

“THE TA WAY”

2008-2009



TUSCALOOSA ACADEMY

Established 1966

Tuscaloosa Academy's name, crest, logo or other symbols that represent the school may not be used for any purpose without specific written permission from the school.

All rules and regulations are subject to the interpretation of the Headmaster.

420 Rice Valley Road North
Tuscaloosa, Alabama 35406

Telephone (205) 758-4462

Fax (205) 758-4418

E-Mail: taknights@tuscaloosaacademy.org

Web-Site Address: www.tuscaloosaacademy.org

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Please download the statement page, sign, and return to the office.

Dear Knights,

Whether you are returning to TA as a senior, for your 15th year, or arriving in classes for the very first time, please know that every one of our 66 faculty and staff, our 300+ students, and over 1000 distinguished alumni bid you welcome. We are so excited that you are here. We look forward to participating with you and your family as we explore, discover, and create together. This year should exceed your expectations as we prepare tomorrow's leaders – YOU!

TA is a unique learning environment of trust, uncommon courtesy, exciting challenge, mutual respect, exceptional support and singular excellence. The joys of our community are many, as are the responsibilities we share to preserve and enhance it. A high degree of commitment to the Tuscaloosa Academy standards of conduct and honor code is expected of all members of our school community.

We are clearly the beneficiaries of a tradition of excellence, achievement and innovation. You have chosen well. We have chosen well.

“The TA WAY” was designed for you. It contains policies, procedures, attitudes and the “TA way” of doing things. We ask that parents and students sit down together, go through all the appropriate materials carefully. As questions come up, please do not hesitate to call on us. An important firmly held TA attitude is that there are no problems we cannot solve if we communicate and work together.

The Directory/Calendar will include the names, addresses and phone numbers of over 1000 of your friends. They are ready to support you on your exciting journey toward “light and truth.” Together “there is nothing we cannot achieve.” God bless you and have a terrific year!

Great expectations,

Dr. George B. Elder
Headmaster

**Please revisit “THE TA WAY” often for updates,
corrections, and clarifications.**

Changes or corrections made during the year will be highlighted.

Tuscaloosa Academy is a college preparatory school that welcomes applications for admission from all persons and does not discriminate on the basis of sex, race, color or ethnic origin in its admission policies.

MISSION STATEMENT

The mission of Tuscaloosa Academy is to provide a college-preparatory education in a supportive environment of intellectual freedom, to cultivate a love of learning, and to maximize each student's potential for academic achievement, character development, and readiness for life in a global environment.

HISTORY

Tuscaloosa Academy was founded in 1966 by an interested group of local residents for the purpose of offering an academic program that would prepare students for college. It opened in September 1967, as a co-educational, independent day school with 113 students in grades one through seven, and it has evolved into a school which now includes grades PreSchool-12. A Preschool Program, incorporated into Tuscaloosa Academy in 1978, serves boys and girls ages 3 through 5 years.

Graduates attend colleges such as the University of Alabama, Auburn University, Harvard University, University of the South, Birmingham-Southern College, Princeton, Notre Dame, UNC, Grinnell, Vanderbilt, Duke, MIT, Brown, Southern Methodist University, Bryn Mawr, Belmont, University of California at Berkeley, University of Mississippi, Millsap College, University of New Mexico, Mississippi State University, Montreat College, Purdue, University of Texas, Tulane, Air Force Academy, Wake Forest, Rice, Davidson, Washington and Lee, Rhodes, Samford, Hollins, Baylor, Pratt Institute, Emory University and the University of North Carolina at Chapel Hill.

ACCREDITATION

Tuscaloosa Academy is accredited by the Southern Association of Colleges and Schools and the Southern Association of Independent Schools. The preschool program is accredited by the National Association for the Education of Young Children and is a licensed Alabama State Day Care facility.

MEMBERSHIPS

Southern Association of Independent Schools
Alabama Independent School Association
Alabama Association of Independent Schools
College Entrance Examination Board
National Association of Independent Schools
National and Southern Associations of College Admissions Counselors
Council for the Advancement and Support of Education
National Association for the Education of Young Children
Educational Records Bureau

PHILOSOPHY

Tuscaloosa Academy is an independent, co-educational, college-preparatory day school with classes from pre-school through 12th grade. In order to provide our community a superior educational institution and accomplish our overall mission, Tuscaloosa Academy strives for excellence in governance, administration, faculty and staff, academic curricula, extra-curricular activities, facilities and equipment. In partnership with the parents of our students, we endeavor to enhance each student's opportunity for intellectual growth, academic achievement, emotional maturation, character development, physical health, and the development of social skills and leadership ability to the maximum extent.

Tuscaloosa Academy combines traditional educational methodology with technological advancements and innovative teaching strategies to prepare each student for high levels of personal achievement at outstanding colleges and universities. The school maintains clean, safe and comfortable facilities where teachers and students cooperate to provide an environment that supports each student's opportunity to learn and emphasizes the paramount importance of academic achievement. Tuscaloosa Academy seeks to maintain an atmosphere of intellectual freedom where diverse ideas and life views are respected and may be expressed and exchanged in appropriate forums.

Tuscaloosa Academy strives to provide an educational experience which informs and imparts knowledge, but perhaps more importantly, stimulates logical thinking and creativity, cultivates understanding and wisdom, and enriches each student's appreciation and enjoyment of life.

Tuscaloosa Academy encourages high standards of mutual respect and integrity in all relationships and throughout all constituencies of the school, and seeks to enhance the development of character, honor, and moral and ethical values of its students. Tuscaloosa Academy encourages its students to assume personal responsibility for their actions and to become active and responsible leaders in the community.

Tuscaloosa Academy endeavors to prepare its students to live and work successfully in a community of increasing diversity. It is our aim to have that diversity represented in our student body, faculty, staff, administration and Board of Trustees. It is important that our students be taught to think on a global basis. In keeping with this philosophy, the school welcomes applications for admission from all persons and adheres to a policy of non-discrimination on the basis of sex, race, color, religion, or national or ethnic origin.

OBJECTIVES

The objectives of Tuscaloosa Academy are:

1. To provide a superior college-preparatory education in pre-school, elementary school, middle school and secondary school for students with average and above-average academic aptitude;

2. To prepare our students for high levels of academic achievement at outstanding colleges and universities;
3. To maximize each student's opportunity to learn and emphasize the paramount importance of academic achievement;
4. To nurture and develop our students' intellectual curiosity, personal growth, creativity, imagination, leadership abilities and self-confidence;
5. To develop our students' integrity, character, sense of honor, moral and ethical values, and respect for others;
6. To enhance our students' ability to make thoughtful, well-reasoned, independent decisions consistent with their goals;
7. To teach our students to reason, solve problems and communicate effectively in oral and written form;
8. To maintain curricula which combine traditional teaching methods and technological advancements and which challenge each student intellectually;
9. To prepare students for leadership roles in the economic, political and social activities of the community;
10. To provide an atmosphere which is conducive to open and honest intellectual inquiry;
11. To develop in our students an appreciation for the importance of personal wellness and physical achievement;
12. To field competitive interscholastic athletic teams, and to teach good sportsmanship, teamwork, persistence, and the importance of doing one's best in the context of athletic competition;
13. To develop our students' research skills and provide library resources which will enhance their educational experience;
14. To offer our students opportunities for growth and development in music and the arts;
15. To maintain multicultural representation in the entire school community and adhere to a policy of non-discrimination.

2008/2009 Tuscaloosa Academy
School Calendar

Fall Semester

August 7 & 8	Faculty Professional Day – New Faculty
August 11	Faculty Professional Day – All Faculty Middle School and 12 th grade Book Sale 1:00 PS Parent’s Back to School Night 7:00
August 12	Faculty Professional Day – All Faculty LS and PS New Student Orientation 1:00 9 th , 10 th , 11 th Grades Book Sale
August 13	First Day of Classes
August 18	LS Parent’s Back to School Night 7:00
August 19	US Parent’s Back to School Night 7:00
August 26	MS Parent’s Back to School Night 7:00
September 1	Labor Day Holiday
November 4	Election Day – No School
November 24-28	Thanksgiving Holidays
December 16, 17, 18	MS, US Exams LS half days
December 19	Faculty half day
December 19-Jan.5	Christmas Holidays

Spring Semester

January 5	Faculty Professional Day
January 6	Classes Resume
January 7	New Students Begin

January 19	School Holiday - Martin Luther King
February 16	School Holiday- President's Day Faculty Professional Development Day PS Observation of Prospective Students
March 16-20	Spring Holidays
May 18, 19, 20	MS, US Exams LS half day
May 21	Graduation

**BOARD OF TRUSTEES
2008-2009**

OFFICERS:

President	Hunter Plott
Vice-President/Pres. Elect	Elizabeth McGiffert
Treasurer	Sandi Diaz
Secretary	David Hudson
Past President	Dena Prince
Headmaster	Dr. George B. Elder

MEMBERS

Carolyn Boone	Kathy McLeod
Glen Cowan	Rick McKenzie
Mark Gatewood	Lenka Nolan
Walter Grant	Farley Poellnitz
Tim Harrison	Charlie Sealy, Jr.
Richard Hull	Sherri Sellers
Jim Johnson	Luke Standeffer
Lewis McAllister	Steven Rumsey
Chris McGee	Sheila Warner

EX OFFICIO:

Kim Hudson	Women's Auxiliary
Jeff Atkins	TAKS
Elizabeth Amason	Alumni Association
Debbie McLeod	Parents' Association

ADVISORY BOARD:

Ward McFarland
Roger Williams

2008-2009 BOARD COMMITTEES

Executive: Hunter Plott, President (ex officio on all committees)
Elizabeth McGiffert, Vice President
David Hudson Secretary
Sandi Diaz, Treasurer
Dena Prince, Past President
George B. Elder, Headmaster (ex officio on all committees)

Buildings & Grounds

Tim Harrison, Chair

Development

Education

Lenka Nolan, Chair

Trustee

Farley Poellnitz, Chair

Finance

Sandi Diaz, Chair

Planning

Hunter Plott, Chair

Headmaster Evaluation

Jim Johnson, Chair

Scholarship

JSandi Diaz, chair

Personnel Advisory

Debbie McLeod, chair

Alumni Contact

Patsy Adams

Other Auxiliary Groups:

TAKS – Jeff Atkins

Women’s Auxiliary – Kim Hudson

Alumni Association – Elizabeth McGiffert

Parent’s Association – Debbie McLeod

ADMINISTRATIVE STAFF

Dr. George B. Elder	Headmaster
Dr. Barry Peterson	Associate Head, Dean of Upper School
Heatherly Whiteside	Dean of Middle School
Mary Madge Crawford	Dean of Lower School
John Rushing	Director of Athletics
Christine Parsons	College Counselor;
Neilann Thomas	Guidance Counselor
Anne Huffaker	Director of Admission
Sandra Horne	Business Manager; Chief Financial Officer
Becky Dainty Karnes	Receptionist/Registrar
Abbie Reed	School Nurse

ADMINISTRATION

The **Headmaster** is responsible for the overall administration of the Academy. Tuscaloosa Academy is divided into three divisions - Lower School (PreSchool Ages 3-5; grades 1-4), Middle School (grades 5-8), and Upper School (grades 9-12).

The **Associate Headmaster and Upper School Dean** is responsible for the overall administration of the Academy in the absence of the Headmaster. As the Academic Dean for both the Middle and Upper Schools he is responsible for the following: planning the master schedule, developing individual student schedules for students in grade 5-12, book sales, and book buy back days. The Academic Dean oversees accreditation, curriculum, and achievement testing. He also works with the Director of Admission in integrating new students and families to Tuscaloosa Academy.

The **Dean of Middle School** is responsible for: the overall administration of the Middle School, student activities, discipline, schedules, curriculum, community relations, and achievement testing in the Middle School. The Middle School Director works with the Director of Admissions in integrating new students and families to Tuscaloosa Academy.

The **Dean of the Lower School** is responsible for: the overall administration of the Lower School, student activities, discipline, schedules, NAEYC accreditation, curriculum, community relations, and achievement testing in the Lower School. The Lower School Dean also oversees the Preschool Summer Camp. The Lower School Dean works with the Director of Admission in integrating new students and families to Tuscaloosa Academy.

