



**Student Handbook
2015 - 2016**

TABLE OF CONTENTS

ADMINISTRATION.....	6
MISSION STATEMENT.....	6
ACCREDITATION.....	6
HISTORY.....	6
TALLULAH ACADEMY ALMA MATER.....	6
ADMISSIONS POLICY.....	6
NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS.....	6
PROCESS OF ADMISSIONS.....	7
ENTRANCE REQUIREMENTS.....	7
KINDERGARTEN.....	7
Pre K-Three Year Old Program.....	7
Pre K-Four Year Old Program.....	7
Kindergarten -Five Year Old Program.....	7
ELEMENTARY, JUNIOR HIGH, AND HIGH SCHOOL.....	7
TUITION AND FEES.....	8
ATTENDANCE:.....	9
LOUISIANA LAW ON SCHOOL ATTENDANCE.....	9
STUDENT ATTENDANCE.....	9
ABSENCES.....	9
TYPES OF ABSENCES.....	9
STEPS TO FOLLOW WHEN ABSENT.....	9
TARDIES.....	10
SCHOOL SCHEDULES.....	10
HIGH SCHOOL DAILY SCHEDULE.....	10
PEP MEETING SCHEDULE.....	11
CURRICULA.....	11
GRADES 7 AND 8.....	11
GRADES 9-12.....	11
SCHEDULE CHANGES - DROP/ADD POLICY.....	11
SPECIAL ENGLISH POLICY.....	11
CLASSIFICATION OF STUDENTS.....	12
GRADING SYSTEM.....	12
GRADING POLICY.....	12
GRADING SCALE.....	12
High School:.....	12
Semester Grades are determined as follows:.....	12
Final Grades are determined as follows:.....	12
PASSING AND FAILING.....	13
REPORTS.....	13
PROGRESS REPORTS.....	13
REPORT CARDS.....	13
TRANSCRIPTS OF SCHOOL RECORDS.....	13
HONORS.....	13
ACADEMIC HONOR.....	13
NATIONAL BETA CLUB.....	13
NATIONAL HONOR SOCIETY.....	14
TESTING.....	14
TESTING POLICY.....	14

EXTRA-CURRICULAR ACTIVITIES	14
ELIGIBILITY	14
ATHLETES, CHEERLEADERS, AND DANCE TEAM	14
EXTRA-CURRICULAR ACADEMIC STANDARDS	14
FUNDRAISERS	15
STUDENT COUNCIL	15
FELLOWSHIP OF CHRISTIAN STUDENTS (FCS)	15
4-H CLUB	15
CLASS OFFICERS	15
SCHOOL PUBLICATIONS	15
HARASSMENT, DRUG, AND ALCOHOL POLICY	16
HARASSMENT POLICY	16
SEXUAL HARASSMENT	16
DEFINITIONS	16
PROHIBITION	16
PROCEDURES	16
BULLYING AND OTHER FORMS OF HARASSMENT	16
DRUG TESTING PROCEDURE	17
SAFETY POLICIES AND PROCEDURES	18
CLOSED CAMPUS POLICY	18
STUDENTS	18
CAMPUS ENTRY AND EXIT	18
USE OF VEHICLES	18
LEAVING SCHOOL DURING THE DAY	18
VISITORS TO THE CAMPUS	19
PARENTS	19
ENTERING THE SCHOOL AFTER SCHOOL HOURS	19
USE OF SCHOOL FACILITIES	19
EMERGENCY DISMISSAL	19
EMERGENCY MANDATED EVACUATION:	20
FIRE AND TORNADO ALERTS	20
FIRE:	20
TORNADO:	20
FIRST AID	21
PLAYGROUND AND SCHOOL PROPERTY	21
PLAYGROUND:	21
SCHOOL PROPERTY:	21
WEAPONS AND OTHER CONTRABAND	21
GENERAL INFORMATION AND POLICIES	21
CARE OF SCHOOL PROPERTY	21
BUILDING AND GROUNDS	21
TEXTBOOKS	21
GYMNASIUM REGULATIONS	22
CELL PHONE/TELEPHONE USAGE POLICY	22
INTERNET POLICY	22
CAFETERIA	24
CAFETERIA RULES:	24
LIBRARY	24
POLICY FOR HIGH SCHOOL DANCES AND	25
SOCIAL ACTIVITIES	25
LOCKERS	25

LOST AND FOUND	25
DISCIPLINE.....	25
STUDENT AND PARENT CONDUCT AT SCHOOL SPONSORED EVENTS.....	25
MAIS SPORTSMANSHIP CREED.....	26
MAIS CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR BY FANS AT SPORTS EVENTS	26
COMPLAINTS AND APPEALS PROCESS.....	26
APPEAL PROCESS PROCEDURES	26
ASSERTIVE DISCIPLINE POLICY.....	26
CHEATING.....	26
DISCIPLINE POLICIES AND PROCEDURES	27
USE OF TOBACCO AND ALCOHOL.....	27
TOBACCO:	27
ALCOHOL:	27
Appendix A: Pupil Progression Plan	28
KINDERGARTEN	28
GRADES 1-6.....	28
1 st grade through 2 nd grade:.....	28
3rd grade through 6th grade:.....	28
GRADES 7-12	29
7th Grade.....	29
8th Grade.....	29
9th Grade.....	29
10th Grade.....	29
11th Grade.....	29
12th Grade.....	30
APPENDIX B.....	31
UNIFORM DRESS CODE.....	31
High School/Elementary Dress Code	31
Boys & Girls	31
APPENDIX C.....	32
CHEERLEADERS	32
VARSITY:.....	32
ELIGIBILITY	32
ELECTIONS.....	32
CAPTAIN AND CO-CAPTAIN CHEERLEADER	32
REQUIREMENTS.....	32
PERFORMANCES.....	33
JUNIOR VARSITY	33
ELIGIBILITY	33
ELECTIONS.....	33
CAPTAIN AND CO-CAPTAIN CHEERLEADER	33
REQUIREMENTS.....	34
PERFORMANCES.....	34
APPENDIX D.....	35
DANCE TEAM	35
VARSITY	35
ELIGIBILITY	35
ELECTIONS.....	35
CAPTAIN AND CO-CAPTAIN	35
REQUIREMENTS.....	35

PERFORMANCES.....	35
JUNIOR VARSITY	35
ELIGIBILITY	35
ELECTIONS.....	35
CAPTAIN AND CO-CAPTAIN	35
APPENDIX E	36
HOMECOMING.....	36
COURT ELIGIBILITY	36
MAIDS:	36
QUEEN:.....	36
HOMECOMING RESPONSIBILITIES	36
VARSITY CHEERLEADERS	36
VARSITY DANCE TEAM	36
STUDENT COUNCIL.....	36
APPENDIX F	37
YEARBOOK VOTING GUIDELINES	37
EDUCATIONAL CONTRACT	38
CODES OF CONDUCT	38
INDEX	40

ADMINISTRATION

Mr. Wade Heigle.....Headmaster
Mrs. Diane T. Hanlon..... Elementary Assistant

MISSION STATEMENT

Tallulah Academy/Delta Christian School was established to offer students a safe, nurturing, challenging environment in which to realize their highest academic potential, discover and develop their unique talents and abilities, and fully appreciate and demonstrate the sound values and high moral standards that will enable them to make real and lasting contributions as productive citizens.

ACCREDITATION

Tallulah Academy/Delta Christian School is Brumfield-Dodd approved and fully accredited by the Southern Association of Colleges and Schools (SACS), the Mississippi Association of Independent Schools, and the Louisiana State Department of Education.

HISTORY

In September of 1967, the dreams of excellence in education became a reality through the efforts of hard-working parents as Delta Christian School opened its doors to grades one through seven. Three years later, with the addition of another building, Tallulah Academy/Delta Christian School was transformed into a fully accredited educational institution comprised of grades one through twelve. As over 400 students entered its halls, the building truly became a school filled with a great pride and spirit that is as indomitable in the 21st century as it was in 1970.

Today, with a comprehensive, standards-based educational program that serves Pre-K three year olds to seniors sent forth with a strong college preparatory base, Tallulah Academy/Delta Christian meets the expanding challenges of this age of technology while remaining true to the fundamental principles of honor and service upon which the school was founded.

TALLULAH ACADEMY ALMA MATER

Our school life is swiftly passing; soon its sands are run
While we live, we'll ever cherish friendships here begun.
Alma Mater, Alma Mater, deep graven on each heart,
Shall be found unwavering true, when we from life shall part.

As we go along life's byways, thoughts will turn to thee,
Hearts and minds will ever cherish memories fond and free.
Alma Mater, Alma Mater, deep graven on each heart,
Shall be found unwavering true, when we from life shall part.

ADMISSIONS POLICY

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

Tallulah Academy/Delta Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarships and loan programs, and athletic and other school administered programs.

PROCESS OF ADMISSIONS

- Applicants will be reviewed and evaluated by a team consisting of the headmaster, guidance counselor, and faculty representatives.
- Upon submission of an application, the prospective student will be required to meet the following criteria:
 - Student and parent/guardian must be present for an interview.
 - Submit required entrance fees and required documents (i.e. birth certificate, immunization record, copy of Social Security card). If a child is not accepted, the deposit will be returned.

ENTRANCE REQUIREMENTS

KINDERGARTEN

PRE K-THREE YEAR OLD PROGRAM

- Must be 3 years of age by September 30th
- Must be potty trained
- Full day program is from 7:55 a.m. to 2:55 p.m.
- Half day program is from 7:55 a.m. to 11:30 a.m.

PRE K-FOUR YEAR OLD PROGRAM

- Must be 4 years of age by September 30th
- Full day program is from 7:55 a.m. to 2:55 p.m.
- Half day program is from 7:55 a.m. to 11:30 a.m.
- Instruction will begin at 8:00 a.m. Please be prompt. Tardiness is a disruption for teachers and students who have already begun the day's lessons.

KINDERGARTEN -FIVE YEAR OLD PROGRAM

- Must be 5 years of age by September 30th
- Program is an all day program from 7:55 a.m. to 2:55 p.m.
- Instruction will begin at 8:00. Please be prompt. Tardiness is a disruption for teachers and students who have already begun the day's lessons.

