 5 mph. Students in grades PreK-2-5th grade 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.

6.9 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.

- Any student who misses an assignment, quiz, or test due to early dismissal for an extracurricular activity is required to have all his/her assignments, including being ready to take tests and quizzes, on the day of return.
- 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 that becomes ill during school hours should report to the office. The school nurse will be notified and the student will be assessed by the nurse. The nurse will notify the parents if necessary.
- **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.**

Section 7: Student Dress Code and Appearance Policy

7.1 Uniform Guidelines

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.

7.2 BOYS: PreK-3 - 12th Grade - No alterations may be made to the hemlines of shorts without explicit approval from the division administrator.

Regular Dress Uniform

- Polo knit shirts in long or short sleeves (red, navy, light blue - short sleeve only)
- Pants or shorts (khaki)
- Belt (1st – 12th grades, only)
- 2K-5K should wear pull up elastic waist bottoms.
- Jacket/Outerwear purchased from Rebel Store ONLY

7.3 GIRLS: PreK-3 - 12th Grade - No alterations may be made to the hemlines of skirts, skorts, or shorts without explicit approval from the division administrator.

Regular Dress Uniform

- Polo knit shirts in long or short sleeves (red, navy, light blue - short sleeve only)
- Pants or shorts (khaki)
- Polo dresses (lower school only; only red)
- Skort (plaid, khaki for lower school; plaid, khaki, navy for middle & upper school)
- Leggings (navy only) - from Rebel Store ONLY
- Tights and socks (solid red, white, navy)
- Jacket/Outerwear - purchased from Rebel Store ONLY

7.4 CHAPEL ATTIRE

PreK-2nd Grade

- Boys - Khaki pants, light blue polo
- Girls - Plaid Peter-Pan dress or plaid skort, light blue polo

3rd Grade - 5th Grade

- Boys - Khaki pants, oxford shirt, belt, tie
- Girls - Plaid skort (elementary), blue oxford shirt

6th Grade - 12th Grade

- Boys - Khaki pants, oxford shirt, belt, tie
- Girls - Plaid skirt, blue oxford shirt

7.4 Uniform Vendor Information

PLEASE read each item carefully. This is also posted on our TRA website.

- All uniform items must be purchased from the Rebel Store (including leggings, ties, and outerwear)

- **ONLY FOR THE 2026-2027 SCHOOL YEAR. The following year, all uniform items must be purchased from the Rebel Store, exclusively.** Khaki / navy **shorts** and **pants** **ONLY** may be purchased from the **school uniform section** of the following vendors:
    - Land's End
    - Target
    - Wal - Mart
    - Old Navy
    - Gap
- **All girls' skorts** **MUST** be purchased from Land's End.
- Short and long sleeve uniform polo shirts, jackets and other uniform approved items may be purchased from Land's End or the TRA uniform store which may be accessed on the TRA website.
    - A "uniform approved sweatshirt" MUST have the TR logo ONLY on the top left chest area. All other sweatshirts and t-shirts may be worn on Fridays for spirit wear.

7.5 Belts

It is recommended that PreK-2-Kindergarten students wear elastic waistbands. To prevent hindering their ability to dress/undress themselves, PreK-2- Kindergarten students are not allowed to wear belts. Boys (1^{st} - 12^{th} grades) are required to wear a belt at all times. Girls (1^{st} - 12^{th} grades) are required to wear a belt when their shirts are tucked in.

7.6 Footwear

Shoes must be flat-heeled and may be purchased from any vendor. Shoes must be predominantly red, navy, black, gray, white or brown. 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. Socks must be worn with athletic shoes and boots.

- **NO rubber shoes (Crocs), plastic shoes, or house shoes for 5K-12th grade students**.
- **It is encouraged that PreK2 - PreK4 students should wear slip-on type shoes that do not require tying; shoes that fasten with Velcro or do not have laces are suggested.**

7.7 Outerwear

Students in lower school may wear any coat, jacket, or sweater to and from school and on the playground. Any outwear worn in the classrooms or hallways must be purchased from the uniform section of the Rebel Store. For middle and high school students, outerwear must be purchased from the uniform section of the Rebel Store.

7.8 Headwear

Caps, hats, toboggans, bandanas, scarves, or other headgear are not acceptable to be worn

inside the school building. Hair accessories (in school colors only) may be worn by female students and may be purchased from any vendor. Non-prescription glasses and novelty contacts are not permitted.

7.9 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.

7.10 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.

7.11 Hair Styles
Students are expected to maintain hair that is clean, neat, and well-groomed. Hair may be worn in any style, provided it does not interfere with the learning environment or create a safety concern. Hair color must not deviate beyond the normal ranges of natural hair color. For male students, hair, including braids, twists, locs, curls, or other styles, should be secured or maintained so that it remains above the shirt collar while on campus. Hairstyles should not obscure the eyes or include designs, colors, or accessories that distract from the educational environment.

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.

7.12 Special Activities Dress Code
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 prior to the event.

7.13 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, hoodies, and/or other shirts must have TRA or TRA logos on them.