The **Director of Athletics** is responsible for the supervision of all athletic activities, *coaches and all athletic facilities*

The **Director of Admissions and Development** directs student admission to the Academy for grades pre-school (age 3) through 12 and leads the school's annual fund drive, capital campaign, alumni activities and other development activities.

The **Administrative Assistant/Director of Communication** assists the Headmaster and Director of Development. This employee assists the Headmaster by keeping minutes of staff meetings. The Administrative Assistant is responsible for maintaining the Student/Parent, Faculty & Staff, and Trustee Databases; and preparation of the Student Handbook & Directory, Faculty Handbook, re-enrollment letters, student contracts, tuition statements, and newsletters. As a part of the Development Office, this employee will support the Director by providing assistance to annual fund and capital campaign leaders and volunteers; record pledges and gifts and maintain databases for the campaign; prepare reports for committee meetings; provide word processing support to the Director of Development; and assist in alumni records and other tasks related to this office.

The **Secretary** is responsible for assisting the Headmaster, Division Deans, Athletic Director, Director of Admission, College Counselor, Guidance Counselor, in preparing correspondence for mailing and distribution. This employee will be responsible for maintaining the Professional Development files of the faculty; coordinating responses to and preparation of surveys and questionnaires to comply with deadlines. The Secretary will act as phone and counter back-up to the Receptionist; assist in maintaining operation of all business machines; assist the Business Manager and Administrative Assistant in various financial matters; and assist the Admissions Office in the preparation of admission packets and mailings.

The **Receptionist/Registrar** is responsible for providing main reception to students, faculty, parents, and other visitors. As Registrar, this staff member is responsible for keeping the records of faculty/staff absences; maintaining student academic records, immunization forms, and attendance records; assisting with Middle and Upper School Progress Reports and Report Cards; scheduling and record keeping of substitute teachers; maintaining the Master School Calendar; and scheduling the use of school vehicles.

The **Business Manager (Chief Financial Officer)** is responsible for bookkeeping and all accounting functions, and is a participant on the student financial aid, purchasing, personnel, and building/grounds (committees).

The **Guidance Counselor** works with students, parents, faculty, and outside professionals to assist students and families through individual and small group counseling.

The **College Counselor** directs the college guidance and placement program for Upper School students and families.

ADMISSION

Tuscaloosa Academy seeks to admit bright, college-bound students who possess the intellectual potential, the motivation and the parental support to succeed both in our academically challenging program and at the university level. The successful candidate will have a strong work ethic, a positive attitude, a cooperative spirit, a pleasant nature and a genuine commitment to truth and honor. Students who meet the above criteria, including those with documented learning disabilities who possess an extra measure of determination and motivation, are encouraged to apply.

Tuscaloosa Academy welcomes and admits qualified students of any race, national and ethnic origin to all rights, privileges and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, national or ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs. As classes become full and applicants have met admission criteria, priority will be given to children of TA alumni and siblings of current students.

Entrance evaluation is required of all students entering grades 3K – 12. The Admissions Committee's evaluation may include, but is not limited to a review of the student's school records which include grades, standardized test scores and recommendations of former teachers and entrance testing. Additional instruments that may be used for entrance tests are the Independent School Entrance Examination (ISEE) for grades 6-12, the Kaufman Assessment Battery for children (K-ABC) for grades 1-5, the Kaufman Survey for grades 3K-5K or other school designed assessment. These tests will be considered as yet one more indicator of the likelihood of success in TA's learning environment.

Students entering the PreSchool must be 3 years old by September 1st, the birthday deadline for early childhood programs. We require that children be toilet trained prior to the first day of school. The foremost goal of the school's admission policy is to determine whether a child will have an enjoyable, successful, and confidence-building academic and social experience while in Tuscaloosa Academy's college preparatory program.

Religious Diversity at Tuscaloosa Academy

A statement of philosophy and suggested guidelines for sensitivity to religious positions of all students and staff at Tuscaloosa Academy:

As we seek to help our students understand each other, it is important that we respect, honor and celebrate each other's race, creed and ethnic origin. Sensitivity to the feelings and traditions of others has long been a strength of the TA educational experience. TA is entirely supportive of students' faiths. When leading prayer or practicing their faith, students and staff are encouraged to follow their own religious traditions.

It is our firm commitment to send each TA graduate off to college and to adulthood with a keen understanding and enthusiastic appreciation for the entire patchwork of humankind. Isolation, prejudice, intolerance and ignorance will never be tolerated at TA.

ATHLETICS

Tuscaloosa Academy is a member of the Alabama Independent School Association (AISA). TA's teams play seasonal sports at the varsity, junior varsity, and pee wee levels. Boys compete with member schools in football, cross country, basketball, baseball, track, golf, tennis, and soccer. Girls compete with member schools in volleyball, cross country, basketball, softball, track, tennis, soccer, and cheerleading. In order to participate in extracurricular activities, students must meet the requirements established by the AISA.

Sportsmanship

Tuscaloosa Academy conducts an interscholastic sports program in the belief that competitive team experiences contribute significantly to the development of character, mutual support, and school spirit. The practice of good sportsmanship is an important part of this training.

We expect our coaches, players, parents, and students to represent the Academy in a manner that is respectful of others on and off the field of play. We also encourage and endorse the enthusiastic support of constituents and friends. In the process we expect adults to uphold the same high standards that we ask of our students. Opposing teams, their fans, and officials are to be treated as honored guests. TA students, parents, and fans are expected to display good sportsmanship at all games, both at home and away.

ATTENDANCE

Daily attendance and punctuality are essential to academic achievement and the total development of students at Tuscaloosa Academy. Unnecessary absenteeism has a negative effect on everyone: students who are absent miss instructional time, and both students and teachers must make arrangements for make-up work.

Absences: Occasionally, a student must be absent due to illness, death in the family, or a religious holiday. Families should plan their family trips around the existing holidays in the school calendar. Requests for **Excused Absences**, other than those listed above, should be made to the appropriate Dean two weeks before the absence. The morning the student returns to school following an absence, a note from the parent or guardian should be presented to the Division Dean by 8:00 a.m., stating the reason for the absence. Homework and other assignments missed due to absences must be turned in to the teacher upon returning to school. The student will be issued an Admit Pass to be signed by each teacher and returned to the Dean at the end of the day. Examples of **Unexcused Absences**: hair appointments, car repairs, shopping, off campus lunches, requests to return home for missing items, etc. Work missed due to an Unexcused Absence will receive a grade of F (50) and/or detention. All missed work must be completed to the satisfaction of the teacher so the student can maintain progress in the subject.

Checking Out: Students who need to leave school during the day must submit a note by 8:00 a.m. from the parent or guardian to the Division Dean stating the reason for the early departure.

In some cases, the parent/guardian may have to call the office to request permission for a student to check out. Please refer to the definitions of Excused and Unexcused Absences listed in the paragraph above. Students must sign out using the notebook that is provided for that purpose. If a student returns to school the same day, he or she must be readmitted by the Division Dean and sign in using the notebook. The student is responsible for completing assignments during the absence.

Checking In: Students must submit a note from a parent or guardian to the Division Dean upon checking in. If the absence is due to a doctor's appointment, the student must bring a note from the doctor's office. Students must sign in using the notebook that is provided for that purpose. The note will be attached to an excused or unexcused slip to be shown and signed by all teachers and returned to the Dean at the end of the day. The student is responsible for completing assignments during the absence. Upper and Middle School students who check in without a note will be given a disciplinary referral form. They may bring the note the next day, and the referral form will be vacated.

Tardiness (late to school): Students are responsible for being prompt to school and to classes. Students who are late to school must report to the office to get a Tardy Slip, which is to be given to the teacher. Excessive tardiness will lead to disciplinary action for students in grades 5-12. Each time a student is tardy, he/she will be given a disciplinary referral form. Students who are tardy to class 15 minutes or more will be considered absent.

Course Credit: Students with excessive absenteeism and tardiness records are subject to loss of course credit. Except in the case of a serious illness or accident substantiated by a statement from the attending physician, students who miss more than ten percent (10%) of class periods in a course (18 for a yearly course, 9 for a semester course) will receive an incomplete grade ("I") in the course, additional contact time after school and/or possible loss of credit.

Five Period Rule: Students in Middle School and Upper School must be present a minimum of five (5) full periods of the seven period day to be able to participate in school activities, practices, or performances.

COMPUTER CONDUCT

The technology program, like all programs at Tuscaloosa Academy, operates under a system of trust and shared responsibility. The entire Tuscaloosa Academy community assumes a certain level of trust and responsible action from its members. Any violation of that trust or any abrogation of responsibility will be dealt with quickly and severely.

Members of the school community have the privilege to access the network. With privileges come responsibilities. As the technology changes, so will these privileges and responsibilities. While it is the duty of the school to communicate any changes in policy, it is likewise the duty of the members of the community to pay attention. In a field as fast changing as technology, no use statement can be final or comprehensive.

This policy statement will be used as a starting point. Every member of the Tuscaloosa Academy community must read and sign this statement before logging on the network for the first time in August. A signature indicates that the statement has been read and its ramifications have been understood.

1. Misrepresenting yourself, even electronically, will be considered lying and will thus fall under the purview of the Honor System. A person may NOT use another's log-on or password under any circumstances without permission of the other student for each use.
2. Accessing another's data, files, or account is a basic violation of that person's privacy. The use of another's data or files without permission is stealing and will be treated as such under the Honor System.
3. No user is permitted to change, alter, modify, or adjust in any way the software configuration of the network or of an individual workstation. To do so will be considered electronic vandalism, which will be treated as a major disciplinary problem subject to actions ranging from suspension to expulsion
4. No user is permitted to download, possess, load, or run executable files or use programs which can alter the software configuration of the network or an individual workstation. Please see the network administrator if you are in doubt as to what is considered an executable file.
5. Impairing network operations by bypassing any restrictions set by the network administrators is electronic vandalism and will be considered a major disciplinary infraction.
6. Along with the richness of resources and extraordinary communications potential, the Internet carries material that is not suitable for our students. Accessing inappropriate Internet sites will be considered a major disciplinary problem. Tuscaloosa Academy does not distinguish between inappropriate material in printed and electronic form. If students are in doubt as to what constitutes inappropriate material, they should see a faculty member before accessing or taking possession of the material.
7. All standards governing normal verbal or written communication apply to our electronic mail system. Abuse of this system will be considered a major disciplinary problem.
8. Students are not permitted to access chat rooms such as MySpace, FaceBook, etc. on the Internet.
9. Users should remember at all times that all workstations, software, and mailboxes remain the property of Tuscaloosa Academy. Students are not permitted to use computers in the classrooms without permission of the teacher. The school has the right to access any material on the network at any time.
10. *Technology is an extremely powerful communication tool at TA. It may only be used in positive and constructive ways. Students are not allowed to send or post electronic messages that are abusive, bullying, cruel, harmful, socially aggressive, obscene, sexually oriented,*

threatening, harassing, damaging to another's reputation, or illegal, on or off school property. Students using technology to do any of the above or in a manner to intentionally hurt others will face serious consequences will be punished under the major offenses section of the TA Discipline policy. These violations can occur even if the communication takes place off campus, if the communication causes a substantial disruption to the educational environment. Please note that electronic mail submissions and other uses of the electronic communications system and electronic resources of the school district are not private and may be monitored at any time by Internet service providers, operators of system file servers, and designated school staff to ensure appropriate use.

11. Students will sign an agreement at the start of the school year stating that they have read and understood this policy.

CONTACTS

Over the course of the year, questions arise that a telephone call or a conference can answer. Parents are encouraged to call the appropriate person when there are questions in need of answers.