ELEMENTARY, JUNIOR HIGH, AND HIGH SCHOOL

- Junior high, high school, and elementary students must submit a valid transcript from the previous school and must have satisfactorily completed all courses required for grade placement before being considered for admission.
- A student who is two or more years older than the average student of his/her grade level will not be admitted. (Grade level will be determined in junior high by the courses passed and in high school by the Carnegie credits earned.)
- Transfer students will be required to disclose any previous disciplinary action that resulted in suspensions, expulsion, involvement with illegal drugs, arrests, or probation. Transfer students will also be required to provide copies of any educational, psychological or psychiatric evaluations. Failing to properly report such information could result in the student's rejection for admission or expulsion. Students who indicate a previous involvement with illegal drugs must voluntarily submit to drug testing. The Admissions Board will retain the right to reject any applicant whose previous disciplinary record indicates a potential hazard to the school.
- In the event of extenuating circumstances (death in family, family illness, etc.) which may impact admission criteria, the headmaster will have the authority to determine admission.
- Transfer students who are ineligible for promotion or for class credit at their former school will not be eligible for promotion or credit at Tallulah Academy/Delta Christian.

TUITION AND FEES

One child	\$ 3,780.00
Two children	\$ 7,160.00
Three or more children	\$10,160.00

A non-refundable \$100.00 per student registration fee is required of all students by June 1st of each year and after June 1st; the fee will be \$150.00. In addition all families with students are expected to contribute their "fair share," (non-financial as well as financial assistance) to programs/events according to their abilities.

The Advisory Board has established the following policies in regard to payment of tuition:

- Each family will be assessed a yearly \$200 technology fee. This fee should be paid in two payments of \$100 due on September 1st and February 1st of each year. There will be a late fee of \$30 charged for payments not made on time.
- Any check returned by the bank will result in a \$40.00 additional charge to cover administrative costs. Only two NSF checks will be allowed. After the second NSF check, *only* cash, a cashier's check, or money order, will be taken for any payments made to the school.
- If pre-approved payment date falls on a holiday or the weekend, payment will be accepted on the next business day without being assessed a late fee.
- Students whose tuition payments are in arrears and delinquent to the extent of more than two monthly payments will not be allowed to participate in any extra-curricular activity or sporting event, and any student past due three monthly payments will be dismissed from school unless other arrangements are approved by the Finance Committee.
- A student whose payments are in arrears and delinquent to the extent of more than two monthly payments will be required to give the school authorization to debit their bank account electronically each month for payment unless other arrangements are approved by the Finance Committee.
- A student dismissed from school for non-payment of tuition will be required to pay the balance of tuition for that school year plus a re-entry fee of \$75.00, prior to re-admission to school.
- All progress reports, final grades, report cards, and transcripts will be held while tuition and fees are in arrears. WEBPAMS access to progress reports will also be denied.
- All accounts must be current before students will be permitted to take semester examinations.
- All senior and kindergarten student accounts must be current one week prior to graduation to receive diploma.
- If any student's tuition or cafeteria account is not paid in full by May 31st, students will not be allowed to re-enroll for the upcoming school year nor will that student be allowed to participate in any school activities through out the Summer.
- No exceptions will be made to this policy unless approved by the Advisory Board.

BUILDING FUND:

There is a building fee of \$750 per family. This amount can be made over a period of three Years. (\$250 per year is required to be paid by September 1st of each year).

ATTENDANCE:

LOUISIANA LAW ON SCHOOL ATTENDANCE

- IF A STUDENT IN GRADES 9-12 IS ABSENT FROM A COURSE MORE THAN FIVE (5) TIMES IN A SEMESTER FOR ANY REASON (EXCUSED OR UNEXCUSED – EXCEPT FOR EXTENDED ILLNESS VERIFIED AND DOCUMENTED BY A PHYSICIAN), WILL NOT RECEIVE CREDIT FOR THE COURSE.
- IF A STUDENT IN GRADES K-8 IS ABSENT FROM SCHOOL FOR MORE THAN TEN (10) DAYS DURING THE SCHOOL YEAR FOR ANY REASON (EXCEPT EXTENDED ILLNESS VERIFIED AND DOCUMENTED BY A PHYSICIAN) CANNOT BE PROMOTED TO THE NEXT GRADE.

STUDENT ATTENDANCE

- Students who are participating in TA functions are considered in attendance for the entire day.
- Students must contact their teachers before they leave campus to get their assignments.
- The school does not recommend that parents allow students to leave school early for personal matters or family-related business (errands, job interviews, haircuts, clothes, etc.) as these types of things should be taken care of after school or on weekends.
- Students must be signed in and out in the front office if they arrive after 8:00 a.m. or leave before 3:00 p.m.
- Excessive absences (more than 10 per year) may result in loss of makeup privileges, participation in extra-curricular activities, or contacting law enforcement.

ABSENCES

TYPES OF ABSENCES

- **EXCUSED** -- This includes parent, doctor, and headmaster excuses. Make-up work will be permitted. However, for non-emergency absences, it will **NOT** be the responsibility of the teacher to tutor students in concepts missed during such absences.
- **UNEXCUSED** -- This includes anything that is not covered by a parent note, doctor's excuse, headmaster's excuse, or a TA function. Make-up work will not be allowed, nor will teachers be responsible for tutoring unexcused students in concepts missed.

***A student absent any portion of a day cannot attend any school activity, day or night, without a doctor's excuse or the headmaster's permission.

STEPS TO FOLLOW WHEN ABSENT

- Parent or guardian must write an excuse giving name, date, days of absence, reason for absence, and his/her signature.
- Student must present his/her excuse to the school secretary on the day of his/her return. Excuses not presented within three school days will result in the assignment of an unexcused absence.
- Student must accept responsibility for getting make-up work from teachers.
- A student returning to school during the day or attending any portion of the day is required to locate the teacher(s) of any class missed to get assignments and/or take any tests missed. A student failing to follow this policy will be penalized a minimum of 20 points on the tests/work missed.

TARDIES

The consequences for repeated tardiness to school and classroom within a 9 week quarter are as follows:

Elementary

- 1st offense: The student will receive a warning. A tardy slip will be kept on file in the classroom.
- 2nd offense: The Headmaster will be notified and in turn, contact the parent by phone or letter.
- 3rd offense: The parent will be required to meet with the Headmaster and discuss expectations for future compliance with this rule.
- 4th & 5th offense: Consequences will be left up to the discretion of the Headmaster depending on the situation.
- 6th offense: Student is referred to FINS (Families in Need of Services) a department of the juvenile justice system.

High School

- 1st offense: Warning
- 2nd offense: Parent receives letter.
- 3rd offense: Parent receives letter and student is assigned to two days morning detention.
- 4th offense: Parents receive letter and student is assigned to three days morning detention.
- 5th offense: Parent receives a letter and student is suspended for one day.
- 6th offense: Student is referred to FINS (Families in Need of Services) a department of the juvenile justice system.

Morning Detention

Students assigned to morning detention **MUST** be in the building at the time designated by the headmaster. Students will remain in detention until 7:55. Students **MUST** bring work to do during detention. Talking and playing will not be permitted. Students who fail to report for detention will be subject to more severe punishment.

SCHOOL SCHEDULES

HIGH SCHOOL DAILY SCHEDULE

7:30		Teachers Report
7:30	–	7:50 Breakfast Served (grades 7-12)
7:55		Bell for 1 st Period
8:00		Tardy Bell
8:00	–	8:51 1st Period
8:51	–	8:54 Class Change
8:54	–	9:45 2nd Period
9:45	–	9:55 Break
9:55	–	9:58 Class Change
9:58	–	10:49 3rd Period
10:49	–	10:52 Class Change
10:52	–	11:43 4th Period
11:43	–	11:46 Class Change
11:46	--	12:37 5 th Period
12:37	--	1:12 LUNCH
1:12	–	1:15 Class Change
1:15	–	2:06 6th Period
2:06	–	2:09 Class Change
2:09	–	3:00 7th Period

LUNCH SCHEDULE

Grades 1 – 6	10:55 – 11:45
Grades 7 – 12	12:37 -- 1:12

PEP MEETING SCHEDULE

8:00	–	8:51	1st Period
8:51	–	9:42	2nd Period
9:42	–	9:52	Recess
9:52	–	10:43	3rd Period
10:43	–	11:34	4th Period
11:34	–	12:25	5th Period
12:25	–	12:50	Lunch
12:50	–	1:41	6th Period
1:41	–	2:32	7th Period
2:32	–	3:00	Pep Meeting

CURRICULA

GRADES 7 AND 8

Grade 7	Grade 8
English	English
Mathematics	Mathematics
H & PE	H & PE
U.S. History	Louisiana History
Computer	Computer
Life Science	Reading
Reading	Earth Science

GRADES 9-12

Students must pass certain criteria to progress to the next grade. Requirements for promotion for each grade are found in the Pupil Progression Plan (Appendix A).

**It is of critical importance that students take required courses in the proper sequence. See Pupil Progression Plan (Appendix A) for more information.

<u>English</u>	<u>Mathematics</u>	<u>Science</u>	<u>Electives</u>
English I	Algebra I	Physical Science	Speech
English II	Algebra II	Biology	College Prep
English III	Geometry	Biology II	Drivers Ed*
English IV	Financial Math	Chemistry	Fine Arts
	Advanced Math	Environmental Science	
		Ag Science	

<u>Social Studies</u>	<u>Foreign Language</u>	<u>Computer</u>	<u>H & PE</u>
Civics	Foreign Language I	Computer Literacy	H and PE I
World Geography	Foreign Language II		H and PE II
American History			H and PE III
Economics			H and PE IV
World History			
Psychology			
Sociology			

SCHEDULE CHANGES - DROP/ADD POLICY

Schedule changes may be made only with the permission of the headmaster and guidance counselor.

SPECIAL ENGLISH POLICY

English I credit is required before enrollment in English II.
English II credit is required before enrollment in English III.
English III credit is required before enrollment in English IV.
Each English class must be passed before enrollment in a higher English class.

CLASSIFICATION OF STUDENTS

Students at the high school level will be placed in the appropriate grade if she/he has earned credits as follows:

9th Grade	0.0	–	4.5	credits
10th Grade	5.0	–	10.0	credits
11th Grade	10.5	–	15.5	credits
12th Grade	16.0	–	or more	credits

The classification of a student as a senior does not necessarily qualify a student as a candidate for graduation.

GRADING SYSTEM

GRADING POLICY

Tallahassee Academy will have uniform grading periods of nine weeks, both the elementary and high school will report grades every nine weeks.

GRADING SCALE

100.00	–	93.50	A
93.49	–	86.50	B
86.49	–	76.50	C
76.49	–	68.50	D
68.49	–	0.00	F

GRADING SCALE FOR HIGH SCHOOL DUAL ENROLLMENT CLASSES:

All dual-enrollment and AP courses will be graded on a 5 point scale:

- A=5
- B=4
- C=3
- D=2
- F=0

HIGH SCHOOL:

SEMESTER GRADES ARE DETERMINED AS FOLLOWS:

- First nine weeks grade multiplied by 40%
- Second nine weeks grade multiplied by 40%
- Semester test multiplied by 20%
- Semester grade is the sum of each of the above weighted results.