7.14 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, no hip huggers, no rips or tears, no spandex or spandex-like pants, no sweatpants or wind pants, etc.). Apparel on dress down days should be appropriately sized. 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. TRA hoodies are allowed on dress down days. Caps are allowed but must be worn properly. **Clothing with inappropriate logos/sayings or political statements should not be worn.**

7.15 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 pants, etc.)

7.16 Extracurricular Activities
Students are not required to wear their school uniforms to extracurricular events such as ball games, 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. Political statements must be avoided as well. 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.

7.17 Uniform Infractions
Students and parents will be notified of uniform and hair style infractions. If a student receives 3 infractions, they will no longer be allowed to participate in spirit wear or dress down days for the remainder of the quarter. If a student continues to receive uniform infractions, they will not be allowed to participate spirit wear or dress down days for the remainder of the year.

Section 8: Student Code of Conduct

8.1 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 Christian standards of behavior at all times, 24 hours a day, and 7 days a week. 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 a student's misconduct. Disciplinary measures will be recorded and kept on file in the office. **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, loss of privileges, detentions, suspensions, expulsions, extended school, service projects, and parental conferences. The level of punishment will increase in severity if the

inappropriate behavior continues.

8.2 Disciplinary Notices
A student breaking a school rule will be notified and appropriate discipline measures will be taken. Continued disciplinary issues will involve parent/guardian notification. Level of punishment will be determined by the teacher and/or administrator. Conduct grades reflect the number of disciplinary infractions of the student.

8.3 Detention
Detentions will be assigned by an administrator and will take place on a designated day and time.

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

8.5 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 pay the school for a substitute teacher to monitor the student. The payment 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. 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.

8.6 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.

8.7 Expulsion

Students whose willful misbehavior endangers the welfare of others or disrupts the school environment may be subject to expulsion. The Head of Schools may suspend the student pending review and will provide the student and the student's parents or guardians with a detailed account of the alleged violation(s). A due process hearing will be conducted when warranted. After reviewing all relevant information, the Head of Schools will determine whether the student is expelled or reinstated. The decision of the Head of Schools is final.

If a due process hearing is scheduled, the Head of Schools will determine whether the student may attend classes while the matter is pending. If class attendance is denied, the student remains responsible for all homework and classwork assignments. A student who is reinstated must submit missed classwork and homework within two days of returning to school. Tests must be made up within the time frame established by the administration.

8.8 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 the 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, OSS, or expulsion 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.

8.9 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.

8.10 Unlawful Conduct
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.

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

8.12 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.

8.13 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.

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

8.15 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.

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

8.17 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 school procedures for addressing such incidents.

8.18 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.

8.19 Gum Chewing
Students are not allowed to chew gum.

8.20 Student Cell Phone/Smart Watch Policy
The TRA Board of Directors 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 a cellular telephone. 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 during the school day has become a distraction in the school environment.

Therefore, all students shall adhere to the following guidelines:

- Cell phones, smartwatches, headphones and/or ear buds are to be stored during the school day from 7:50 a.m. - 2:55 p.m. Phones should be off or silenced to avoid disrupting class.
- This policy also pertains to text messaging, taking photos or videos, 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.
- 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. This 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.
- 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.
- Students will not use cell phones 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. 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.

- Lower school students may not wear a smart watch during the school day. It must be kept in a backpack.
- Students are to use school phones to communicate with their parents if the need arises.
- Headphones and/or earbuds should only be used during the school day with direct permission from their teacher or administrator.
- Intentionally deceiving a teacher or staff member by surrendering or placing a burner phone, or a phone that does not actually belong to them, in a classroom pocket will result in automatic 3rd Offense consequences.

Cell Phone Violation

- 1st Offense: 3 hours of detention and phone confiscated (student may pick up in the office at the end of the day).
- 2nd Offense: 3 hours of detention and phone confiscated (parent must pick up in the office at the end of the day).
- 3rd Offense: 3 hours of detention and phone confiscated (parent must pick up in the office at the end of the day); phone must be turned in every day at the office for the remainder of the quarter.

Any additional Offenses will result in the student's phone being turned in at the start of every day for the remainder of the year.

8.21 Food and Drinks

Students are not allowed to take left-over food/drinks from break/lunch out of the cafeteria during school hours.

8.22 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.

8.23 Behavior at School Events, Assemblies, Field Trips

All Tipton-Rosemark Academy 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.

8.24 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.

8.25 Medications

All medications, including prescriptions, for students PreK-2-12 must be kept and dispensed by the school nurse. All medication needs to be in the original package/container, within the expiration date, labeled with the child's name, the name of the medication, 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 (Motrin) with written approval from the parent.

8.26 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 loss 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.

8.27 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.

8.28 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 driver's 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:

- Violations of the campus driving policy will result in loss of driving privileges.
- If it is determined that a student's reckless and/or irresponsible driving is an issue on campus, the student will be warned and could lose driving privileges.

8.29 Social Media/Technology Acceptable Use Policy

In keeping with the school's Christian mission, the school takes seriously the responsibility to ensure integrity when using technology. Technology on campus shall be used for educational/business purposes only and off campus communications should be appropriate and respectable. TRA reserves the right to review any technology related communications of students.