Admission	Mrs. Anne Huffaker
Address/Phone Changes	Mrs. Becky Karnes
Alumni Association	Mrs. Elizabeth Amason
Alumni Office	Ms. Christine Parsons
All Sports Program	Mr. Jeff Atkins (345-6363) and Mrs. Debbie McLeod (345-0934)
Art	Ms. Tana Samuels-Fair
Athletics	Mr. John Rushing
Bills (Fees and Charges)	Mrs. Sandra Horne
Cheerleading Coach	Amy Cochrane
Varsity Cheerleading Sponsor	Lisa Brantley
Jr. Varsity Cheerleading	Molly Harris
Pee Wee Cheerleading	Abbie Reed
Computer Technology	Mrs. Tammi Scheiring
College Placement	Ms. Christine Parsons
Development	Mrs. Anne Huffaker
English Department	Mrs. Kay Guthrie
Extended Day Care	Mrs. Mary Madge Crawford
Foreign Language Dept.	Mrs. Cita Smith
Guidance Counseling	Mrs. Neilann Thomas
Library	Mrs. Neilann Thomas
Lost and Found	Mrs. Abbie Reed
Lower School (Gr. 1-4)	Mrs. Mary Madge Crawford
Lunchroom Reservations	Ms. Becky Karnes
Math Department	Mrs. Juliet Pruitt
Messages	Ms. Becky Dainty Karnes
Middle School	Mrs. Heatherly Whiteside

Music/Drama	Mrs. Emily von Redlich/Mr. Matthew vonRedlich
Parents' Association	Mrs. Debbie McLeod
Physical Education Dept.	Mr. Don McDaniel
Pre-School (PS - K)	Mrs. Mary Madge Crawford
Schedules	Dr. Barry Peterson/Wayne Brantley
Science Department	Ms. Kim Ouderkirk
Science Fair Coordinator	Ms. Kim Ouderkirk
Senior Prom	Mrs. Tammi Scheiring
Social Studies Department	Mrs. Maureen Kohl
Student Government (MS)	Mrs. Susan McCorquodale
Student Government (US)	Mrs. Maureen Kohl/Dr. John Ratliff
Substitute Teacher (Appl.)	Ms. Becky Karnes
Summer Day Camps	Mrs. Mary Madge Crawford
TAKS (Booster Club)	Mr. Jeff Atkins
Technology	Mrs. Tammi Scheiring
Textbooks	Dr. Peterson/Heatherly Whiteside
Trips	Mrs. Heatherly Whiteside
Upper School	Dr. Barry Peterson
Women's Auxiliary	Mrs. Kim Hudson
Yearbook	Mrs. Kay Guthrie

*TA emails for faculty and staff are all first initial and last name @tuscaloosaacademy.org.
Example: gelder@tuscaloosaacademy.org*

DRESS CODE

Educators have long recognized the relationship between dress, grooming, and the learning environment within the school. Dress codes make a statement about the standards and expectations of schools. The intent of the dress code at Tuscaloosa Academy is to promote optimum learning opportunities throughout the school day and at all school-sponsored activities. The Board of Trustees empowers the administration to make decisions and interpretations concerning the dress code, grooming, and enforcement thereof.

Lower School (Pre-School Age 3 through Fourth Grade)

The students in the PreSchool and Lower School will have two options:

1. Students may order the new "TA Official Dress" from Lands End. This will include boys' and girls' polo shirts in one of the following colors: navy; white; maize; light blue; *and pink*. Khaki and navy shorts, skorts, pants, capris and jumpers are also available. Closed toe shoes and socks will be worn with all of these combinations. **A navy polo with the TA logo and khaki bottoms will be required on Wednesdays.** The clothes from Lands End can be purchased on their website. When ordering please use the TA preferred school number (9001-0933-1). Tuscaloosa Academy will receive 3% back on

all purchases. Lands End has the listed items that we are allowing for our “Official Dress.” Lands End School catalogs are available in the office. Everything in the catalog is not allowed so for more information, call Lands End or Mrs. Crawford at Tuscaloosa Academy.

2. Students who do not choose the “TA Official Dress” will wear the regular dress code (as follows), except on Wednesdays.

Boys:

- Shirts: Only collared shirts and turtlenecks can be worn. These should be tucked in at all times.
- Pants: Neat, appropriately sized pants should be worn. Pants must fit at the waist and be properly hemmed or cuffed. Belts must be worn and completely visible if belt loops are present; children from the ages of 3 to 5 are exempt from this requirement.
- Shorts: Neat, appropriately sized shorts should be worn. The length of the shorts must extend to the reach of the wearer’s fingertips. Belts must be worn and completely visible if belt loops are present; children from the ages of 3 to 5 are exempt from this requirement.
- Outerwear: Sweaters or jackets that follow general guidelines are allowed.
- Shoes: Feet must be fully covered, and socks must be worn. Athletic shoes are permissible. In the interest of safety, no clogs, sandals, flip flops or boots are allowed.
- Hair: Hair should be neat, clean and modest in style. Hair length must be no longer than a standard shirt collar and must be above the eyebrows. Extreme styles and colors are not permitted.
- Jewelry: Watches are permitted. Earrings, as well as visible body piercing and tattoos may not be worn on campus or at any school-sponsored event.

Girls:

- Shirts: Shirts and blouses are permitted. These should be tucked in, not bloused, at all times, unless they are made to be untucked as part of an ensemble. No undergarments of any kind should be exposed. Spaghetti straps, sheer clothing, and any fabric that allows skin to show through are not allowed. Shirts should not expose the midriff.
- Slacks/Shorts/Skirts and Dresses: Neat, appropriately sized garments should be worn. These must fit at the waist and be properly hemmed or cuffed. Children from the ages of 3 to 5 are exempt from this requirement. The length of the shorts, skirts/skorts, and dresses must extend to the reach of the wearer’s fingertips.
- Outerwear: Sweaters and jackets that follow general guidelines are allowed.
- Shoes: Feet must be fully covered, and socks or tights must be worn. Athletic shoes are permissible. In the interest of safety, no clogs, sandals, flip-flops or boots with heels are allowed.

- Hair: Hair should be neat, clean, and of modest length. Extreme styles and colors are not permitted.
- Jewelry: Modest jewelry, including watches, rings (one per hand) and small, non-dangling earrings are permitted. Visible body piercing and tattoos may not be worn on campus or at any school-sponsored event with the exception of earrings for pierced ears.

REMINDER: Lower School students should wear navy polo TA shirts with khaki bottoms on Wednesdays and on field trips. These TA shirts are available from Lands End and the TA school store.

Closed toe shoes and socks will be worn at all times.

Every Friday will be tee shirt day. Boys and girls may wear tee shirts if they are neat and the appropriate size.

Note: Scout uniforms are permissible

Middle & Upper School (Grades 5 – 12)

The students in Middle and Upper School are required to dress according to the following guidelines on Mondays, Tuesdays, and Thursdays:

Boys:

- Shirts: Boys should wear collared shirts that are tucked in at all times. Sweaters may be worn over plain white t-shirts or turtlenecks. Sweatshirts may be worn as outerwear provided they do not have offensive slogans or graphics. References to alcohol, tobacco products, or drugs are not permitted on any student clothing.
- Pants: Neat, appropriately sized pants should be worn. If belt loops are present, a belt should be worn. Neat jeans are allowed. We do not permit jeans with holes and frayed hems. All pants should be properly hemmed and or cuffed. Overalls are not permitted.
- Shorts: Neat, appropriately sized shorts may be worn. The length must extend to the wearer's fingertips. If belt loops are present, a belt should be worn. Cut-offs are not allowed. No athletic shorts are to be worn.
- Outerwear: Sweaters, vests, sweatshirts, and jackets that follow general guidelines are allowed over acceptable shirts. The outer garment should be no longer than hip length.
- Shoes: Athletic shoes, loafers, lace-up shoes, and boots (excepting combat boots) are allowed. Boots that lace up must be laced. Pants may not be tucked in boots. Neat flip flops and open-toed shoes are also allowed, but we do not permit "shower shoes." Shoes should not distract from the educational environment.
- Hair: Hair should be neat, clean, and of modest style. Hair should not touch a standard shirt collar and must be above the eyebrows. Hair styles that are distracting to the learning environment—those with extreme colors, for example—are not

permitted. Faces should be clean-shaven. Sideburns should be no longer than the midpoint of the ear. Hats, caps, and visors are not allowed to be worn inside the building.

- Jewelry: Watches and rings are allowed. Earrings, visible body piercing, and tattoos may not be worn on campus or at school-sponsored events.

Girls:

- Shirts & Blouses: Tops should be modest in style and appropriately fitted. No undergarments of any kind should be exposed. Necklines should not be revealing, and at no time should the midriff be exposed. Spaghetti straps are not allowed at school. Sheer clothing without the proper under garments is not allowed. References to alcohol, tobacco products, and drugs are not permitted on any student clothing.
- Slacks & Shorts: Slacks and shorts must fit at the waist and be properly hemmed and cuffed. Neat jeans are allowed. Jeans with holes or frayed edges are not permitted. Tights and leggings may not be worn as slacks. The length of shorts must extend to the wearer's fingertips. The midriff should not be exposed. Overalls are not allowed. Cut-offs and athletic shorts are not to be worn at school.
- Skirts & Dresses: Neat, modest styles are appropriate for school. Hemlines should reach the wearer's fingertips and must remain that length all day. No spaghetti straps are allowed. Sundresses with appropriate straps (at least two-finger width) are allowed. At no time should the shoulders be bare or the midriff be exposed.
- Outerwear: Sweaters, vests, sweatshirts, and jackets that follow general guidelines are permitted. Outer garment should be no longer than hip length. Shirts or blouses worn under outer garments must comply with the Dress Code and must be tucked in.
- Shoes: Athletic shoes, lace-ups, boots (except combat boots), sandals, and flip-flops are allowed. Shoes should be of traditional height. Modest, comfortable footwear is encouraged. While we allow flip flops, we do not permit "shower shoes."
- Hair: Hair should be neat, clean, and of modest style. Hair styles that are distracting to the learning environment—those with extreme colors, for example—are not allowed. Hats & caps are not to be worn inside the building.
- Make-up: When worn, make-up should be applied in a modest and tasteful way. No make-up that distracts from learning is allowed.
- Jewelry: Tasteful jewelry is allowed. Visible body piercing and tattoos may not be worn on campus or at school-sponsored events.

The students in Middle and Upper School are required to dress according to the following guidelines on Wednesdays:

- All students will wear a monogrammed polo shirt with the TA logo with khaki or navy pants or skirts. Navy and white polo shirts will be available from the school store. Navy, light blue, maize, and white polos are available for boys and girls online from Lands End. Boys and girls style oxford cloth shirts are another option available in white and light blue. When ordering from Lands End use the school number 9001-0933-1. This will ensure that you get the appropriate shirt and will also entitle our school to receive 3% back on all purchases. Only closed toe shoes will be worn on Wednesdays.

- Girls wearing boys' polos must tuck their shirts in. Only girls wearing fitted women's polos or blouses will be able to wear their shirts untucked.

The students in Middle and Upper School have the following option on Fridays:

- Any tee shirt that has "Tuscaloosa Academy" on it will be permitted on Fridays. This will include TA homecoming shirts, prom tee shirts, and athletic tee shirts. Navy tee shirts with the TA logo are available from the school store. Students not dressed in TA tee shirts should be dressed according to the regular dress code.

A note about school-related clothing: Any school-related attire worn by students must promote Tuscaloosa Academy, or a collegiate or professional sports team. Students are not allowed to wear sweatshirts, etc. promoting other lower, middle, or high schools.

Note: Scout uniforms are permissible.

A Note about Dress Code Enforcement

Tuscaloosa Academy expects its students to be clean, neat, well groomed, and modestly dressed. Our dress standards are not intended to remove the creativity of the individual, but rather to eliminate distractions from the "supportive environment" promised in our Mission Statement. We wish to teach our students to dress appropriately for different situations. They should recognize that clothing suited for the beach, athletic practices, and some social events is not at all appropriate in the classroom. **We ask parents to help us avoid sensitive moments by checking their children's attire before they come to school.** If a student's attire is in violation of the Dress Code, that student is expected to call his or her parents. Parents may bring a change of clothes for the student, or the student may choose attire from a school-related "clothes closet." **If a student has to miss class due to such violations, the absence is counted as unexcused.**

Dressing for Off-Campus Events, Assemblies, or Special Occasions

Students will be asked to wear clothing suitable for:

- A. Off-campus activities, when they participate in athletic events, field trips, and academic competitions, and
- B. On-campus events such as Honors Day, Grandparents Day, Graduation and special assemblies. We expect students to look their very best ("dressed up") for these special occasions.