FINAL GRADES ARE DETERMINED AS FOLLOWS:

- Semester One grade multiplied by 50%
- Semester Two grade multiplied by 50%
- Final Grade is the sum of each of the above weighted results.

PASSING AND FAILING

- The numerical grade of 68.5 or better is considered passing at Tallulah Academy/Delta Christian. Students must have a 69 yearly average to receive credit for courses taken.
- A student must pass the last semester in order to pass for the year. Students must pass a minimum of five subjects.
- 7th and 8th grade students will **not** be promoted if they fail more than one core subject (English, math, reading, science, history) unless the class(es) is repeated in an approved summer school program with a passing grade. The same core class may not be failed for 2 consecutive years.
- 9-12 grade students must meet all requirements as required by the Louisiana State Department of Education

REPORTS

PROGRESS REPORTS

- Students' grades are available to parents on Webpams at any time. However, any parents without access to a computer may contact the school at any time for a progress report.
- Parents who wish to meet with a teacher(s) may call the school for an appointment.
- Parents and students are encouraged to check Webpams often for current grades, assignments, and notices from the teacher(s).

REPORT CARDS

- At the end of each nine week period in Grades 1-12, a report listing averages in all classes will be given to each child.
- Absentees and tardies will be reflected by class on the report.
- Parents should keep report cards on file for information and study. If a report card is not received, a parent may request a copy by contacting the high school office. However, if accounts are not current, report cards will not be issued. Delinquent accounts include tuition, library fines, book fines, or any amount owed to the school.

TRANSCRIPTS OF SCHOOL RECORDS

The school will furnish, without charge, transcripts of a student's record to the student or to the college the student wishes to have the transcript sent.

HONORS

ACADEMIC HONOR

Academic excellence at Tallulah Academy/Delta Christian School is recognized in a variety of ways. The BETA Club and National Honor Society induct those students who qualify for membership. At the end of the grading periods, those students who have attained the criteria listed below will be listed on the honor roll:

HIGHEST HONORS	All A'S
HIGH HONORS	A's and B's (must have at least one A)
HONORS	A's, B's, and no more than one C

Students who excel in class work may be invited to participate in academic competitions (district/state rallies or bees) and to attend the Academic Awards Banquet in the spring.

NATIONAL BETA CLUB

A group of students represented by grades 9-12. A student must have attended Tallulah Academy for at least one semester before being eligible for membership. Members in good standing who transfer from another club may be affiliated with the Tallulah Chapter as long as they meet the academic standards for membership. The scholastic requirement for membership is a 3.0 cumulative GPA. Eligibility for membership is determined at the end of each semester. Students must maintain a 3.0 cumulative grade point average to retain membership.

NATIONAL HONOR SOCIETY

Recognizes academic excellence and leadership and includes students in grades 11 and 12. Criteria for membership include outstanding scholarship, character leadership, and service. To be eligible for selection, a student must have been in attendance at Tallulah Academy a minimum of one semester prior to selection. Candidates must have and maintain a cumulative scholastic average of at least 3.50 in approved academic courses, excluding P.E., Publications, and College Prep, and must be involved in at least one other activity. Candidates are then evaluated on the basis of service, leadership, and character. The selection of members is by majority vote of the faculty council.

Membership may be jeopardized by problems with grades or discipline .

TESTING

TESTING POLICY

- If a student was absent and unaware of the test, he/she will be allowed at least one day after returning to take a make-up test. If a student was present WHEN THE TEST WAS ANNOUNCED, he/she must take the test(s) the first day back to school. This rule may be amended when a student has been absent more than three days due to illness.
- Students are not allowed to make up tests or work missed for unexcused absences.
- Any student missing a nine-weeks or semester exam for a reason other than illness (must be accompanied by a doctor's excuse) will not be allowed to take the test. A nine-weeks or semester exam cannot be administered to an individual early.
- Students who miss class because of participation in extra-curricular activities must turn in all work and/or take all test missed the day of their return or at the teacher's discretion.

EXTRA-CURRICULAR ACTIVITIES

ELIGIBILITY

ATHLETES, CHEERLEADERS, AND DANCE TEAM

EXTRA-CURRICULAR ACADEMIC STANDARDS

A student in grades 7-12 involved in one or more extra-curricular activities must meet the following academic standards in order to compete.

- To be eligible for the first semester of a school year: A student must have accumulated four (4) major units (credits) the previous academic year. (Previous academic year is interpreted to be a complete year or any part of a school year in which a student is enrolled at either a member school or a non-member school).
- Students Eligible At Beginning of School Year - Any student athlete eligible at the beginning of the new school year, shall be eligible for the entire school year.
- To be eligible for the second semester of a school year: A student-athlete who is ineligible the first semester could become eligible the second semester if he or she passed four (4) major subjects during the first semester of that same academic year.
- No student will be permitted to participate in interscholastic contests for more than four years after entering the ninth grade or if they reach the age of nineteen prior to August first of the school year.
- Athletes, cheerleaders, and dance team members must attend school at least ½ day (3 classes) on the day of the game to be eligible to participate. Exceptions may be made in the case of funerals or doctor's appointments.
- All athletes, cheerleaders, and dance team members must enroll for at least four academic classes (excluding physical education)

FUNDRAISERS

No fundraiser will be held without approval from the headmaster. Fundraiser forms are available in the office. These forms must be completed by the sponsor and approved by the headmaster before the fundraising event. This policy applies to all Tallulah Academy clubs, groups, and organizations.

STUDENT COUNCIL

- **Members are elected by their peers.**
 - Work with faculty, administration, and other students to improve TA/DC.
 - Meets regularly to provide student input on school affairs.
 - Raises funds for special programs.
 - **Failure to carry out assigned duties results in dismissal.**
 - The sponsor reserves the right to approve any student running for representative or officer the following year.

- **Election Process**
 - Officers are elected first.
 - At the beginning of new school year, any student (grades 7-12) may sign up to be a representative. Four representatives per grade are chosen by secret ballot of that class.
 - Officers are elected in the spring for the coming school year.
 - Student Council members can be nominated for office during a special meeting.
 - Students not currently members can petition to run for an office.
 - Only previous Student Council members can petition to run for President.
 - Failure to attend the nominating meeting or failure to make known the desire to run for office is considered declining the nomination and is ineligible to petition in for office.
 - Voting machines will be used for election, if possible.
 - Head cheerleader is ineligible for President of the Student Council.

FELLOWSHIP OF CHRISTIAN STUDENTS (FCS)

FCS is a group of students that presents to students, athletes and coaches the Gospel of Jesus Christ. FCS is interdenominational. Its focus has always been on the person of Jesus Christ and not on traditions or denominational labels. FCS is open to all students in grades 7-12.

4-H CLUB

The 4-H CLUB is the largest youth organization in the world and the only one created by an Act of Congress. Students from ages nine to nineteen are eligible to join this diverse, cooperative educational program. Through non-formal research based, experiential activities, 4-H members gain knowledge and life skills enabling them to become positive, productive, capable and compassionate members of their communities. 4-H membership is divided into Cloverbuds (grade 3), Junior Clubs (grades 4-6), Middle School Clubs (grades 7 & 8), and High School Clubs (grades 9-12). Competitive programs are available for youth who enjoy competition. 4-H is conducted by the Louisiana Cooperative Extension Service of the LSU Agricultural Center in partnership with school administrators, staff, and volunteers.

CLASS OFFICERS

Class officers for grades 7-12 will be elected during the first week of the school term. Each class is responsible for electing their officers.

SCHOOL PUBLICATIONS

Tallulah Academy/Delta Christian sponsors the publication of *The Provocair*. Staff members of the annual are those students taking the publications course. The purpose of this publication is to promote school spirit by publishing accomplishments, to produce the most accurate account of the current school year, and provide a record of school activities.

HARASSMENT, DRUG, AND ALCOHOL POLICY

HARASSMENT POLICY

It is the intention of Tallulah Academy/Delta Christian to provide an educational environment free from harassment and discrimination of any kind. As such, and in accordance with Title VII of the Civil Rights Act of 1964, no student or employee of Tallulah Academy/Delta Christian shall be subject to sexual or other forms of harassment. All threats and/or harassment by any member of Tallulah Academy/Delta Christian community will be treated seriously and will not be tolerated.

SEXUAL HARASSMENT

The following policy concerning sexual harassment and other forms of harassment has been adopted by the Advisory Board of the school.

DEFINITIONS

- Sexual Harassment--any unwelcome sexual advances, requests for sexual favors, and any other verbal or physical contact of a sexual nature.
- Quid Pro Quo-- sexual harassment by a teacher, supervisor, or someone with power over another who uses such power or harassment to gain an advantage over someone else (e.g., teacher over student, student over teacher, headmaster or board member over school employee).
- Peer to Peer--sexual harassment of an equal person toward equal person (e.g., teacher to teacher, student to student).
- Hostile Environment--sexual harassment by persistent and calculated behavior which makes the school an unpleasant place to work or learn.

PROHIBITION

Sexual harassment by employees, teachers, administrators, board members or students whether quid pro quo, peer to peer, or through the creation of a hostile environment is strictly prohibited at school, school functions, school sponsored activities, and at or to and from any school related off campus activity. Further, sexual harassment by students directed toward teachers, school employees, board members, or other students is expressly prohibited.

PROCEDURES

Complaints of violation of this policy may be made to the headmaster, guidance counselor or other person designated by the headmaster, without fear of reprisal. All complaints will be investigated promptly and thoroughly. Should complaints prove to be legitimate, the offending party shall be subject to disciplinary action, including, but not limited to, involuntary termination of employment or suspension from school. This policy in no way precludes any student or employee from pursuing any relief provided under state or federal law. If allegations are factually insufficient and no evidence suggests same, there will be no retaliation against the accuser. All complaints will be kept strictly confidential.

BULLYING AND OTHER FORMS OF HARASSMENT

Tallulah Academy recognizes that bullying is an inappropriate behavior that has destructive and negative effects on individual students and on the overall climate of a school. TA believes that all students are entitled to a safe and secure learning environment; bullying works against the achievement of that goal. Bullying is a behavior that should never be tolerated. It is important that administrators, teachers, students, and parents take a stand against all bullying behaviors.