Section 9: Field Trips, Athletics, & Extracurricular Activities

9.1 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 School 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, preventing the student, faculty/staff member, and/or parent/guardian from participating in future field trips.

9.2 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 trips.
- Rules of the visiting establishment must be observed at all times by all in attendance.
- No alcohol, tobacco/vaping 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 the 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.
- Siblings are not allowed on field trips.
- 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.

9.3 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 program's 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 the Head of Schools.
    4. 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.

9.4 Spectator Policy for Athletic Events

Athletic contests are public events and represent opportunities for TRA players, coaches, parents, and fans to be ambassadors for the school. As a member of the TSSAA, TRA adopts following motto of the TSSAA for all sporting events:

SPECTATORS CAN HELP PROMOTE GOOD SPORTSMANSHIP BY OBSERVING THE RULES OF FAIR PLAY. EACH ONE IS REQUESTED TO TAKE PERSONAL RESPONSIBILITY FOR KEEPING THIS GAME AT A HIGH LEVEL OF SPORTSMANSHIP.

SPECTATORS CAN SUPPORT THEIR HIGH SCHOOL INTERSCHOLASTIC PROGRAM BY REFRAINING FROM DEROGATORY OR INTEMPERATE REMARKS OR CHEERS. SPECTATORS SHOULD SUPPORT THEIR ATHLETES IN A POSITIVE AND SPORTSMANLIKE MANNER.

In addition to those expectations, TRA also asks that their fans and parents adhere to the following guidelines:

- Respect and sportsmanship should be shown to all players, coaches, officials, and other fans at all times
- Abusive, threatening, or derogatory language will not be tolerated, and spectators using such language will be asked to leave
- We encourage other spectators to politely ask those spectators displaying negative behavior to refrain from doing so

- Spectators should not interact with players on the sidelines or bench during a contest
- Spectators should not interact with a coach during a contest
- Parents should encourage their athlete to always be the first line of communication with a coach
- Parents should not approach a coach immediately after a game and should instead wait 24 hours to set up a time to meet
- Parents should remember that TRA is an alcohol and tobacco-free campus

Punishment and Fines for Unsportsmanlike Conduct by Fans

It is the policy of TRA that any fan ejected for unsportsmanlike conduct before, during or after a contest, will be financially responsible for covering all fines levied by the TSSAA against TRA for the incident. In addition, other non-monetary disciplinary action may occur, including but not limited to probation and/or restrictive probation for future events. Also, parents of student-athletes who will not be returning to TRA the following school year due to graduation or other circumstances will still be responsible for payment of these fines. Lack of payment will result in the student's academic records being withheld.

9.5 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. The students are expected to conduct themselves according to the same rules and regulations that are in effect during school.

9.6 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.

9.7 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.

9.8 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.

9.9 Special Interest Clubs

Clubs of interest open for membership are the Science Club, Bible Club, and Spanish Club, Math Club, and Art Club. Other clubs may be developed as interest dictates.

9.10 Student Ambassadors

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

Section 10: Alcohol and Drugs Policy

10.1 Alcohol and Drugs Policy

Alcohol and drugs will not be present or consumed by any students who attend TRA. 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.

10.2 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 and school security 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. Tipton-Rosemark Academy students are subject to random searches of their personal property while on campus or at any school sponsored activity at any time at the discretion of the administration. 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.

10.3 General Information

- The TRA testing program will include the following nine panel screen: amphetamine, barbiturates, benzodiazepines, cocaine, carboxy-thc (marijuana), methadone, opiates, propoxyphene, pcp. In addition, the students will be tested for nicotine use. 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.

10.4 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.

10.5 Handling of Results

- All results will be delivered to the Head of School and/or high school principal.
- The Head of School and/or high school principal will secure all positive test results. Only the Head of School 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.

10.6 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) may 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.

Section 11: Technology Responsible Use Policy

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.

11.1 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.

11.2 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.

11.3 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.

11.4 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.

11.5 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.

11.6 Games

On-line or stand-alone games are not permitted during school hours. School hours are defined as **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.**

11.7 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 into 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.

11.8 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.

11.9 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.

11.10 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.

11.11 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.

11.12 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.

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

APPENDIX A
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 with M1 processor 8GB RAM and 128 GB Storage
One (1) AC Adapter and charging cable
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 **including a protective case at all times**, 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.) **If a device is without a protective case, the student will be issued a new protective case and will be charged for the case through FACTS.**

Right of Inspection
All devices are property of TRA who reserves the right to inspect equipment at all times for any reason including, but not limited to, 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 or Ipad against theft, fire, and accidental damage. All laptops/ipads in the optional insurance pool will be covered under this policy. If a claim is filed for a student, the parents will be responsible for **half of the cost of the repair if enrolled in the school's insurance coverage policy**.

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.

APPENDIX B

Tipton-Rosemark Academy 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.

_____

Student Signature Date

_____

Parent/Guardian Signature Date



Tipton-Rosemark Academy

Student Handbook

2026-27