For certain occasions, the following guidelines may apply:

- Lower school students will wear the Lower School collared shirt.
- Middle and upper school boys will wear a collared shirt. For off-campus athletic events, middle and upper school boys will wear appropriate dress decided upon by the coach and the team or the faculty member in charge.
- Middle and upper school girls will wear appropriate clothing as decided upon by the coach or faculty member in charge.

Consequences for Noncompliance

If a student's attire for the school day or school-related activity is found to be unacceptable according to the Dress Code standards, the teacher will notify the Dean via intercom telephone, prior to the student being sent to an area designated by the Division Dean. The Dean will contact the parents to bring the item of clothing or loan the item from the school clothing collection for the rest of the day.

Accepting the premise that compliance with the Tuscaloosa Academy Dress Code begins at home, the school encourages parents to have a contingency plan for times they may not be able to bring a clothing item to school. This contingency plan, similar to the one you would follow if your daughter/son become sick during the school day, might involve a relative or neighbor who would act on your behalf.

Middle and Upper School students who miss class time due to Dress Code violations will have the absence counted as "Unexcused." The maximum grade the student can earn for that class (homework, quizzes, tests, and other class work missed while they are out of class) will be a grade of 50. (Note: The student will be required to turn in any assignments and/or make up any tests missed while out of class.)

EMERGENCY PROCEDURES

Tornado, fire, earthquake, and lock-down drills are scheduled during the year. Students and teachers practice correct procedures in order to prepare students for an emergency situation.

The building has been designed to offer protection during tornado conditions. However, if a parent wants to take his/her student home, the student may be picked up only by a parent (NOT a carpool driver). In case of early school closing due to other weather conditions, regular carpools may pick up.

If we are under a tornado warning two hours before a scheduled event, that event will be canceled. If we are under a tornado watch two hours before a scheduled event, and if the weather seems to be deteriorating, the event will be canceled. The school is in touch with the Civil Defense. At any time that the area is under any severe weather, we are notified by the Civil Defense immediately.

We will endeavor to notify radio and television stations before 6:00 a.m. if school will be canceled due to inclement weather. Please tune in to Tuscaloosa and Birmingham stations for information about school closing

LOWER SCHOOL FACULTY
Mrs. Mary Madge Crawford, Dean
Janet Chambers, Preschool Coordinator

PRESCHOOL

Teacher

Assistant

Kristin Pate (Kindergarten)	Debbie Dunkling
Gay White (Montessori)	Linda Harris
Janet Chambers (3's and 4's)	Jennifer Dunkling
Laurie Vann (3's and 4's)	Rhonda Andress

GRADES 1-4

Teacher

Grade

Joan Robards	First
Kim Kirk	First
Tammy Atkins	Second
Louise Gambrell	Third
Lisa Brantley	Third
Sally Helms	Fourth
Margaret Conger	Fourth

ENRICHMENT PS-GRADE 4

Molly Harris	Spanish
David Elder	Art
Neilann Thomas	Library (Gr. 1-4)
Candy Hocutt	Library (Preschool)
Emily vonRedlich	Music
Jill Woods	Computer
Don McDaniel	Physical Education

Lower School Clubs, Organizations, and Activities

Field Day	PreSchool - Janet Chambers, Laurie Vann
Honors Day	Grades 1-4 -Coach Mac, Coach White Sally Helms, Margaret Conger
Lower School Night	Tammy Atkins, Kim Kirk, Joan Robards
Kindergarten Graduation	Gay White and Kristin Pate
Class Plays	Emily von Redlich
Curriculum Committee	Mary Madge Crawford, Margaret Conger, Louise Gambrell, Gay White
Monthly Assemblies	Lower School Faculty
Reading Challenge	Neilann Thomas
Summer Reading	Classroom Teachers
Student Council	Louise Gambrell and Lisa Brantley
Sunshine Committee	Janet Chambers, Laurie Vann, Rhonda Andress
Curriculum Department Chairs:	
Math	Sally Helms and Margaret Conger
Science	Louise Gambrell and Lisa Brantley
Social Studies	Joan Robards
English	Tammy Atkins and Kim Kirk
Extended Day	Linda Harris

MIDDLE SCHOOL FACULTY
Heatherly Whiteside – Middle School Dean

Wayne Brantley	Civics 7, World History 8
Holly Dodd	Literature 5, Science 5, 8
Josh Golden	Geography 5, Study Skills
Molly Harris	Spanish 5
Tim Killion	Algebra I
Jennie King	Latin 6, 8
Elizabeth Mathews	Spanish 7, 8
Susan McCorquodale	English 5, 6 History 6
Don McDaniel	Physical Education
Marsha McDonald	English 6, Math 5
Chris Mullinax	Math 6H, Pre-Algebra 7
Kim Ouderkirk	Science 7
Lesley Price	French 6, 7, 8
Abbie Reed	Etiquette, Life Skills
Ebba Robb	Math 5H, Math 6, Pre-Algebra 8, journalism
John Rushing	Alcohol and Drug Awareness
Tana Samuels-Fair	Art
Cita Smith	English 7, 8
Emily vonRedlich	Music
Billy White	Physical Education
Heatherly Whiteside	Literature 6
Jill Woods	Computer

Upper School Faculty
Barry A. Peterson, Ph.D. – Upper School Dean

<u>Teacher</u>	<u>Grade and Subject</u>
Catenya Ashford	Speech
Josh Golden	American Leaders
Kay Guthrie	English 9, English 11, AP English 11, Yearbook
Molly Harris	Spanish II, Spanish III
Tim Killion	Algebra I, Pre-Calculus, Statistics
Jennie King	Latin II, Latin III, Latin IV, Yearbook
Maureen Kohl	US History 11, AP US History 11, Gov/Econ, Psy/Soc
Elizabeth Mathews	Spanish I
Gladys Moffett	Biology, AP Biology, Anat/Phys, SAT Prep
Chris Mullinax	Senior Math
Mike Odom	English 12, AP English 12, English 10, Journalism
Kim Ouderkirk	Chemistry, Physics
Christine Parsons	College Counselor, SAT Prep
Lesley Price	French II, French III, AP French IV
Juliet Pruitt	Algebra II, Geometry, AP Calculus
John Ratliff	MEH 9, US History 10, H US History 10, Creative Writing
Abbie Reed	Health
Tana Samuels-Fair	Art I, Art II, Art III
Tammi Scheiring	Computer I
Neilann Thomas	Librarian
Matthew von Redlich	Drama
Kristen Willingham	IPS 9

ATHLETIC STAFF AND SUPPORT
John Rushing, Athletic Director

Athletic Team

Football, Varsity
Football, Jr. Varsity
Football, PeeWee
Basketball, JV Girls
Basketball, Varsity Girls
Basketball, JV Boys
Basketball, Varsity Boys
Golf
Tennis
Track, Cross Country
Softball
Volleyball
Baseball, Varsity
Baseball, Jr Varsity
Soccer
Cheerleaders

Coaches

Wayne Brantley
Wayne Brantley
Billy White
Christine Parsons
Christine Parsons
Josh Golden
Josh Golden
Scott Taylor

Don McDaniel
Billy White
J. J. Strickland
John Rushing
John Rushing
Matt Lowry
Amy Cochrane – Coach
Lisa Brantley – Varsity Sponsor
Molly Harris – JV Sponsor
Abbie Reed – Pee Wee Sponsor

HARASSMENT

Tuscaloosa Academy strives to maintain an environment where students and employees can study, work and participate in the life of the school free of harassment. The school will not tolerate discrimination or harassment of students or employees due to race, color, sex, national origin, or disability.

Sexual harassment is not permitted. Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors and other verbal or physical contact of a sexual nature.

Types of sexual harassment include:

- (1) Quid Pro Quo – When someone with power uses that power to gain an advantage over someone else (dean over a teacher, teacher over a student).
- (2) Peer to Peer – Someone harassing an equal (teacher to teacher, student to student).
- (3) Hostile Environment – When there is persistent and calculated behavior by one or several employees or students that make the school an unpleasant place to work and/or learn.

All complaints of harassment should be reported promptly to the appropriate dean, school counselor, or headmaster. A full and confidential investigation will be conducted immediately by a committee made up of the deans of the schools and the headmaster. Appropriate action, if warranted, will be made and reported to both parties involved. The range of remedies and/or penalties will include reprimand to termination or expulsion.

HONORS DAY AWARDS

Students are recognized each year for outstanding accomplishments and achievements. Each division, Lower School, Middle School, and Upper School, has its own honors program. The Middle and Upper Schools typically have their Honors Days in late April or early May. The

Lower School Fourth Grade Honors Convocation is held during the last week of school. The awards given by each division are listed on the following pages:

Fourth Grade Talents and Awards Convocation:

AMERICAN CITIZENSHIP AWARD: Presented to a Fourth Grade student for active participation in school and community service, a positive attitude toward classmates and the school, strength of character, and the courage to do what is right.

ANNETTE SMITH FREEMAN AWARD: Presented to a Fourth Grade student who exemplifies excellence in the study of Alabama History. This award is named in honor of Annette Freeman, a former 4th grade teacher and Lower School Director.

PRESIDENT'S AWARD FOR ACADEMIC ACHIEVEMENT: Presented to Fourth Grade students with an overall average of 90 in Grade 3 and the 1st semester of Grade 4 and with a total battery percentile score of 90 or above on a standardized achievement test in grades 3 or 4.

LOWER SCHOOL FACULTY AWARD FOR ACADEMIC EXCELLENCE: Presented to Fourth Grade students who have attended TA for four years in grades 1-4 and have maintained an overall average of 94 (3.8) or higher for the four years.

COUNSELOR'S CHARACTER AWARDS: Presented to students from each homeroom who exhibit high moral and civic character throughout the year.

KNIGHTS OF THE READING ROUND TABLE CLASSIC READER AWARD: This award honors fourth grade students who have achieved Classic Reader level as prescribed by the Accelerated Reader Program. This award was established in 2003 by Blanche Gunter, TA Librarian.

SPELLING BEE AWARD: Students in Grades Three through Eight are eligible to compete in spelling bees sponsored by The Birmingham Post Herald. The school champion advances to the county-wide spelling bee, and grade level winners in grades Four through Six compete in AISA District and State Bees.

SCIENCE FAIR AWARDS: Fourth Graders are required to participate in school science fairs. School winners continue to district and state competitions. Awards are given within the Fourth Grade to students with exemplary projects.

SCA REPRESENTATIVES: Presented to students who participate in the Lower School Student Council Association.

PRESIDENTIAL FITNESS AWARDS: Presented to students who score in the 85th percentile on a test of physical fitness.

DUKE UNIVERSITY TALENT IDENTIFICATION PROGRAM: Presented to 4th grade students who have scored at the 95th percentile or above on a grade level standardized achievement, aptitude, or mental ability test battery.

NATIONAL GEOGRAPHY OLYMPIAD: Presented to students who score at winning levels in the Olympiad.

RECOGNITION IN SPECIFIC AREAS: Presented to students who exemplify excellence in various enrichment areas of the curriculum such as music, art, computer, foreign language, etc.

ANNUAL HEADMASTER AWARD: Students in fourth grade who have earned an A in every academic subject every grading period will receive this award.

Middle School Awards:

ACADEMIC EXCELLENCE AWARDS: These awards are presented to outstanding students who have excelled in the following subject areas: English, Math, Science, History and Foreign Language.

GEOGRAPHY BEE AWARD: Presented to the winner of the National Geographic Society's Geography Bee.

SPELLING BEE AWARD: Presented to the winner of the Spelling Bee, which is sponsored by the Birmingham News.

WOODMEN OF THE WORLD AMERICAN HISTORY ESSAY: Presented to a fifth grade student who submits a winning essay on American History.

SCIENCE FAIR AWARDS: Presented to students whose science fair projects place in the Alabama State Science Fair.

ALA-LA-MISS MATHEMATICS AWARDS: Presented to students who have the highest scores on the math exam administered by the Alabama-Mississippi-Louisiana Mathematics League.