Tallulah Academy staff is committed to a policy that identifies and punishes those students who become involved in bullying behaviors according to the below listed procedures/regulations. TA expects that all students will refrain from becoming involved in any bullying behavior. Failure to comply with these expectations will result in disciplinary action according to the established procedures/regulations. In addition, it is expected that all bystanders(third party witnesses) will refrain from supporting bullying behaviors in either an active or passive manner. In fact, it is further expected that bystanders will report the bullying incident(s) to the most appropriate authority.

Bullying behaviors normally fall into these categories, physical, emotional, and verbal, and may include, but are not limited to, intimidation, assault, extortion, oral or written threats, teasing, putdowns, name-calling threatening looks, gestures, or actions, rumors, false accusations hazing, social isolation, and cyber bullying. (Cyber bullying is an aggressive, intentional act carried out by a group or individual, using electronic forms of contact, repeatedly over time against a victim who cannot easily defend him or herself.)

School personnel shall receive in-service training on anti-bullying policy to ensure a consistent approach is adopted on a school-wide basis. The School Board requires all staff members who observe, suspect or become aware of an act of bullying to immediately notify the principal. The School Board encourages students and parents who become aware of an act of bullying to immediately report the incident(s) to the principal for further investigation. Any student who retaliates against another for reporting bullying will also be subject to consequences.

All students shall be informed of their right to protection against bullying behaviors and the right to file a complaint if they believe they have been the victim of bullying behavior. The school principal is responsible for investigating each complaint, determining if the complaint is legitimate in accordance with the above definition, and taking appropriate corrective action.

If a student is found guilty of bullying behavior the consequences shall depend on both the results of the investigation and the severity of the incident. Consequences may include but are not limited to mediation, a parent conference, counseling, suspension, expulsion or referral to local law enforcement agency.

DRUG TESTING PROCEDURE

The parents of each student in grades 7 - 12, by signing their educational contract with Tallulah Academy/Delta Christian, are consenting to their child's participation in the drug/alcohol testing program. All students will sign a form and give their date of birth during registration.

All students, board members, teachers, staff, and administrators are subject to random testing at any time.

Reasonable suspicion will require a student to be included in the drug/alcohol testing on any given test date.

Refusal to participate will be interpreted as a positive result and will require the student to follow the steps as outlined in the drug/alcohol policy.

The method of testing is a form of urinalysis and breath analyzer. There will be total confidentiality on all testing.

Drug and alcohol screening results will be reported to the headmaster guidance counselor only.

FIRST INCIDENT OF POSITIVE TEST RESULT

All specimens showing a positive result will automatically be re-tested by the testing laboratory immediately to assure that no error has occurred. If the positive test is verified and confirmed, the following steps will be taken:

The parents and the student(s) who tested positive will be contacted in a confidential manner by the headmaster. The student and his/her family must meet with a counselor approved by Tallulah Academy. The drug counselor will determine the length and manner of the program best suited for the student. The student must also participate in any after care recommendations or follow up. If a parent refuses a complete counseling program for the child, the student will be dismissed from school.

After the first positive test the student will automatically be re-tested during all drug tests as long as the student attends Tallulah Academy. Participation as a student in the school's curricular and extra-curricular programs will not be affected by the first incident of a positive test.

SECOND INCIDENT OF A POSITIVE TEST RESULT

Should the student test positive (after confirmation) a second time, that student is subject to immediate expulsion by action of the Headmaster/Board of Directors, with notice to the parents/guardians.

Any student, having been expelled under the guidelines of this policy may petition the Board of Directors for reinstatement upon presentation of written proof of negative test results.

SAFETY POLICIES AND PROCEDURES

CLOSED CAMPUS POLICY

Many times in this book we use the term "at school". In this handbook, the term "at school" means school buildings, property, sidewalks, streets, and areas adjacent to Tallulah Academy/Delta Christian School.

STUDENTS

To assure the safety of all students, Tallulah Academy will enforce a closed campus policy whereby all students upon entering the campus, including the parking lot, will come under the responsibility of the school and will not be allowed to leave campus unless accompanied by the student's parent who has followed the proper check out procedure or unless given written permission by the headmaster.

Students must abide by the following rules:

CAMPUS ENTRY AND EXIT

Elementary students are to be discharged and picked up at designated areas. Students in grades K-6 are to be dropped off at the second covered walkway. The school is not responsible for students dropped off at any undesignated area. Elementary students are to go immediately to their respective rooms upon entering the campus.

Students in PK-K are to be picked up at the first covered walkway. Students in grades 1-6 must be picked up at the second covered walkway.

Students in grades 7-12 will enter the school through the door to the cafeteria and remain in the cafeteria until the bell rings for first period.

USE OF VEHICLES

A student must have a valid driver's license to operate a vehicle on campus and a copy of their license must be on file in the office. High school students who bring personal vehicles to school are to park in a designated area that will be assigned at the beginning of school. Upon arriving at school, students are to remove all materials or clothing they will need during the day. Students are not permitted to go to their cars for any reason during the school day.

LEAVING SCHOOL DURING THE DAY

Students are permitted to leave school during the day only for valid reasons such as illness, medical appointments, or personal business approved by the headmaster. **No student will be allowed to leave during the day unless a parent, guardian, or authorized person comes to the school to sign the student out.** The name and phone number of the authorized person must be on file in the office at the start of school. Students who leave the campus without following the proper sign out procedure will face disciplinary action that may include the loss of the privilege to bring a vehicle to school and/or suspension. The exact penalty will be determined by the headmaster after considering all aspects of the infraction.

VISITORS TO THE CAMPUS

All visitors to the campus must come to the main office and sign in. The doors to the elementary school and all doors to the high school building except the main entrance will be kept locked from the outside for reasons of safety. Upon reporting to the office, the visitor will wait until he/she is escorted to the proper location to transact business. Parents and all other visitors will not be allowed to go down the school halls or into the classrooms to contact students. A student will be called to the office to meet with a parent or visitor. Parents and visitors should allow up to fifteen minutes for the student to reach the office.

PARENTS

Parental cooperation is extremely important in the following situations:

- Parents are strongly discouraged from coming to school to bring lunch, assignments, clothing, etc. A parent coming to school for any reason must report to and wait in the school office until the student is called to the office to meet with the parent. If on a rare occasion a student has forgotten to bring lunch, the parent may leave a lunch identified with the student's name in the main office of the school.
- Parents are strongly discouraged from having flowers or gifts delivered to the school. Items delivered to school will be held in the office until the end of school day when the student will take it home.
- In the event that a parent must contact a student during the day, the parent must call the student on the school phone in the main office. (318-574-2606). In the event of an emergency, parents need to contact students through the office where there will be personnel to offer the necessary help.
- No invitations may be distributed during school hours to a private activity unless all students in that class are included. This policy does not include the summer vacation months.

ENTERING THE SCHOOL AFTER SCHOOL HOURS

At the end of the school day and during the time when school is not in session, students should leave campus and not return except for school-sponsored activities. Any individual entering the campus after school hours must be accompanied by school personnel or have prior permission from the headmaster or a faculty member or extra-curricular sponsor. An individual violating these rules will be reported to authorities. Charges will be filed for any unauthorized entry.

USE OF SCHOOL FACILITIES

The Headmaster must approve the use of buildings and facilities after normal school hours. At no time will students be allowed the use of the buildings and grounds without appropriate permission and faculty supervision. Use of the campus and facilities by outside groups or individuals must be approved by the Headmaster. A user fee may be charged.

EMERGENCY DISMISSAL

In the case of an emergency dismissal (such as a power outage or hazardous weather conditions), students will remain at school until they are signed out by their parents.

- Parents will be notified as soon as possible by phone. It is the responsibility of the parent to have an emergency number on file with the office or their child(ren)'s teacher. Students will be allowed to use cell phones to contact parents in case of an emergency dismissal.
- Parents should report the office to sign out students in grades 7-12.
- Students in grades PreK – 6 can be picked up in their classrooms.
- High school students with cars will NOT be allowed to go home until they are signed out by a parent. Phone calls will be accepted from parents.

EMERGENCY MANDATED EVACUATION:

In the case of a mandated evacuation (such as a chemical spill on I-20), emergency routes and destinations are determined by local civil defense and law enforcement officials. Contact law enforcement to determine where your child(ren) will be.

- If you are able to pick-up your child(ren) before evacuation occurs, you will need to go to the school and sign out your child(ren) with their classroom teacher(s). **YOU ARE NOT TO PICK UP YOUR CHILD WITHOUT NOTIFYING THE HEADMASTER for grades 7-12 OR THE CHILD(REN)'S TEACHER(S) for grades PreK-6.**
- If you are NOT able to pick-up your child(ren), they will travel by bus or faculty/staff vehicles in a convoy to the reception center designated by local authorities. Upon reaching the reception center, the Headmaster and teachers will check to see that every student has arrived safely. When you arrive at the reception center to pick up your child(ren), you will need to sign out your child(ren) with the Headmaster or their teacher(s). **YOU ARE NOT TO PICK UP YOUR CHILD WITHOUT NOTIFYING THE HEADMASTER OR THE CHILD(REN)'S TEACHER(S).**
- High school students with cars will NOT be allowed to go home or drive to the reception center.
- The school staff will make every effort to provide for the safety and comfort of every student if a mandated evacuation occurs.

FIRE AND TORNADO ALERTS

Disaster preparedness drill for fire and tornadoes will be conducted during each month of the school term. A map with directions will be posted in each classroom and will be reviewed with students by the teacher. **Each class will exit the classroom following designated directions on this map.**

FIRE:

Fire Alarm: One long ring of the bell with verbal instructions:

“CLEAR THE BUILDING”

- When the alarm sounds, the students are to leave the room quietly and calmly in single file under the supervision of the teacher. The student is to take nothing with him or her.
- Students should stop no less than 60 feet from the building, turn around, face the building and remain quiet.
- The classroom teacher will be the last to leave the room. He or she will take his or her gradebook to check roll and account for all students.
- After the alarm signal is given, no student or teacher is to re-enter the building until the bell rings for the classes to re-assemble. At that time, classes will re-enter the building by the same exits and routes used to leave the building.

TORNADO:

Tornado Alarm: Three short rings of the bell with verbal instructions:

“TORNADO POSITIONS”

- When the alarm sounds, the students are to leave the room quietly and calmly in single file under the supervision of the teacher.
- Students are to crouch down on their knees on the floor at the assigned area facing the wall with their heads down inside their knees and arms over their head. Students should stay in this position until the all-clear bell rings.
- No one is to be up and moving about. Avoid looking up and toward areas with glass. Remain quiet.
- When the all-clear signal of multiple, short rings sounds, everyone should return in a quiet, orderly manner to class.
- **Parents should not pick up children during a tornado warning.** The school building is safer than a car if a tornado should hit.

FIRST AID

No medicine will be dispensed from the office.

- If a student needs medication, the parent must send their child's medication along with a parental consent form giving specific instructions.
- If a student is allergic to bee stings or anything else, the parent should send a note with instructions and/or medications in case of a reaction.
- All medications for Tallulah Academy students must be kept in the office, not in the student's locker.
- Delta Christian teachers will keep child's medication locked in their rooms and will dispense according to instructions.

PLAYGROUND AND SCHOOL PROPERTY

PLAYGROUND:

- Students may only play in areas designated for their age-group.
- Students must follow all procedures for using the playground equipment as instructed by the teachers.
- Students will be supervised by teacher/faculty during school hours.
- Students who do not attend Tallulah Academy/Delta Christian and their parents may not use the school's playground or equipment at any time. The school and its faculty will not be responsible if they choose to trespass and are injured while on the school grounds.

SCHOOL PROPERTY:

- Students are not allowed to play in ANY parking areas during school sponsored events.
- Parents are responsible for closely supervising their children during school sponsored events.
- Students may not play on playground equipment during school sponsored events such as football games, basketball games, etc.

WEAPONS AND OTHER CONTRABAND

Tallulah Academy/Delta Christian maintains a policy of no guns, knives, or other weapons or ammunition on campus. The consequences for violation of this rule are severe and may include immediate suspension or expulsion. State and Federal laws prohibit the possession of any weapon on the school campus, and violations will be reported to the proper local and state authorities.

GENERAL INFORMATION AND POLICIES

CARE OF SCHOOL PROPERTY

BUILDING AND GROUNDS

- Students are expected to care for school property as if it were their own property and to encourage others to be equally as careful.
- School property must not be defaced or destroyed.
- Students should place all paper and waste in containers provided for this purpose.
- Any student causing damage to school property either intentionally or through neglect, will be subject to disciplinary action and will be liable for damages.

TEXTBOOKS

- All textbooks are property of Tallulah Academy/Delta Christian and are loaned to students at the beginning of the school year.
- Textbooks must be returned before a student can take a final exam in each class.
- Lost or damaged books will have to be paid for by the student at replacement value.
- Students are encouraged to take special care of the textbooks issued to them. Fines for damage and loss will be expensive to the parent and should be avoided.

GYMNASIUM REGULATIONS

- No food or drinks are allowed in the lobby or the gym itself.
- Students should not be in the gym or lobby unless assigned to be there.
- Students are not allowed on the playing floor without the supervision of a coach or teacher.
- Only basketball shoes should be worn on the playing floor.
- Students who violate these rules will face disciplinary action. Repeat offenders will be given stronger disciplinary action.

CELL PHONE/TELEPHONE USAGE POLICY

All students are banned from possessing any type of phone or personal communication device at any time during the regular school day (7:55 – 3:00). For the purpose of this policy, possession means being found in any article of clothing, purse, book bag, carry bag, locker or any location on school property other than the approved storage location. Any such devices observed within the classroom or school environment, or in the possession of a student, purse or pocket will result in the item in question being taken away from the student and placed in the principal's office.

Any student (elementary through high school) who brings a phone into the school must turn it in to the appropriate place until 3:00. The school is not responsible for loss or theft of the device while on school property. If it can be documented that a student has posted messages on a social media site from school during the school day, the administration reserves the right to impose consequences such as suspension, etc. Students are never to use the school phone or cell phone without permission from the office.

Consequences:

- 1st offense: Remain in principal's office for a 1 day when the student may retrieve it from the principal.
- 2nd offense: 1 week confiscation and a \$50 fine.
- 3rd offense: Confiscation for a semester and a \$50 fine.

INTERNET POLICY

The Internet is a worldwide network that consists of thousands of smaller networks. When connected to the Internet, you are part of this global network. It is an enormous resource of information. With access to a global network also comes the availability of material that may not be considered to be of educational value in the content of the school setting. However, we believe that the advantages of providing access to valuable information and interactions available on this worldwide network far outweigh the possible disadvantages of users procuring material that is not consistent with our mission.

Access to the Internet is a privilege, not a right. Each user has the responsibility to behave in an ethical, moral, and legal manner. Users must not access, upload, download, or distribute pornographic, obscene, sexually-explicit material, or other areas that may be offensive to any student, teacher, or parent because of sexual, racial, ethnic, or minority disparagement, the avocation of violence, or illicit/illegal content.

Violating any of the above guidelines and/or procedures can result in:

- Restricted network access.
- Loss of user account or access for a period of time as determined by the headmaster based on the nature of the offense.

- Disciplinary or legal action, including but not limited to, suspension, expulsion, or dismissal from school in accordance under appropriate state and federal law. Tallulah Academy will report all violations of legal requirements to the appropriate authorities.

TALLULAH ACADEMY GUIDELINES FOR PERSONAL USE OF STUDENT-OWNED LAPTOPS

PURPOSE: Tallulah Academy will provide students access to a wireless network and the option of bringing in a personal laptop as a means to enhance their education. The purpose of these guidelines is to assure that students recognize the limitations that the school imposes on their use of personal laptops. In addition to these guidelines, the use of any computer in school, including laptop computers, requires students to abide by the Tallulah Academy Acceptable Use of Computer Network/Computers and Resources.

During the course of the school year, additional rules regarding the use of personal laptops may be added. If this occurs, any new rule will become a part of this policy.

General Usage

Tallulah Academy provides the opportunity for students in grades 10 to 12 to bring a personal laptop to school to use as an educational tool. **The use of these laptops will be at teacher discretion.**

1. Students must obtain teacher permission before using a personal laptop during classroom instruction. Students using laptops will be allowed access to the Internet and note taking or word processing at the teacher's discretion.
2. Student use of a personal laptop must support the instructional activities currently occurring in each classroom and lab.
3. Students must turn off and put away a personal laptop when requested by a teacher.
4. Students may use their personal laptop in adult supervised areas only, such as the classroom or cafeteria when a teacher present. The laptop should be used for educational purposes during these times; playing games or other non-instructional activities is prohibited.
5. Failure to comply with these guidelines may result in confiscation of the laptop for the remainder of the day and/or loss of laptop use privileges for the year.
6. If a student's laptop is believed to have been involved in any activity that is not acceptable (as outlined in the Acceptable Use Policy), school personnel have the right to check the laptop for such activity and follow with disciplinary action.

Expected Student Behaviors and Responsibilities

Tallulah Academy accepts no responsibility for personal property brought to the school by students. Students who choose to bring a laptop to school assume total responsibility for the laptop. Laptops that are stolen or damaged are the responsibility of the student and their parents or guardians. Students should take all reasonable measures to protect against the theft or damage of their personal laptop. It is recommended that, when not in use, the laptop be in the student's locked locker.

SOCIAL MEDIA POLICY

The purpose of Facebook is to encourage safe, positive, and engaging social contacts with people locally and throughout the world. Any messages or posting that runs contrary to this purpose (whether intentionally or not) will be subject to disciplinary scrutiny, even if such a case has not been specifically outlined in our school handbook.

We, at Tallulah Academy/Delta Christian School, want to be fair to students, school employees, and parents, but we simply can't turn our heads when individuals flagrantly post embarrassing and detrimental statements on the internet for the world to see.

Employees, students, and parents must understand that material posted on Facebook, MySpace, or similar public online sources may be viewed by virtually anyone, including parents, school administrators, teachers, college officials, potential employers, and people with harmful intentions.

Anyone who posts pictures or comments that cast the Tallulah Academy School, its teachers or its students in a negative, scandalous way will not be tolerated and will be cause for disciplinary action or removal from school.

CAFETERIA

The cafeteria is provided as a convenience to the students and faculty and attempts to provide tasty and nourishing meals at a modest cost.

FEES:

- The cafeteria is set up on a no charge basis. A \$100 deposit is required per student at the beginning of the school year. Each student and/or parent is responsible for maintaining a positive balance in his/her account. Any account in the negative will be closed to charges until the account is brought current. Payments may be made via the internet by credit card or in the office by cash, check, or credit/debit card. To make a request for an account, make payments or check account balance visit <http://www.lunchtimeaccount.com>. Passwords must be 5 characters in length.

CAFETERIA RULES:

- Students are prohibited from entering the cooking or serving area.
- Charging is prohibited.
- Students are expected to proceed to lunch in an orderly manner.
- Food is prohibited in areas other than the cafeteria.
- The cafeteria will be closed after the last class is served and will not be opened again for any reason.
- Only food purchased from cafeteria or brought from home will be allowed in the cafeteria. Lunches brought from home must be placed in an unmarked container or bag.
- Students must act in a proper way while at lunch and/or breakfast.
- Students are to make sure they clear the table after eating. They are to remove trash and place trays and cups in the proper place.
- Cups, trays, and food should not be taken out of the cafeteria.

LIBRARY

The Wylma Perry Spann Memorial Library is an important asset of our educational program. Our students are encouraged to make effective use of the books and other library materials for both course requirements and recreational reading. The library is open daily from 10:00 until 3:00. Every student is encouraged to visit the library at any time except during scheduled elementary class periods. Library schedule will be posted on the bulletin board by the office. Use of the library is a privilege enjoyed by students and requires necessary policies regarding use of library materials and conduct in the library to insure maximum service to all students and teachers.

- Books will be checked in and out by the librarian for a period of two weeks. Books can be renewed for an additional week. Books may not be kept for more than 3 weeks without special permission.
- Each student is responsible for all materials checked out in his/her name until the card is replaced in the book.
- Replacement value is charged for lost or damaged books and other materials.
- Reference materials and periodicals may be checked out overnight with permission of the librarian or other staff member.
- Charges or fines owed to the library are outstanding debts to the school. At the end of each semester, reports cards will be held and access to Ed-line will be denied until fines are paid.
- No food or drinks are allowed in the library. Loud or unruly behavior is not allowed.
- Use of the library is a privilege. This privilege may be revoked for students failing to follow policies.

POLICY FOR HIGH SCHOOL DANCES AND SOCIAL ACTIVITIES

- There must be at least one male board member chaperoning each dance.
- All dances will be “lock-ins”. Anyone attending must be signed in at the dance no later than 15 minutes after the dance begins and cannot leave until the dance is over. The only exceptions will be extenuating circumstances that have been cleared beforehand and emergencies.
- All students and guest must sign in at the door and supply a phone number where parents can be reached during the dance.
- The dance list will be closely scrutinized by the sponsor and the principal.
- Questions may be asked of students concerning their guests. Any guest who has given any problems at a previous dance will not be allowed to attend. Students will be notified if their guest(s) will not be allowed to attend. **STUDENTS WILL BE HELD RESPONSIBLE FOR THE BEHAVIOR OF THEIR GUESTS.**
- Anyone found under the influence or in possession of alcohol or drugs will be asked to sit with the chaperones until the parent is notified. The parent will need to come immediately and take the student home. The chaperone in charge should report the incident to the principal as soon as possible.
- According to the discipline policy of Tallulah Academy, a student under the influence or in possession of alcohol at an organized school activity will be given a three-day suspension. A student under the influence of or in possession of drugs will be treated according to the drug policy of Tallulah Academy.