PRESIDENTIAL FITNESS AWARDS: Presented to Middle School students who score in the 85th percentile on a test of physical fitness.

NATIONAL LATIN EXAM AWARDS: Presented to 7th and 8th grade students who earn outstanding scores on the National Latin Exam.

NATIONAL FRENCH EXAM AWARDS: Presented to 7th and 8th grade students who earn outstanding scores on the National French Exam.

NATIONAL SPANISH EXAM AWARDS: Presented to 7th and 8th grade students who earn outstanding scores on the National Spanish Exam.

AISA DRAMA COMPETITION AWARDS: Presented to students for exemplary performances at the AISA Drama Competition.

KNOWLEDGEMASTER AWARDS: Presented to students for outstanding achievement in the Fall and Spring KnowledgeMaster Competition.

DUKE TALENT SEARCH AWARDS: Presented to 7th graders who qualify for the Duke TIP Program by scoring in the top 3% on a nationally normed test. Special awards are also presented to students who qualify for STATE RECOGNITION and NATIONAL RECOGNITION, based on their scores on the ACT or the SAT.

JOSEPH BALDWIN ACADEMY FOR EMINENT YOUNG SCHOLARS AWARDS: Presented to 8th graders who qualify for the Joseph Baldwin Program by scoring in the top 3% on a nationally normed test.

COUNSELOR’S CHARACTER AWARD: Presented to the student who exhibits high moral and civic character throughout the year.

MIDDLE SCHOOL CITIZENSHIP AWARD: Presented to the Middle School student who best exemplifies the goals of the Academy: scholarship, citizenship, leadership, and service.

MIDDLE SCHOOL SPIRIT AWARD: Presented to the student who exemplifies an attitude of participation and enthusiasm for the activities at the Academy by his or her involvement, attitude, encouragement and support of others.

MIDDLE SCHOOL AWARD FOR ACADEMIC EXCELLENCE: The highest award presented to a student who is most deserving on the basis of character, scholarship, citizenship, and loyalty.

HEADMASTER’S MIDDLE SCHOOL AWARD: Tuscaloosa Academy’s most prestigious award is presented to the student who best exemplifies “service above self”.

FACULTY AWARD FOR ACADEMIC EXCELLENCE: For the student with the highest grade point average at each grade level in English, math, social studies, science, foreign language, art, music/drama, journalism, and computer.

Upper School Awards:

DR. LOUIS E. ARMSTRONG AWARD FOR EXCELLENCE IN ENGLISH: This award is named for Dr. Armstrong, a former Headmaster of Indian Springs School, who worked very closely with the founders of TA at the time it was established. Presented to the 12th grade student

who, through independent study, class participation, and research , demonstrates a high level of academic achievement in English.

DR. ALBERT G. LEWIS MEMORIAL SCIENCE AND COMPUTER SCIENCE AWARD: This is the oldest award at Tuscaloosa Academy, having been established in 1967 in honor of Dr. Lewis, the late husband of Nell C. Lewis, who retired after twenty-one years of service to TA. It is presented to the student who demonstrates academic excellence in the study of science and/or computer science.

SCIENCE FAIR AWARDS: Presented to students whose science fair projects place in the Alabama State Science Fair.

RONALD DAVIS AWARD: Presented to the student who demonstrates the greatest interest and excellence in the study of American Government.

WOODMEN OF THE WORLD AWARD: Presented to the student who is the most outstanding in the study of American History.

GIRLS STATE and BOYS STATE AWARDS: Girls State and Boys State are citizenship programs that provide training in the practical aspects of government. These awards are presented to 11th graders on the basis of a student's character, leadership ability, and good citizenship.

NATIONAL SPANISH EXAM AWARDS: Presented for outstanding achievement on the National Spanish Exam.

NATIONAL FRENCH EXAM AWARDS: Presented for outstanding achievement on the National French Exam.

NATIONAL LATIN EXAM AWARDS: Presented for outstanding achievement on the National Latin Exam.

MATH TEAM AWARDS: Presented to members of the TA Math Team for outstanding achievement in the AISA Mathematics Competitions.

DR. L. TENNENT LEE AWARD FOR EXCELLENCE IN MATHEMATICS: This award is named in honor of Dr. Lee, who was a professor at the University of Alabama and worked with TA in the development of the original curriculum. This award is presented to the student who demonstrates the highest level of academic achievement in the study of mathematics.

LAURA ALLISON HARBIN WRITING AWARD: This award is presented to a writer (10th grade girl) whose insight and perception demonstrate a unique connection with the world around us.

ERIC RODGERS AWARD FOR PHYSICS: Presented to the student exhibiting excellence in physics.

ART SPIRIT AWARD: Presented to the student who best exhibits enthusiasm for and commitment to the creation and appreciation of art.

ORATORICAL AWARD: Presented to a student with outstanding ability in the area of speech making.

TOM BARNES MEMORIAL AWARD: This award is named in memory of Tom Barnes, Class of 1985, and was established in 1992 to recognize students who exhibit exceptional ability in journalistic and/or creative writing.

ALICE B. LASLIE AWARD: Presented for outstanding performance in girl's athletics.

CARNEY G. LASLIE AWARD: Presented for outstanding performance in boy's athletics.

DANIEL SCOTT SMITH MEMORIAL AWARD: This award was established by members of the Class of 1993 and was named in memory of their classmate, Scott Smith. Scott was a dedicated member of the Knights' Basketball program for the 1989-1993 seasons. It is presented annually to an outstanding men's varsity basketball player.

GEORGE H. BELL CITIZENSHIP AWARD: This award is named for the Academy's first Headmaster and is presented to the student who best exemplifies the goals of the Academy.

NEIL P. SATTERFIELD AWARD FOR SCHOOL SPIRIT: This award was established in 1972 in memory of one of the Academy's original 113 students and is presented to the student with the most school spirit..

DYEANN PALMER MEMORIAL AWARD: This award was established in 1978 in memory of Dyeann Palmer and is presented each year to the senior girl most outstanding in service to the Academy.

GIRLS SERVICE ASSOCIATION AWARD: This award is sponsored by the Middle School Girls Service Association and is presented to the senior girl who demonstrates the highest degree of character, leadership, and service.

SEWANEE BOOK AWARD: Presented in recognition of an outstanding Junior who has an academic grade point average of 3.3 or above, a PSAT score of at least 1100, is in the top 20% of the class, and who has demonstrated leadership capabilities within the school and community.

YALE BOOK AWARD: This award is sponsored by the Yale Club of Birmingham and is awarded to an outstanding member of the Junior class.

THE HARVARD PRIZE BOOK AWARD: Harvard alumni originated this program in 1910 as part of an effort to attract the attention of talented young students to the opportunities available in Cambridge. This award is presented to a Junior who “displays excellence in scholarship and high character, combined with achievement in other fields.”

THE COACH PAUL BRYANT SCHOLARSHIP: This award was established as a memorial to the late Coach Bryant and is awarded to an outstanding scholar and exemplary citizen.

DR. EVERETT HALE SCHOLARSHIP AWARD: This award was established in 1982 by the TA Board of Trustees in honor of Dr. Everett Hale for his sixteen years of service to the school as a member of the Board. The award is given to the student who has shown the potential to become a National Merit Scholar.

THE DYEANN PALMER SCHOLARSHIP: This award was established in 1978 as a memorial to one of our fine alumni, Dyeann Palmer. This scholarship is presented to a student who has maintained a B average, depicts the characteristics of outstanding citizenship in the school community, and is in the 8th grade or above.

HEADMASTER’S KNIGHT AWARD: This award is the Academy’s most prestigious and is presented to the student who best exemplifies service above self.

FACULTY AWARD FOR ACADEMIC EXCELLENCE: This award is the highest honor given by the Academy. The faculty selects the student who is most deserving and outstanding based on character, scholarship, citizenship, and loyalty.

ACADEMIC EXCELLENCE AWARDS: These awards are presented to the two most outstanding students in the following subject areas: IPS, Chemistry, Biology, Social Studies, Spanish, French, Latin, Art, Drama, Music, Journalism, and Publications.

LOST AND FOUND

All personal belongings should be labeled. However, as personal belongings such as clothing, books, art supplies, etc., do become misplaced, they will be turned in to the Lost and Found which is located in the cafeteria. Expensive jewelry, electronics, and large amounts of cash should not be brought to school.

LUNCHES

Tuscaloosa Academy provides food service to the students and faculty. Hot and cold lunches, a salad bar, milk, and other beverages are available to all students daily, although those who wish to bring lunches may do so. **FAST FOOD DELIVERIES ARE NOT PERMITTED.** Semester and monthly plans are provided through the Business Office. Students and guests may also pay for the day in the Office and notify the classroom teacher so an accurate lunch count may be sent

to the kitchen staff. Daily lunches and snacks may be purchased using a punch card that is sold by the receptionist. The cost of the card is \$20.00. Cash may not be used in the cafeteria.

MEDICAL INFORMATION

Guidelines for Student Health Care

Each student enrolled at Tuscaloosa Academy, must have the following:

- A current State of Alabama Certificate of Immunization
- A Health History Form with consent to treat (updated annually)

In addition:

- Students under five years of age must have a Child's Medical Report—Preadmission Form
- All students in PS/LS must have two Emergency Cards completed and on file

Accidents/Medical Emergencies

All accidents or medical emergencies will be reported to the school office or nurse immediately, so that proper medical treatment can be provided. A report will be sent to parents/guardians regarding incidents that happen at school or at school events with a copy kept on hand by the appropriate Dean or Athletic Director. The Medical Emergency Response Plan is on file in the office for your perusal.

Medication

Medication may be given to a student if a Medication Form is on file with the School Nurse. Any prescription or over the counter drug must be brought to school by a parent, and must be in its original container and clearly labeled with the child's name and directions.

All medications will be kept in a secure lock box. At the end of the school year, unused medication will be disposed of by the school nurse if not picked up by the parent.

Medication Administration

Medications that are administered by the school nurse or designee will be logged onto a Medication Action Record with the name, time, name of medication, and the initials of person administering. A student may also self-medicate, such as with asthma inhalers, provided that arrangements have been made with the school nurse.

Regulations for Medication Administration

- Written parental consent.
- An order by the prescriber (for prescription meds only).
- An individual medication plan completed by the school nurse.
- Documentation on an individual student log, which becomes part of the school health record.
- Medication error report form.

Policy on Communicable Disease

Illness:

If a student comes to school when he/she is not feeling well, he/she will be more vulnerable to infection. It is in the best interest of your child, and of the other people at Tuscaloosa Academy, to keep your child at home when he/she is ill. A student needs to be well enough to be able to participate actively in school.

If a student becomes ill at school, we will make him/her as comfortable as possible. We will then try to contact a parent/guardian for the student to check out and go home. If you plan to be out of town, please let us know the name of the person responsible for your child while you are away.

After a fever, a student's temperature must be normal for 24 hours before he/she returns to school. If a student is well enough to come to school, we will expect him/her to go outdoors or to the gymnasium with their class.

Infectious Diseases:

It is imperative that the school is informed of a student diagnosed with an infectious or contagious illness. Due to the nature of these contagious illnesses, the following guidelines will be strictly enforced for the protection of others at school.