LOCKERS

All lockers are considered school property and the administration has the authority to search lockers at any time. Students must follow the general rules for lockers.

- Students are not to share lockers or keep items for other students in their lockers.
- Lockers are to be kept neat and orderly and should not pose a hazard for any student when opening the locker door.
- Students may not write or mark on lockers.

LOST AND FOUND

All articles found in or around the school building or grounds should be taken to the front office. If you have lost an article, check there. Tallulah Academy/Delta Christian is not responsible for item(s) lost or stolen from students or faculty.

DISCIPLINE

STUDENT AND PARENT CONDUCT AT SCHOOL SPONSORED EVENTS

Students should follow the same code of conduct used during the school day when attending or participating in school sponsored events. Tobacco, alcohol, drugs, and profanity are prohibited. In addition, students and parents are required to act in a controlled manner exhibiting good sportsmanship.

Students and parents are not to engage in activities that will cast an unpleasant light on our school. We expect our fans and students to behave in a manner consistent with the rules of the Mississippi Association of Independent Schools, demonstrating proper conduct and sportsmanship at all times.

Spectators at TA sporting events are expected to stay out of the locker rooms and away from the bench unless expressly invited by the coach. Confronting coaches and/or officials during or after the game will result in the spectator(s) being asked to leave the field/gym. The use of

inflammatory or demeaning language from the sidelines including attempting to “side line coach” will result in spectator(s) being asked to leave. Any breach of proper conduct may result in the spectator(s) being fined and/or banned from TA sporting events for up to a year.

MAIS SPORTSMANSHIP CREED

The MAIS recognizes that the spirit of the game lives in skilled athletes, effective defense and well-planned game strategy. The spirit of this game cannot be maintained unless sportsmanship, ethics and integrity are our #1 priority!! Good sportsmanship will be expected from all groups associated with MAIS activities. All game officials are to be treated with respect, whether or not you agree with calls made.

There will be no alcohol consumption or drug use at any time on the campus of Tallulah Academy. We also do not allow the throwing of objects and unruly conduct by students or adults before, after, or during the game. Violations will lead to expulsion from the game.

MAIS CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR BY FANS AT SPORTS EVENTS

Any fan ejected from a sports event will be fined \$250 to \$1000 or suspended for one year from all MPSA sports events. In addition, the school will be placed on probation for one year and be fined \$300.

COMPLAINTS AND APPEALS PROCESS

Because the education process is an emotional journey, it is important that we establish a framework for conflict resolution. The purpose of this policy is to establish a process for the timely and orderly resolution of student and/or parent concerns, questions, or appeals. It is the school's intent that all disagreements be resolved at the **source** (teacher, coach, sponsor, etc.). If this is not possible, then resolution should take place at the **lowest** possible level. Throughout the appeal or complaint process, all parties should demonstrate mutual respect and the dignity of all parties involved. The focus of discussions will be on problem resolution that is mutually acceptable rather than an adversarial win-lost conclusion. No reprisals or retaliation of any kind will be taken against a student or parent for utilizing this procedure.

APPEAL PROCESS PROCEDURES

- First, try to resolve the problem with the person most directly involved with the situation. In most cases, that person will be the teacher.
- If the situation cannot be resolved to the satisfaction of both parties at step one, discuss it with the appropriate principal.
- The next step would be to discuss the situation with the Advisory Board.

*The Advisory Board is for the purpose of making financial decisions not handling classroom (etc) problems.

ASSERTIVE DISCIPLINE POLICY

Each time a student is sent to the office, a conduct referral is written. This referral is kept on record, and a copy is mailed to the parents. Each referral will result in an increase in penalty. Once a referral is sent to the office, it is recorded and the penalty assessed. Exception to the steps will not be made and should not be requested.

Accumulation of referrals is a sign the student needs more parental intervention and action. Parents are urged to act on all referrals in order to reduce the possibility the student will receive additional referrals.

CHEATING

- Cheating and/or other types of dishonesty (plagiarism, copying or loaning homework, discussion of specific test or quiz content with another student, possession or perusal of teacher test keys or manuals, etc.) will be punishable as follows:

- 1st offense and every offense thereafter – a **ZERO** on the assignment/test involved and loss of semester exam exemptions
- 2nd offense – a **ZERO** on the assignment/test and one day out-of-school suspension
- 3rd offense – a **ZERO** on the assignment/test and three day out-of-school suspension
- 4th offense – recommended automatic suspension or expulsion

DISCIPLINE POLICIES AND PROCEDURES

All students are expected to follow the teacher's instructions, to be totally cooperative, and to refrain from being disruptive. Teachers will use professional judgment in the management of students in the classroom. When a student is referred to the administration for conduct related offenses, normal discipline procedures will include the following:

- Corporal punishment may be administered by the headmaster and/or staff when deemed appropriate and necessary. Corporal punishment must be witnessed by another staff member. The staff member administering the punishment must file a discipline report with the headmaster and have it signed by the witness. These reports are on file for future reference and parents will be notified.
- If a parent prefers that his or her child not receive corporal punishment, the principal must have this request in writing at the beginning of the school year.
- If corporal punishments in not allowed, the punishment may result in detention or suspension of days appropriate to the offense.
- Parent/Teacher Conference will be held after any student's suspension or 3rd detention.
- Disciplinary Review Committee -- student will appear before this committee after the 2nd suspension (per year)
- Expulsion -- mandatory after the 3rd suspension

USE OF TOBACCO AND ALCOHOL

TOBACCO:

Students found to be using or possessing tobacco during school hours, at an organized school activity, or while representing the school at home or away, will be subject to the following disciplinary actions:

- 1st offense--Three-day suspension - out of school
- 2nd offense--Five-day suspension - out of school
- 3rd offense--Board hearing - possible expulsion of student.

ALCOHOL:

Students found to be under the influence and/or in possession of alcohol during school hours, at an organized school activity, or while representing the school at home or away, will be subject to the following disciplinary actions:

- 1st offense--Three-day suspension - out of school
- 2nd offense--Board hearing - possible expulsion of student.

Disciplinary action concerning smoking and alcohol violations will be counted on a per year basis.

APPENDIX A

PUPIL PROGRESSION PLAN

KINDERGARTEN

As the children leave kindergarten, they should be as strong as possible going into first grade. Achievement test scores, teacher observation, and a readiness checklist will be used in determining readiness for first grade. It is equally important for the child to interact with his peers socially--- this is another area in which maturity plays a big role. Attention span, which also develops with maturity, is also important to a child's success. All of these factors will be considered before the child advances in order to foster a positive attitude about school and future success.

Your child must know 80% of each of the following skills:

- Recognize letters—upper and lower cases
- Recognize numbers from 1-100
- Recognize consonant blends
- Recognize color words and number words by sight
- Recognize a penny, nickel, dime, quarter, and dollar
- Know all twenty six sounds
- Know short vowel sounds
- Know four seasons
- Know five senses
- Know basic geometric shapes
- Can count by 1's, 2's, 5's, and 10's
- Write and form numbers, letters, and lower case
- Write numbers correctly from 1-100
- Write before and after numbers 1-50; and larger and smaller numbers 1-50
- Begin to do word families

Your child's performance and evaluation for promotion will be reported to you on an assigned conference date during May.

The student must be present the required number of days.

GRADES 1-6

1ST GRADE THROUGH 2ND GRADE:

Unsatisfactory progress can result in the necessity for a student to repeat. A student must have a C or above in both reading and math.

3RD GRADE THROUGH 6TH GRADE:

To promote to the next grade, a student must pass reading, math, and language and have no more than one F in a minor academic subject. (3rd grade History and Science will be taught by semester only. Grades will be averaged separately.)

- Any student must pass the last semester in order to pass for the year.
- A student must not have more than 10 absences per year in order to receive credit and progress to the next grade.
- The headmaster may make an exception in extraordinary situations.

GRADES 7-12

7TH GRADE

- Seventh grade students will take the following core subjects: English, math, science, reading and history. A student must pass **4 of these 5 subjects** to be promoted to the eighth grade. In addition to the core subjects, students will take study skills/computer *(one semester each), and physical education. In addition to passing 4 core subjects, a student must pass a total of 5 subjects to be promoted. Students may make up a deficiency in summer school, but all summer schools allow students to make up a maximum of two credits.

8TH GRADE

- Eighth grade students will take the following core subjects: English, pre-algebra, earth science, reading and Louisiana history. A student must pass 4 of these 5 subjects to be promoted to the ninth grade.
- A core subject that is failed for the second consecutive year will result in that student being retained in 8th grade, unless the course is made up in summer school.
- In addition to the core subjects, students will take reading, study skills/computer *(one semester each), and physical education. A student must pass a total of 5 subjects to be promoted. Students may make up a deficiency in summer school, but all summer schools allow students to make up a maximum of two credits.

9TH GRADE

- Beginning in the 9th grade, students begin earning credits (called Carnegie credits) toward graduation. Some courses such as English, math, science, social studies, and many elective courses are valued as one credit each. Some courses such as health and college prep are valued as ½ credit.
- Freshmen must complete English I before the start of 10th grade in order to be able to schedule all four English courses that are required for graduation. The English courses must be taken in sequential order, i.e., a student cannot take English II without first passing English I, etc.
- Freshmen will take the Algebra I EOC(End of Course) test and must score Fair or Above.

10TH GRADE

- A student must have earned a minimum of 5 Carnegie credits to be classified as a sophomore. Approved summer school credits will be counted.
- A sophomore must earn a minimum of 5.5 credits (for a total of 10.5 credits) to be classified as a junior in the following school year. Students who fail a course may make up this deficiency by attending an approved summer school. Students will receive a list of summer school options at the end of each school year.
- Students should begin taking the ACT at the end of their 10th grade year.
- Sophomores will take the Geometry, English II and Biology EOC (End of Course) tests and must score Fair or above.

11TH GRADE

- A student must have earned a minimum of 10.5 Carnegie credits to be classified as a junior. Approved summer school credits will be counted.
- A junior must earn a minimum of 5.5 credits (for a total of 16 credits) to be classified as a senior in the following school year. Students who fail a course may make up this deficiency by attending an approved summer school. Students will receive a list of summer school options at the end of each school year.
- Juniors must have completed English I and English II by the start of school year to be eligible to take English III which is required for graduation.
- Students who have not taken the ACT by the start of the junior year should plan to take this test no later than the spring in order to have time to attain eligibility for dual enrollment, college admission, and TOPS.
- Juniors will take the American History and English III EOC and must score Fair or Above.

12TH GRADE

- A student must have earned a minimum of 16 Carnegie credits to be classified as a senior. Approved summer school credits will be counted.
- Seniors must complete a total of 23 credits (15 required courses and 8 electives) to earn a basic diploma.
- Seniors must have completed English I, II, and III to be eligible to take the required English IV.
- Class rank and grade point average are determined from the year-end grades of classes competed at Tallulah Academy or accepted for transfer by Tallulah Academy. A valedictorian and salutatorian for the senior class will be selected according to the highest and second highest grade point averages using the above criteria. Only academic courses will be averaged to determine the valedictorian and salutatorian. P.E. courses, College Prep, and Publications will not count. Senior final grade point averages will be completed after senior final exams. To be selected as valedictorian and salutatorian, the students must have attended Tallulah Academy for both their junior and senior years. In the case of a tie the honor or honors will be shared by the students.

APPENDIX B

UNIFORM DRESS CODE

It is expected that all Tallulah Academy/Delta Christian students will dress in a manner that will bring credit to our school. Uniforms must be worn from 8:00 AM to 3:00 PM (the entire school day). Uniforms must be clean, neat and in good repair. Students (not participating in a special day such as a spirit day) must adhere to the uniform code.

HIGH SCHOOL/ELEMENTARY DRESS CODE

BOYS & GIRLS

- Khaki (no stonewashed or buff), navy, or adopted plaid uniform style, pants or uniform shorts, skirts, capri pants, skorts, and jumpers may be worn. The length must not exceed 4" above the floor while in a kneeling position.(No logo)
 - Shirts must have a collar and be solid white, navy or specified yellow(maize). (No logo.)
 - T-shirts worn under any uniform shirt must be white. (These shirts should have no visible designs or writing on them.)
 - Solid turtlenecks of uniform colors may be worn as outer shirts with slacks, skirts, or shorts. They may also be worn under jumpers or uniform shirts.
 - Belts must be worn if apparel was purchased with belt loops. Belts must be navy, brown, black, or uniform plaid with no extreme ornamentation. Shirts must be tucked in at all times.
 - PreK-3 and PreK-4 are not required to wear belts or tuck in shirts.
 - Leggings must be plain white, grey, black, brown or navy (no designs).
 - All footwear must have an enclosed toe and heel.
 - Outerwear: Jackets and sweaters worn to school may not be prints or patterns (camouflage, zebra, etc.). Any graphic or logo must be no larger than 4" x 4".
 - No hats are allowed in the building.
 - Uniform shirts, belts, etc must be worn under jackets at all times.
 - No tattoos or excessive body piercings may be visible.
 - Boys' pants must be worn on the outside of boots.
 - Boys should maintain neat haircuts and be clean shaven each day. Hair may not go beyond the collar in the back, cover the ears on the side, and must be out of the student's eyes. No pony tails will be allowed.
 - Extremes in hairstyles and hair colors will not be allowed for boys or girls.
- Non-uniform dress code is as follows:
 - TA spirit clothing (cheerleader uniforms/jerseys)
 - TA and/or Trojan logo T-shirts only
 - Jeans (NO HOLES)
 - Only shorts allowed are uniform shorts
 - Shoes must have an enclosed toe and heel.

CONSEQUENCES per 9 weeks:

Elementary:

- 1st offense: warning
- 2nd offense: loss of recess
- 3rd offense: parent contacted

Jr. High and High School:

- 1st offense: warning
- 2nd offense: may result in detention.
- Habitual offenders could face suspension.

****Any extremes in any part of the dress code will be dealt with by the administration**

APPENDIX C

CHEERLEADERS

All cheerleaders should realize they represent the school and serve as role models for other students and should conduct themselves with the highest moral character and integrity. The cheerleader must recognize and accept the responsibility she has to be prepared to meet the challenges and demands of all TA sports activities.

VARSITY:

Cheerleaders will be selected by a panel of out of town judges.

ELIGIBILITY

- All cheerleaders must maintain a 1.75 GPA / letter grade on the high school grade scale, each nine weeks with no more than one failing grade to participate.
- All new students must have gone before the enrollment review board and accepted as a new student at Tallulah Academy.
- Must have been actively involved in a school activity (Sports or Academic) prior to tryouts.
- Must be current in all fees. Be in good standing with the school.
- If elected and fails the last nine weeks of school and cannot participate in summer cheer camp, member will not be allowed to cheer on squad and alternate will take her place.

ELECTIONS

- All participants (current grades 9-11) will try out in front of out-of-town judges.
- Elections will be 100% judges' score. 80% of total score is required to be elected.
- All participants must tryout in outfits approved by the sponsors.

CAPTAIN AND CO-CAPTAIN CHEERLEADER

- The squad will elect captain and co-captain. Captain will be a senior and must have one year of experience and in good standing with the school. (exception if no senior meets requirements, it goes to the next grade eligible)
- In case of a tie, the cumulative highest score will break the tie.

REQUIREMENTS

- Cheerleaders are required to attend all football and all basketball games and any and all activities, functions, camps, fundraisers as specified by the sponsors. If bus is available, cheerleaders will ride the bus.
- Cheerleaders must ride to all out-of-town football and basketball games with an adult who has been designated by the sponsors.
- Cheerleaders are eligible for the homecoming court.
- Practice attire and game attire must be approved by the sponsors.
- Cheerleaders are required to attend all scheduled practices, camps and events. Cheer camp is mandatory. If any member is unable to attend summer camp, member will be immediately dismissed from the squad.
- Sponsors must be notified one week in advance of any practices, games, or events that the cheerleader cannot attend.(unless an emergency-illness, injury, death, etc.) Not doing so will result in member receiving demerits and/or being removed from that performance.
- If a cheerleader is removed or resigns from the squad for any unexcused reason, the student will not be recognized at the sports banquets, award ceremonies, or in the yearbook as a cheerleader.
- Cheerleaders must be willing to take directions from the sponsor and the captain and co-captain.

- If a cheerleader quits without proper cause, the cheerleader will not be eligible to tryout next year.
- All members of squad are required to participate in all practices leading up to pep rally/game. If a member is unable to participate in practices/preparations leading up to pep rally and or game, the sponsor will decide whether or not to remove that member from that game or pep rally.
- Missing practice the day before the performance will result in the removal of the member from the performance. This includes any and all homecoming activities as well.
- Members are expected to make a total commitment to their squad. This includes any and all activities, practices, fundraisers, ballgames-football and basketball, and or any and all activities where the sponsor deems necessary for the cheerleader member to be present. This may include weekends.
- Only cheerleader uniform/attire will be worn at all ball games-basketball and football. This includes shoes, leggings, midriffs, hair ribbons, etc. Sponsor will decide uniform for each game. Uniforms may be required to be worn at any other activity, function at the discretion of the sponsor/s. Member not being dressed in proper uniform will result in member not being allowed to participate in that game, activity etc.
- Demerit system will be followed.

PERFORMANCES

Varsity cheerleaders will perform at any and all football games, basketball games, and activities at the discretion of sponsors.

JUNIOR VARSITY

Cheerleaders are selected on the basis of talent and character as determined by out-of town judges. A minimum score will be determined by the Judges at the time of try-outs.

ELIGIBILITY

- All cheerleaders members must maintain a 1.75 GPA / letter grade on the high school grade scale, each nine weeks with no more than one failing grade to participate. Lower GPA results in probation rules.
- All new students must have gone before the enrollment review board and accepted as a student at Tallulah Academy.
- Must be current in all fees. Be in good standing with the school.
- Must attend all practices prior to try-outs. All try-out participants and parents must attend a pre-tryout orientation meeting.
- All participants must pass the last nine weeks of school the year prior to cheering.

ELECTIONS

- All participants (current grades 6-8) will try out in front of out-of-town judges.
- If the candidate makes 80% of the total points possible, she will be elected cheerleader.
- All participants must tryout in outfits approved by the sponsors.

CAPTAIN AND CO-CAPTAIN CHEERLEADER

- The captain must be a freshman with one year experience as cheerleader. (exception if no freshman meets requirements). Each squad member will vote for head cheerleader. The girl with the most votes will be captain. In case of a tie, the judges' score will break the tie.
- The co-captain must be an eighth or ninth grader with one year experience as cheerleaders. The girl with the next highest number of votes will be co-captain.

REQUIREMENTS

- Cheerleaders are required to attend all football games and all specified basketball games by the sponsors.
- Cheerleaders must ride to all out-of-town games with an adult who has been designated by the sponsors.
- 9th grade Cheerleaders are eligible for the homecoming court.
- Practice attire and game attire must be approved by the sponsors.
- Cheerleaders are required to participate at homecoming activities at the discretion of the sponsor.
- Sponsors must be notified in advance of any practices, games or events that the cheerleader cannot attend.
- If a cheerleader is removed or resigns from the squad for any unexcused reason, the student will not be recognized at the sports banquets, award ceremonies, or in the yearbook as a cheerleader.
- If a cheerleader quits without proper cause, the cheerleader will not be eligible to tryout next year.
- All cheerleaders must exemplify a good standard of character in uniform, in school, and in the community.
- All participants must be able to attend summer camp and pay all camp fees.

PERFORMANCES

- Junior varsity cheerleaders will perform during halftime at discretion of sponsors.
- Junior varsity cheerleaders will perform during pep rallies chosen by the sponsor.

APPENDIX D

DANCE TEAM

All dance team members should realize they represent the school and serve as role models for other students and should conduct themselves with the highest moral character and integrity.

VARSIITY

Varsity dance team members are selected on the basis of talent and character as determined by a dance team judge(s).

ELIGIBILTY

- All dance team members must maintain a 1.75 GPA / letter grade on the high school grade scale, each nine weeks with no more than one failing grade to participate. Lower GPA results in probation rules.
- Must be current in all fees. Be in good standing with the school.
- Must have been actively involved in a major school activity or academics prior to tryouts.

ELECTIONS

- All participants (current grades 9-11) will try out in front of an out-of-town judge(s) who will score the participants. A minimum score set by the Judges must be made.
- All participants must tryout in outfits approved by the sponsors.