- Conjunctivitis (Pink Eye)—an inflammation of the membrane covering the inside of the eyelids and white of the eyeball. Its symptoms are: red irritated, tearing eyes swollen lids, painful and itchy eyes, and a mucous discharge that makes the eyelashes sticky. It is transmitted by contact with discharges from the eyes or upper respiratory tract of infected persons, through contaminated fingers, clothing, or other articles. It is very contagious as long as the infection is active. A child must be on appropriate physician-ordered medication for 30 hours before returning to school. In addition, the eyes should be clear of redness, and they should not be crusted upon waking.
- Chicken Pox—very contagious disease. First symptoms are usually a rash of small red bumps or lesions that rapidly develop into blisters on a red base. The blisters usually appear first on the stomach and back, then spread to the face. Within a couple of days, a crust forms on the blisters. Students may return to school when all blisters have scabbed, and no new ones are developing.
- Impetigo—starts in a scrape or sore as a pimple that has a yellowish or white blister on top. A scab or crust (partly brown, or honey-colored) soon takes its place. There may be other spots on the face and on parts of the body where hands carry infections. It is contagious. The student may return to school after 30 hours on appropriate physician ordered medication and when no new sores have appeared and when the skin crusting is beginning to appear on the original sores.
- Strep—severe sore throat caused by streptococcus bacteria. The only way to diagnose strep is a throat swab done at a physician's office. The child must be on appropriate physician ordered medication for 30 hours before returning to school. NOTE: Discard old toothbrush at home.
- Head Lice—Persistent itching of the head and back of the neck can indicate head lice. Symptoms, in addition to nits attached to individual hairs on the scalp, may include: swelling in the lymph glands in the neck or under the arms, mild fever, and muscular

aches. Students should be treated with a medicated shampoo found in a pharmacy, and the home should be disinfected following guidelines for lice prevention. A student must be nit-free before returning to school (must be checked by school personnel). If you find head lice on your child, tell his/her teacher or school officials, so that the spread of lice can be stopped. Brochures are available in the office with information to aid in the elimination of head lice. School personnel may conduct periodic lice checks.

MONEY AND VALUABLES

We ask that parents use judgment in the amount of money their students bring to school. Except for lunches, snacks, and fund-raising projects, there are no other items to be purchased at school. Middle and Upper School students have lockers with locks. Students are strongly encouraged to valuable items in their lockers during the day.

OFFICE HOURS

The School office will be open from 7:30 a.m. to 4:00 p.m. during school days. The school office will be closed during most school holidays. During June and July, the school office will be open from 8:00 a.m. to 3:00 p.m. Monday through Friday.

PROHIBITED ITEMS

Beepers, tape players, laser lights, and CD players are not allowed in the buildings. Middle School students may bring cell phones and ipods to school, but they are not to be seen or heard during the hours of 7:55 a.m.-3:00 p.m. Students may use the office phones if they must call home during those hours. In the case of a true emergency or severe weather when we dismiss early, we will allow the use of cell phones. Faculty and staff reserve the right to take up the cell phones and ipods of any student who uses them inappropriately or causes disruptions of any kind. Upper School students may bring cell phones and ipods to school. They may use them during Break and Lunch only, outside of the school building. Again, faculty and staff will take up the phones and ipods of any students who use them inappropriately or who disrupt classes. TA will not be responsible for lost or missing cell phones and ipods. Any student who brings one to school must be responsible for keeping up with it.

Guns, knives and other weapons are not permitted anywhere on campus at anytime.

Tuscaloosa Academy is a smoke and tobacco free campus.

SCHOOL HOURS

The school day is 8:00 a.m. to 3:00 p.m. Monday through Thursday and 8:00 a.m. to 2:30 p.m. on Friday. Please refer to the Daily Schedules for Middle and Upper School Students on Page 115.

Early Arrivals: For their safety and well being, ALL students in Preschool and grades one through four arriving between 7:15 a.m. and 7:45 a.m. MUST proceed to the supervised environment made available in the Lower School Art Room. There is no charge for this before-school service. All Middle School students are to report directly to the gym for the morning assembly. They are not allowed to stop at their lockers until after the assembly. The school is unable to accept the responsibility for the safety and well being of students who are on school grounds before 7:45 a.m., unless they are in a confined, supervised environment.

Late Departures: Students in Grades PS – 4 who remain on campus past 3:15 p.m. Monday through Thursday and past 2:45 p.m. on Friday are to report to the Extended Day (Lower School Art Room) area. There is a fee for this service. Students in grades 5-12 who remain on campus past 3:15 must be involved in a supervised activity or athletic team. Students may not wander the school or campus unsupervised. These remaining students must check in with school secretary and take a seat in the atrium until their ride arrives. Students in grades 5-12 who fail to follow this procedure are subject to disciplinary consequences.

Afternoon Carpools: Parents who have children only in Preschool can pick them up in front of their classrooms at 2:45 Monday through Thursday and at 2:15 on Fridays. Parents who have children in the Preschool and in Grades 1 – 12 must pick up the Preschool child and older siblings in front of the Preschool classrooms. It is important that students be delivered and picked up promptly and that traffic progresses quickly each day. Do not block traffic with a parked car. In the afternoon, if you must come into the building, please find a parking place on campus. In the morning, if you need to come into the building, please park in the spaces designated “Visitor” because numbered spaces are assigned to teachers, administrators, and staff.

SCHOOL PROPERTY

Each Tuscaloosa Academy student is expected to take pride in his school and help others to keep the buildings and campus neat and orderly and to keep all school property free from unnecessary damage. Desks, walls, and lockers are to be kept clean. Students must not write or deface school property and furniture. Waste paper and trash are to be put in trash cans located in each classroom and in the hallways. Objects are never to be thrown, either inside or outside the building. Planted areas, flowers and shrubs should be protected. Sidewalks are to be used at all times. Students and their parents will be held financially responsible for damage done to school property at any time.

STUDENT SERVICES

Accommodations for Students with Disabilities

Tuscaloosa Academy makes every effort to afford enrolled students with disabilities an equal opportunity to develop and demonstrate their academic skills. Parents who are seeking support services for their child from Tuscaloosa Academy on the basis of a specific disability should submit documentation to verify eligibility. The documentation must indicate that the disability substantially limits some major life activity, including learning. The following guidelines are provided in the interest of assuring that evaluation reports are appropriate and to support requests for accommodations, academic adjustments, and/or auxiliary aids.

The evaluation reports must address four important areas: 1) qualifications of the evaluator, 2) recency of documentation, 3) appropriate clinical documentation to substantiate the disability, and 4) evidence to establish a rationale supporting the need for accommodations.

- Qualifications of the Evaluator: Professionals conducting assessments, rendering diagnoses of learning disabilities, attention disorders, or other disabilities and making recommendations for appropriate accommodations must be qualified and/or licensed to do so.
- Documentation: The provision of all reasonable accommodations and services is based upon assessment of the impact of the student's disabilities on his or her academic performance at a given time in the student's life. Therefore, it is in the student's best interest to provide recent and appropriate documentation relevant to the student's current learning environment.
- Substantiation of the Disability: Documentation should validate the need for services based on the individual's current level of functioning in the educational setting. A comprehensive assessment battery and the resulting diagnostic report should include a diagnostic interview, assessment of aptitude, academic achievement, information processing, and a diagnosis.
- Specific Diagnosis: Individual "learning styles," "learning differences," "academic problems", and test difficulty or anxiety," in and of themselves do not constitute a disability. It is important to rule out alternative explanations for problems in learning such as emotional, attentional or motivational problems that may be interfering with learning but do not constitute a disability.
- Recommendations for Accommodations: The diagnostic report should include specific recommendations for accommodations as well as an explanation as to why each accommodation is recommended. The evaluators should describe the impact the diagnosed disability has on a specific major life activity as well as the degree of significance of this impact on the individual. The evaluator should support recommendations with specific test results or clinical observations. The final

determination for providing appropriate and reasonable accommodations rests with Tuscaloosa Academy.

- Confidentiality: Tuscaloosa Academy has a responsibility to maintain confidentiality of the evaluation and may not release any part of the documentation without the parent's informed and written consent.

Counseling

Counseling at Tuscaloosa Academy is based on the belief that each student is unique and possesses varying needs, abilities, and interests. There is a strong commitment to the total development of each student.

- Guidance Counseling: Tuscaloosa Academy recognizes that young people are often faced with concerns that can interfere with their developmental process; therefore, there is a strong commitment to assist the students and parents so that students have the opportunity to develop to their full potential. The purposes of the counseling program are to provide education, teach responsibility, and to encourage students as they make choices that support their development and growth. A qualified school counselor provides personal counseling services, which focus on personal, social, educational and career development. Individual and small-group counseling is available.
- College Counseling: The college counselor advises students and parents on specific college entrance requirements, college admission testing, the application process of colleges/universities, and the application process for financial aid and scholarships. Meetings are held in the fall of each year with Juniors and their parents to familiarize them with the college application process. Interested students are encouraged to participate in the College Tour, which is in the spring semester of each year. The college counselor assists juniors and seniors in writing resumes and preparing college applications. The counselor also works with students to ensure that graduation requirements have been met.

TELEPHONE USAGE & DELIVERY OF MESSAGES

Every effort is made to prevent interruptions within the individual class period and during the total academic day. Unnecessary messages, forgotten items, and non-school business cause detrimental interruptions. Fast food lunches, flowers, balloons, gifts, and favors are inappropriate while at school and should **not** be delivered. Parents and students are asked to help prevent these disruptions by conducting non-academic business at a time other than during school hours.

The receptionist usually answers incoming telephone calls. Voice mail messages may be left for any member of the faculty and staff. As willing as she may be to do otherwise, her responsibilities may not allow her to make immediate and direct contact with the student or adult sought. In the event of an emergency, every effort will be made to contact the appropriate person as soon as possible. Emergency telephone numbers for each student should be placed in the student's file.

VEHICULAR TRAFFIC AND PARKING

Our first concern is the safety and general welfare of our students. Please drive slowly and cautiously while on campus. *Please adhere to the speed limits posted on campus.* Drivers are to remain in their vehicles throughout the arrival and departure times. The lane closest to the front of the building is designated as a Fire and Emergency Vehicle Lane. Please do not leave cars unattended in the Fire and Emergency Vehicle Lane. Preschool parents may use this lane to drop off and pick up students before and after school. Students must enter and exit vehicles on the curb side of the vehicle. Students and parents must use the crosswalks leading from the building to the median and parking areas.

Afternoon Carpools: Parents who have children only in Preschool can pick them up in front of their classrooms at 2:45 Monday through Thursday and at 2:15 on Fridays. Parents who have children in the Preschool and in Grades 1 – 12 must pick up the Preschool child and older siblings in front of the Preschool classrooms. Older siblings will be dismissed a few minutes earlier than regular dismissal times. It is important that students be delivered and picked up promptly and that traffic progresses quickly each day. Do not block traffic with a parked car. In the afternoon, if you must come into the building, please find a parking place on campus. In the morning, if you need to come into the building, please park in the spaces designated “Visitor” because numbered spaces are assigned to teachers, administrators, and staff.

Parents who deliver and pick up Preschoolers are asked to drive in the lane closest to the school. Teachers will assist with delivery and bring children to cars for loading. It is not necessary for parents to park their cars and come inside for regular dismissal times. Children in the preschool should never be dropped off without a teacher's assistance in the morning. Assistants will be available from 7:45 to 8:05 daily to help with arrivals. After 8:05, parents should bring preschoolers to classrooms or the office if a classroom is vacant due to a scheduled activity.

If you need to come into the building, park in the **Visitor Parking spots in front of the Office Entrance and always use the crosswalk. PLEASE DO NOT USE THE BACK PARKING LOTS DURING SCHOOL HOURS.** Additional parking is available in the lot by the baseball batting cages. *Numbered parking spots are reserved for faculty and staff. Please do not park in these spots during school hours. There will be no parking on grass unless there is a large event on campus.*

All students and parents are expected to have TA parking decals on the driver's outside rear windshields for security purposes. Parking permits are available for all family cars and are free.

VISITORS

We warmly welcome parents, other relatives, and friends of T.A. as visitors. In the interest of the SAFETY and SECURITY of our students and teachers, and to avoid the interruption of the classes, **we ask that all parents and visitors report to the Receptionist in the office upon arrival.** After signing in, parents and visitors will pick up a Visitors Pass. We ask that you turn in the pass when you sign out.

Students who would like to have a guest must make arrangements with the appropriate Division Dean at least one day in advance of the visit.

LOWER SCHOOL

ATTENDANCE

Absences: The school should be contacted if a child is absent. Check Edline for homework and assignments. Check with the teacher at the end of the school day.

If parents know beforehand that their child will be absent for reasons other than illness, the teacher should be contacted for advance assignments.

Students who are absent more than 18 days (9 per semester) are subject to loss of credit for the year.

Checking In and Out: PreSchool parents should sign the daily sign-in and sign-out sheets when arriving/departing from school. Preschool Assistants will be curbside from 7:45-8:05 each morning and 2:40-3:10 in the afternoons. On Fridays they will be curbside from 2:15-2:40. If a child has not been picked up by this time they will be taken to Extended Day Care for a charge of \$7.00 per day.

Parents of children in grades 1-4 should ask the Receptionist to send for their child. The parent then needs to sign the notebook in the office indicating the time the child is leaving school.

Tardiness: School begins daily at 8:00 a.m. Late-arriving preschoolers should be walked into the building by the parent. If necessary, parents should bring the child to the office and the Dean will locate the child's class. Late-arriving students in grades 1-4 should come to the office to receive a pass to class.

BIRTHDAYS

Birthday parties are not permitted during the school day, although pre-school parents may send cupcakes, cakes, or cookies for a snack time celebration. Please share your plans with your child's teacher before the day of the celebration.

The school prefers that party invitations be mailed to students' homes rather than being hand delivered at school. No invitations may be distributed in a pre-school class unless EVERYONE in the class receives one. No invitations may be distributed in a lower school class unless EVERYONE receives one, OR all of the boys or all of the girls in a class or grade receive one.

BOOK BAGS

Each student in the Lower School is required to have a book bag or satchel. These bags must be labeled clearly on the outside. Please examine the bag DAILY as teachers and the school office often send home messages and other items.

COMMUNICATION WITH PARENTS

PreSchool: Conferences with pre-school teachers are scheduled in the fall and spring. Additional conferences can be arranged throughout the year as deemed necessary by the parent and/or the teacher.

Teachers frequently communicate by using daily folders in book bags. Please check them daily and respond promptly to messages from the teacher.

Teachers generally use a "Developmental Inventory". The inventory focuses on motor skills, social/emotional behaviors, cognitive development, and language development. Progress Reports are prepared for parents each fall and spring and are discussed in a conference.

Kindergarten: Parents receive a Progress Report in the fall and spring designed to record student progress in physical development, social/emotional development, language arts, mathematics, science/social studies, and enrichment subjects of art, computer, foreign language, library, music, P.E., and science.

Grades 1-4: Communication with parents in Grades 1-4 is accomplished in the following ways:

1. A report is regularly sent home with updates on each student's progress, and folders with samples of the students' written work are sent home weekly for parents and students to review.
2. Interim progress reports are sent home at the midpoint of each quarter. These reports are designed to inform parents of progress and of areas requiring extra attention during the remainder of the grading period.

3. Report cards are prepared and sent to parents four times during the school year. These reports reflect academic performance and effort, as well as personal and social development.
4. Conferences with parents will be scheduled at the beginning and near the end of the school year.

Additionally, parents are encouraged to arrange conferences with individual teachers as they see fit to discuss their child's performance. Please call the school office if you wish to schedule a conference. Conferences are most beneficial to parents when scheduled in advance.

DAILY SNACKS

PreSchool: The parents of children enrolled in the preschool either provide nutritious snacks and juice for their child's class during the year or send individual snacks with their child daily, depending on the class.

If snacks are to be provided for the whole class, a schedule is planned each year with parents usually providing snacks for 1-2 weeks. Your family's snack time should coincide with your child's birthday, if possible. Special snacks such as cupcakes, cookies, etc. can be sent for the occasion. Parents should send enough food for two daily snacks. Snacks for each class should arrive by 8:00 a.m. each day and be ready to serve. Please send a variety of foods from the basic food groups such as fruits and vegetables, grains, and cheese and milk products. Please **AVOID** cookies and sugary items except for special occasions.

DEPARTMENT OF HUMAN RESOURCES

Tuscaloosa Academy Pre-School is a licensed Alabama State Day Care facility. Parents or guardians interested in obtaining a copy of the "Standards for Day Care Centers and Night time Centers: Principles, Regulations, and Procedures" may contact the State of Alabama Department of human Resources at:

State of Alabama Department of Human Resources
50 Ripley Street
Montgomery, AL 36130.

DISCIPLINE

PreSchool: The following expectations regarding discipline shall be utilized in the classrooms:

- Developmentally appropriate limits or rules shall be applied (set).
- A kind, firm voice shall be used.
- Discipline shall be consistent and fair.

- Positive reinforcement shall be encouraged. Developmentally appropriate reward systems may be used.
- No corporal punishment shall be used.
- Techniques of discipline shall not be humiliating, shaming, or frightening to the child.
- A parent will be called to pick up his/her child if the above techniques do not bring about a change in behavior. In the event of severe disruptive behavior, the child will not be allowed to return to the classroom until a conference has taken place with the parent.

Children using unbecoming behavior are asked to evaluate their behavior while staying with a teacher or while they sit alone. The child will see that life goes on as usual. He/she can return to the group when he/she is ready to cooperate.

Grades 1-4: The ultimate goal of our disciplinary program is the development of self-discipline. It is understood that proper discipline will exist at Tuscaloosa Academy. Everyone in the school community—students, faculty, administration, and parents—shares the responsibility for the overall atmosphere and decorum of the school. The school has the total and final authority to determine the appropriate disciplinary action on a case-by-case basis.

Parents: We encourage parents to support the disciplinary program of the school. If it becomes necessary for your student to be disciplined, please support the school in this endeavor. Parents have the responsibility of familiarizing themselves with the policies enumerated in this handbook and the responsibility of reviewing these policies with their children.

Faculty: Because of their position and their contact with students, teachers assume the majority of the day-to-day responsibility for maintaining discipline.

Students: Students are expected to:

- be attentive to instruction;
- show respect for school personnel, visitors, fellow students, school property, and the property of individuals;
- be truthful in word and deed;
- use appropriate language;
- walk while inside the building;
- leave the classroom or other assigned areas only with the teacher's permission;
- abide by the standards in the individual classrooms;
- use good table manners;
- follow directions the first time they are given;
- follow safety rules and procedures at all times;
- keep hands, feet, and other objects to themselves;
- refrain from name-calling, inappropriate teasing, bullying, etc.

When misbehavior on the part of the student demands that disciplinary action be taken, every possible attempt is made to correlate the misbehavior and the reaction on the part of the school.

Some examples of consequences which follow inappropriate behavior are a name on the chalkboard, missing a break, completing a special written assignment, taking a note home to parents, or removal from the classroom for a period of time.

ENRICHMENT CLASSES

Art: Instruction is delivered weekly for students in PreSchool through grade 4.

Computer: Students visit the Computer Lab on a regular basis for instruction in keyboarding and word processing skills, and content-specific software use.

Foreign Language: Instruction in Spanish begins in PreSchool and continues in grades 1-4.

Library: Visitation is scheduled once weekly. Students are introduced to literature each week and may check out books to take home for a one-week period. Students are encouraged to return their library books on time, but overdue books are not fined. Damaged books or books not returned must be paid for at the end of the school year.

Science : Students in grades 1-4 will visit a science lab twice a month to participate in exciting experiments that are coordinated with their classroom curriculum. A science teacher will visit the Preschool classes once a month for some fun science inquiries.

Music: Instruction is offered twice weekly with lessons focusing on developmentally appropriate objectives as stated in the school curriculum guide. Students in grades 1-4 also gain valuable drama experience by presenting a class play each year.

Physical Education: Lower School children in grades K - 4 attend Physical Education classes five days per week. Classes are either held in the gym or outside.

EXTENDED DAY CARE

Hours: The program hours are from the end of the school day until 5:30 p.m. Monday through Friday.

Location: The Extended Day program will be housed in designated classrooms. The school gymnasium might be used for indoor play on rainy days when it is available.

Fees: The program fees are \$7.00 daily (monthly billing is available). A late fee of \$7.00 is assessed for each 15-minute increment past 5:30 p.m.

How to register: Official registration is not needed. Send a note to your child/s teacher informing him/her that your child will need Extended Day services. The teacher will pass this

information to the Extended Day staff. You are required to sign the Sign-Out sheet when you pick up your child. You will be billed monthly for the days this service is used.

What to Bring: Please pack your child a healthy snack for the afternoon.

Activities: Children will participate in a variety of activities including daily snack from home, story time, art activities, outside play, center activities (puppets, blocks, computer, painting, puzzles, and games), occasional videos.

Pick Up at End of Day: If the children are not on the playground, they should be picked up in their respective classrooms.

Coordinator: The Extended Day Program is coordinated by Mrs. Linda Harris, teaching assistant to Mrs. Gay White.

Program Teachers: Each level of the Extended Day Program (PreSchool and grades 1-4) is staffed by two qualified individuals.

To contact an Extended Day Worker, please dial 523-0033. Please use this number after school hours only.

EXTRA CLOTHES FOR PRESCHOOL CHILDREN

On the first day a PreSchool child attends school, pack an extra set of clothing, including socks, shoes, and under garments, in a small bag marked with your child's name. Please label all the clothing inside the bag and the bag with the child's name. Please remember to exchange clothing as needed for weather changes. Children in Kindergarten will need an extra pair of tennis shoes for physical education class when it is held in the gymnasium.

FIELD TRIPS

PreSchool: All field trips will be announced via a note/permission slip carried home by your child. All children must have a signed permission slip in order to accompany their class on the field trip. A Tuscaloosa Academy shirt should be purchased to wear on field trips. Order forms will be distributed each fall.

The school buses will be utilized for trips as often as possible. There are times when other students are using the buses or a bus driver may not be available for a particular date. In order for parents to drive preschool students, it is necessary to have detailed information on file in the school office. Please see the Dean of the Lower School for appropriate paperwork.

Grades 1-4: Teachers in grades 1-4 schedule various field trips to enhance classroom instruction. The Tuscaloosa Academy buses are used for transportation when possible. At other times, parents are asked to provide transportation for students. A TA shirt should be purchased to wear on field trips.

GRADING SYSTEM

The Tuscaloosa Academy PreSchool uses a highly descriptive evaluation report that is discussed in conference and then given to parents twice yearly, in December and in May.

Academy Lower School grades 1 through 4 have four quarter grading periods with four mid-quarter reports.

First Grade and 1st semester Second Grade utilize the following descriptive system:

S = Satisfactory Progress

I = Improving

N = Needs Improvement

2nd semester Second Grade as well as Third and Fourth Grades use the following grading scale:

A+ 100	C+ 77-79
A 94-99	C 73-76
A- 90-93	C- 70-72
B+ 87-89	D+ 67-69
B 83-86	D 63-66
B- 80-82	D- 60-62
	F Below 60

HOMEWORK

Students are assigned homework that is grade-appropriate for the purpose of reinforcing skills taught during the school day. Homework assignments are intended to reinforce skills or concepts learned in class and to build a student's ability to carry out independent work. The length of time required to complete homework assignments will vary from grade to grade, as well as from student to student. The average total time per day will likely be as follows:

Grades 1 & 2—one-half hour or less

Grades 3 & 4—one-half hour to one hour

If a student regularly spends considerably more or less time than is suggested above, it is advisable for parents to confer with the teacher. Please remember that parents are to be supportive rather than actively involved in homework assignments.

LUNCH

A cafeteria-prepared lunch (plus milk or water) is available to students for a monthly, semester, or yearly fee. Missed lunches will not be carried over or refunded. Meals are \$3.50 per day when purchased by the month, semester, or year. Students who bring their lunch may purchase a dessert for .50. Lunches are \$4.50 when purchased on a daily basis. Menus are prepared monthly and are available in the school office and on Edline. Guest lunches are \$4.50.

NAP TIME

PreSchool children are required (by the State Of Alabama DHR) to rest for a minimum of forty-five minutes daily. Cots are provided for nap time. Parents are responsible for providing a rest mat from home each Monday. Every Friday, the mat will be sent home to be laundered. Mats may be purchased through Tuscaloosa Academy.

OUTDOOR / INDOOR PLAY

All students usually go to the playground at least once a day for 20-30 minutes. Students do not go outside when it is raining or when the temperature is below 40 °F.

SCHOOL HOURS

The school day for preschoolers without older siblings at TA, is 8:00 a.m. to 2:45 p.m. Monday through Thursday and 8:00 a.m. to 2:15 p.m. on Friday. The school day for students in grades 1-4 and preschoolers with older siblings is 8:00 a.m. to 3:00 p.m. Monday through Thursday and 8:00 a.m. to 2:30 on Friday.