CAPTAIN AND CO-CAPTAIN

- Dance team captain and co-captain will be chosen by the squad members.
- The captain must be a senior or a junior. The captain and co-captain must have at least one-year experience as a dance team member.
- In case of a tie, the highest judge's score will break the tie.

REQUIREMENTS

- Dance team members are required to attend all football games.
- Parents are responsible for ensuring their dance team member arrives at the game on time.
- Dance team members are eligible for the homecoming court.
- Practice attire and game attire must be approved by the sponsors.

PERFORMANCES

- Varsity dance team members will perform during halftime at discretion of sponsors.

JUNIOR VARSITY

Varsity dance team members are selected on the basis of talent and character as determined by out-of-town dance team judge(s).

ELIGIBILTY

All dance team members must maintain a 1.75 GPA / letter grade on the high school grade scale, each nine weeks with no more than one failing grade to participate. Lower GPA results in probation rules.

Fees must be current and in good standing with school.

ELECTIONS

- All participants (current grades 6-8) will try-out in front of an out-of-town judge(s) who will score the participants. A minimum score will be set by the Judges.
- All participants must tryout in outfits approved by the sponsors.

CAPTAIN AND CO-CAPTAIN

- Dance team captain and co-captain will be chosen by the newly elected squad and sponsor.
- In case of a tie, the highest judge's score will break the tie.

REQUIREMENTS: DANCE TEAM MEMBERS ARE REQUIRED TO ATTEND ALL FOOTBALL GAMES.

9TH GRADE DANCE TEAM MEMBERS ARE ELIGIBLE FOR THE HOMECOMING COURT.

APPENDIX E

HOMECOMING

Approximately two weeks prior to the homecoming football game each year, students in grades 9-12 will elect homecoming court attendants.

COURT ELIGIBILITY

MAIDS:

- Must have been in attendance at Tallulah Academy for at least one full year prior to election.
- Is eligible even if previously served as maid.
- Selected from majority of their class.
- Chosen from grades 9-12.

QUEEN:

- Must be a senior.
- Must have been in attendance at Tallulah Academy for at least one full year prior to election.
- Is eligible even if previously served as maid.
- Elected by majority votes from grades 9-12.
- Elected prior to the maids' election.

All voting will be by secret ballot with no chance for group discussion. The ballots will be counted by a committee appointed by the headmaster. No relative will participate on the committee.

HOMECOMING RESPONSIBILITIES

Varsity Cheerleaders

- Pep meeting
- Photographer
- Flower Order
- Field decorations

Varsity Dance Team

Homecoming Dance

Student Council

- Parade
- Alumni Tea
- Escorts for court during football game

APPENDIX F

YEARBOOK VOTING GUIDELINES

- Mr. & Miss TA is a senior only honor. They must have a 2.5 GPA or above, must letter in one sport, and participate in 2 sports and 1 extra-curricular activity. They are not eligible for any other senior honors. They are eligible for Belle/Beaux, Class Favorite, and one other high school honor. Grades 7-12 will vote in this election.
- Students from grades 10-12 will be eligible for Most Beautiful and Most Handsome. They are not eligible for Belle or Beau.
- Belles and Beaus, Males and females in grades 10-12, (with the exception of Most Beautiful and Most Handsome) are eligible. Grades 10-12 vote in this election.
- Senior honors are as follows: Most Dependable, Best All Around, Most Likely to Succeed. Grades 10-12 vote in this election.
- High School honors are as follows: Most Athletic, Best Personality, Biggest Flirt, Friendliest, and Most School Spirit. Grades 10-12 are eligible and vote in this election.
- Jr. High School honors are as follows: Best All Around, Most Loyal Trojan Fan, Funniest, and Friendliest. Grades 7-9 are eligible and vote in this election.
- Class Favorites. A male and female from each class(grades 7-12) are eligible for this honor.
- All ties will be broken if there is at least one point different.
- All students are eligible for any awards as long as they begin when school starts.

Established by Committee 5-21-10

approved by Board 6-23-10

EDUCATIONAL CONTRACT

Every day you live you are making a record. You should ever be conscious that this record becomes synonymous with your name. This working world has learned through experience that a complete school record of your scholarship, activities, and citizenship give valuable information in evaluating your ability and fitness for a job. Your school record is a link in your future. Remember that your record is what you make it. Make yours one that you will be proud to claim.

CODES OF CONDUCT

I promise to use the facilities offered by Tallulah Academy/Delta Christian to enlarge and broaden my interests, to increase my knowledge, and to cultivate the habits of a good student. I will always be willing to lend a hand to classmates and teachers in need of help. I will condemn disrespect and unkindness to the best of my ability. I will take a personal interest in the problems of my community, state, and nation. I will be honest and discourage cheating of any kind.

I will respect the school authorities and abide by their rules. I will take a part in extra-curricular activities and help promote school spirit. I will take pride in my school.

I will abide by the rules and regulations outlined in this handbook and am aware of penalties for inappropriate behavior.

Finally, I will pursue happiness and strive to establish it, not only at school, but at home and in my community.

By signing below I testify to the fact I _____ have read the Tallulah Academy/Delta Christian Handbook completely and agree to abide by the rules, regulations, and policies set forth by it.

STUDENT: _____

PARENT: _____

DATE: _____

INDEX

10 th Grade.....	12, 29	complaint process	26
11 th Grade	12, 29	conduct	24, 25, 26, 27, 32, 35
12 th Grade	12, 30	consequences.....	21
1 st Grade	28	cooking or serving area.....	24
2 nd Grade.....	28	cooperation.....	19
3 rd Grade.....	28	core subject.....	13
4-H Club.....	15	corporal punishment	27
6 th Grade.....	28	credits.....	7, 12, 29, 30
7 th Grade.....	29	criteria	7, 11, 13, 30
8 th Grade.....	29	damage	21
9 th Grade.....	12, 29	dance team	14, 35, 36
absence(s).....	9, 14, 28	delinquent.....	8
absent	9, 14	designated areas	18
academic competitions.....	13	detention	27
accomplishments.....	15	Disciplinary Review Committee	27
accredited	6	discrimination	16
admissions	7	discriminatory	6
alcohol.....	16, 25, 26, 27	download	22
allergies.....	21	drinks.....	22, 24
Alma Mater	6	drug testing.....	7
apparel	31	drugs	7, 25
appeal	26	Edline	13
Appendix A.....	11, 28	education process	26
appointment(s).....	13, 14, 18	educational contract	38
assignments	9, 13, 19	elementary.....	7, 12, 19, 24
athlete(s).....	14	emergency.....	9, 19, 20
attendance.....	9, 14, 36	enrollment.....	11, 29
averages	13, 30	environment	16
belts	31	errands.....	9
BETA Club.....	13	evacuation	20
body piercings.....	31	evaluation	28
books.....	21, 24	excuse(s).....	9, 14
Brumfield-Dodd.....	6	exemptions	27
cafeteria	24	expulsion.....	7, 21, 23, 26, 27
campus	16, 18, 19, 21, 26	extra-curricular	14, 19, 38
capri.....	31	failing grade.....	32, 33, 35
cards.....	13, 24	fans.....	25
cars.....	18, 19, 20	FCA.....	15
cell phone(s).....	19	fees	7, 8, 24
chaperone.....	25	final grades.....	8
chaperoning	25	financial decisions	26
charging	24	fines	13, 24
cheating	26, 38	fire.....	20
cheerleader(s).....	14, 15, 31, 32, 33, 34, 36	fire alarm.....	20
civil defense	20	first grade.....	28
class officers	15	flowers.....	19
classification.....	12	food.....	22, 24
club	13	freshman.....	33
college.....	6, 13, 29	fundraiser.....	15

games	21, 32, 34, 35	playground.....	21
gifts	19	privilege.....	18, 22, 24
grade 7.....	11	probation.....	7, 26
grade 8.....	11	progress reports	8
grade level.....	7	promoted.....	13, 29
grade(s) .. 6, 7, 11, 12, 13, 14, 15, 18, 19, 20, 28, 29, 30, 32, 36		promotion.....	7, 11, 28
grading	12, 13	Pupil Progression Plan	11, 28
graduation.....	8, 12, 29	reception center.....	20
guests.....	25	referral.....	26
guidance	7, 16	registration.....	8
haircuts	9, 31	regulations.....	38
harassment.....	16	report cards	8, 13
hats.....	31	requirements	13, 23, 24
high school	7, 12, 13, 19	responsibility	9, 18, 19, 22
homecoming.....	32, 34, 35, 36	rules.....	18, 19, 22, 25, 38
honest	38	safety.....	18, 19, 20
hours	19, 21, 27	schedule changes	11
illness	14, 18	schedule(s)	11
ineligible.....	7, 15	school attendance.....	9
infraction(s).....	18	school property	21, 25
Internet.....	22	school sponsored events	21, 25
interscholastic.....	14	semester	8, 12, 13, 14, 24, 27, 28, 29
jumpers	31	semester examinations	8
junior high	7	seniors	6, 30
juniors.....	29	shirts.....	31
kindergarten	7, 8, 28	shoes.....	22, 31
law enforcement.....	20	shorts.....	31
leave campus.....	9, 18, 19	sign out	19, 20
library.....	13, 24	skills.....	15, 28, 29
lockers.....	25	skirts	31
lock-ins.....	25	skorts	31
Louisiana Department of Education	13	sophomore	29
lunch.....	19, 24	spirit day	31
make-up test	14	sponsor	15, 19, 25, 26, 34
meals.....	24	sportsmanship	25, 26
medication.....	21	standards	6, 13, 14
medicine.....	21	student council	15, 36
membership	13, 14, 15	students 6, 7, 8, 9, 11, 13, 14, 15, 16, 18, 19, 20, 21, 24, 25, 26, 27, 29, 30, 31, 32, 35, 36	
Mississippi Private School Association	6, 25	suspended.....	26
MPSA.....	26	suspension(s).....	7, 16, 18, 21, 23, 25, 27
National Honor Society.....	13	tardiness	7
nomination.....	15	tattoos	31
NSF checks	8	tee shirts	31
organization.....	15	test(s)	9, 12, 14, 26, 27, 28, 29
pants.....	31	textbooks	21
parent(s) ... 9, 13, 18, 19, 20, 21, 22, 25, 26, 27, 35		<i>The Provocair</i>	15
parking areas	21	tobacco	27
penalties	38	TOPS.....	29
phone	18, 19, 25	tornado alarm.....	20

tornadoes.....	20
transcript(s)	7, 8, 13
transfer student(s)	7
trespass	21
tuition.....	8, 13
unauthorized entry	19

unexcused	9, 14
uniform	12, 31
unsatisfactory progress	28
user fee	19
vehicle	18
visitors	19