SCHOOL PICTURES

Usually during the first month of school, each child's picture is taken for inclusion in our yearbook, The Excalibur. Packets of different combinations are available for purchase. Parents will be notified several days in advance. A class photograph is taken in the spring each year and may be purchased at that time. The yearbook is available for purchase in the fall through the school office.

STUDENT ACTIVITIES—ACADEMIC CONTESTS

Art Exhibits: Students in grades 1-4 participate in local, district, and state art shows.

Choral Music Festivals: Some upper elementary students are selected for state choral competition sponsored by the Alabama Independent School Association.

National Geography Olympiad: The National Geographic Society sponsors a geography competition for students.

Science Fair: Students in all grades are encouraged to complete a science project. Fourth Graders are REQUIRED to participate in school science fairs. School winners continue to district and state competitions.

Spelling Bees: Students in Grades 3-8 are eligible to compete in a spelling bee sponsored by the AISA. The school champion advances to the county-wide spelling bee, and grade level winners in grades 4-6 compete in AISA District and State Bees.

Other: Some students participate in other academic, art, essay, and poetry contests as they are announced during the year.

STUDENT COUNCIL ASSOCIATION

The Student Council Association (SCA) is a body of elected officers and representatives who assist the Lower School of Tuscaloosa Academy as well as many community organizations. The SCA officers include a President, Vice-President, Secretary, and Treasurer. Each homeroom elects a Representative. Officers are elected for a one-year term, and Representatives serve one semester. The SCA participates in many activities throughout the school year, including: fundraisers, donations to local charities, cleaning the school grounds, recycling efforts, holding mock Presidential elections, providing teacher appreciation gifts, providing new playground equipment, and the purchase of needed items for the school.

TEXTBOOKS

The school purchases all textbooks for students in Preschool through Grade 4. These books are distributed on the first day of school. Students are expected to take proper care of these textbooks, and the student must replace lost or damaged texts.

VISITATION

The parents of children enrolled in Tuscaloosa Academy are welcome to visit. However, in an effort to keep classroom distractions at a minimum, it is best to schedule a visit with the classroom teacher. Lunchtime is an excellent time to visit with your child. Please reserve a lunch one day in advance by calling the school office. If you must call the day you plan to eat, please call before 8:30 a.m.

In the interest of safety and security, visitors to Tuscaloosa Academy should make their presence known to the receptionist upon arrival. After signing in, parents will pick up a Visitors Pass. We ask that you turn in the pass when you sign out. Office staff will escort visitors to classrooms at the appropriate time.

MIDDLE & UPPER SCHOOL

ADVANCED PLACEMENT PROGRAM

Tuscaloosa Academy participates in the College Board's AP Program. Acceptable scores on AP exams may lead to advanced placement with credit at the college or university level. AP classes are offered in English Literature, English Composition, Computer, Biology, U.S. History, Physics, Chemistry, Calculus, Spanish and French. Some AP classes are offered on alternate years.

Criteria for enrollment in A.P. classes include student motivation and commitment to complete the program, requisite ability and test scores, teacher recommendations, prerequisite courses (if any), and overall performance, especially in the same subject area.

Students in AP classes shall be exempt from the course examination for the second semester. Students taking an AP course are required to take the AP exam. Students not securing the above approval shall not be exempt from the final examination. All AP courses could receive a 1.0 additional quality point weight. The AP "grade bump" will be reserved only to students who achieve an 80% average for the year in an AP course, or who receive a passing grade of "3" on the AP exam. This will insure that students will enter AP courses with the best of intentions and will maintain a satisfactory level of effort throughout the course.

ASSEMBLIES

Morning Assembly Tardy/Attendance Procedures

Students will sit by Homeroom in the gym. Homeroom teachers will take attendance for their homerooms only, and are responsible for entering this in GradeQuick by the end of break. Homeroom teachers should not worry about late students. The administration will take care of changing their absences to tardies in the official school records.

Any late students will sit in the “late section” and will be written up immediately by that section’s supervising teachers. Those slips will be turned in to the Dean, who will enter them in GradeQuick, changing absences to tardies as necessary. The discipline forms will also be entered in Admin Plus, keeping track of the disciplinary forms each student has received.

Any students who come to your class after 1st period has begun must go directly to the office. In the office they will present their late note to Mrs. Becky or the person at the front desk. They will then be given a tardy slip, with the note attached. This is their “key” to class, and will allow you to change them from absent to tardy in GradeQuick.

If students do not have a note, they will be given a disciplinary referral form by Mrs. Becky. This will be their “pass” to class, but you do not have to allow them to make up the work they missed prior to arrival. Mrs. Becky will give the appropriate deans the referral slips to be entered and tallied.

Aside from the daily morning assemblies, general assemblies for Middle School and Upper School students and teachers will be held from time to time. Led by student government leaders, the assembly will include announcements of general interest and acknowledgments of student accomplishments. Assemblies include guest speakers and other programs of special interest. The Division Deans or the Headmaster approves all assembly speakers/programs.

Students are expected to exhibit courteous behavior throughout the assembly, always conducting themselves as ladies and gentlemen.

BOOK BAGS

Book bags are not allowed on the floor or on top of the lockers. Book bags must have a nametag on the outside.

BREAK AND LUNCH RULES

Break is considered a privilege for Middle and Upper School students. Students who do not cooperate with school rules or who need to see a teacher for help or to make up work may lose break on any given day. **During break, students are only allowed to be in the lunchroom.** Students are not allowed on the patios near the Lower School classrooms at any time during the school day, including break and lunch. Students going to the cafeteria during break and lunch are not allowed to use the Preschool and Lower School hallways. When weather permits, they should use the sidewalks; on rainy days, they may use the Lower School hallway.

During **Lunch**, all students are expected to eat in the cafeteria, with the exception of seniors who have lounge privileges. Students are expected to remain in the cafeteria until a teacher or administrator gives them permission to leave. Students who are serving on the clean-up crew are expected to remain until their supervising teacher releases them. Students who are uncooperative or habitually messy during lunch may have assigned seats.

COMMUNICATION WITH PARENTS

It is the desire and intent of the school to effectively communicate with parents concerning the progress of each student. This communication is accomplished in the following ways:

1. Term averages are posted on Edline at the end of each quarter.
2. Interim progress reports are posted on Edline at the middle of a grading period. These reports are designed to inform parents of areas requiring extra attention during the remainder of the grading period.
3. TA maintains a Web-Site which includes the following information: lunch menu, school calendar, maps to athletic events, *Headnotes* and other school news, etc.
4. Parents are encouraged to arrange conferences with individual teachers to discuss their student's performance. Please call the school office if you wish to schedule a conference. Conferences should be scheduled in advance.
5. In the Middle and Upper Schools, students are kept informed of their performance by individual teachers, and parents should periodically review Edline. Homework assignments and grades are posted weekly as well as e-mail addresses for teachers. In the Middle School, homework assignments for the upcoming week will be posted by the end of the previous Friday's school day.
6. Grades will be updated at least once weekly.
7. **Parents are encouraged to first contact the teacher, coach, or activity sponsor for information and clarification of issues.** If, after this contact, the parent needs additional information or direction, he or she should contact the appropriate Dean.
8. *Every effort will be made to return calls and e-mails within 24 hours.*

DANCE RULES

1. Each Middle School student is allowed a maximum of three guests from outside of the school. TA students must accompany their guests to and from the dance.
2. Each TA student is responsible for the conduct and behavior of his/her guests as well as his/her own behavior.
3. Each student and guest must greet the faculty at the door, and present their ticket(s).
4. Once a student/guest has entered the building, he/she may not leave and re-enter.
5. Students and guests are subject to breathalyzer testing at all TA dances.

6. Any student or guest who is under the influence of alcohol or other chemical substance will not be allowed into the dance. Parents will be called immediately to pick up their student. School disciplinary procedures will be affected at a later date.

DISCIPLINE

Philosophy: Discipline is a necessary part of any system that hopes to establish and maintain standards. It is understood that proper discipline will exist at Tuscaloosa Academy. The ultimate goal of the disciplinary program is the development of self-discipline.

Division Deans are available to discuss any area of school discipline with parents who may have a concern or need clarification. Everyone in the entire school community—students, faculty and parents—shares the responsibility for the overall atmosphere and decorum of the school. Teachers assume the majority of the day-to-day responsibility for maintaining discipline. The Division Dean is responsible for the overall discipline in the school.

When misbehavior on the part of a student demands that disciplinary action be taken, every possible attempt is made to correlate the misbehavior and the reaction on the part of the school. It is important that parents understand and support the disciplinary program of Tuscaloosa Academy.

Teachers are the chief disciplinarians of their classrooms. Each teacher maintains rules and procedures for his or her room. The policies are explained to students early in the year, are posted on Edline under each class listing, and are included on the course syllabus. Basic expectations are also posted in the classrooms.

Students who commit minor offenses of the discipline policy will be written up using a disciplinary referral form. Parents will be notified by the teacher via e-mail, note sent home, or phone call that this infraction has occurred. When a student receives five (5) of these forms, he or she must serve a detention. Detentions will be offered on Thursdays, from 6-8 a.m. or 3-5 p.m. If a student misses detention, he or she will accrue an extra detention. After a student serves detention, the disciplinary referral slate returns to 0. If they accumulate 5 or more referrals, they serve a second detention. If a student earns 3 Thursday detentions in a semester he will be suspended from school for 1 day. Multiple suspensions may lead to expulsion.

Students who commit a severe discipline infraction will immediately earn 1 detention. Other consequences, as outlined in the handbook or as determined by the administrator, may follow.

Minor Offenses: Minor offenses include chewing gum, dress code violations, repeated violations of classroom or school policy, littering, repeated tardiness, unauthorized use of cell phones, ipods, and other electronic devices, etc. Minor offenses will be dealt with in the following manner. Disciplinary measures for minor offenses include, but are not limited to, the

following: a student conference with the Division Dean and teacher, loss of school privileges, out-of-school work detail, after-school or morning detention, break detention, or suspension.

Cheating or Plagiarism: A first instance of cheating or plagiarism on any work will result in a zero for the assigned work and a one-day in-school suspension. A second offense will result in a one-day off-campus suspension, a zero for the assigned work, and a maximum numerical grade of 50 (F) on work assigned on the day of the suspension. Matters relating to cheating and plagiarism may be investigated by the Honor Council (see Honor Council, pp 100).

Severe Offenses: More serious breaches of conduct will obviously result in more severe disciplinary action, including suspension or expulsion. Each incident will be dealt with on an individual basis. Severe offenses include, but are not limited to, the following offenses: fighting; disrespect; truancy; bullying; harassment; prejudicial behavior; unauthorized departure; excessive tardiness, skipping a class, swearing or obscene gestures; lack of respect; insolence; unruly behavior, stealing; lying; cheating; plagiarism; failing to respond to an intercom all call; vandalism; possession and/or use of alcohol or tobacco products; possession and/or use of controlled or illegal substances. See page 88 for further details.

Possession of Weapons: Weapons (or items which could be used, construed, or mistaken for weapons) are not permitted at anytime on campus or at a school-sponsored event. Weapons can include, but are not limited to, all guns, knives, ammunition, explosives (including fireworks), clubs, darts, and toy guns. Violation of this policy will lead to suspension or expulsion.

Administrators have the right to look through cell phones, lockers, and cars, while on campus.

Academic and Non-Academic Disciplinary Actions:

Off-Campus Suspension: Off-campus suspensions result from severe offenses and major breaches of conduct. A student involved in an off-campus suspension can earn a maximum grade of 50 (F) for all homework and classwork missed. However, the student must turn in all class work and homework to the satisfaction of the instructor before being readmitted.

The administration has the total and final authority to determine the appropriate suspension on a case-by-case basis. Membership consideration for National Jr. Honor Society, National Honor Society, National Jr. Beta Club, and National Beta Club will be withheld during any year in which a student commits an Honor Council offense or serves a suspension (in-school or out-of-school).

2. Social Inactivity: At times, social inactivity is imposed on a student for a predetermined period of time. This is often done in conjunction with suspension for severe offenses. Social

inactivity means that a student may not participate in or attend any school activity other than those directly related to his own academic class work.

3. **Academic Probation:** Students who fall below the eligibility standards of the Alabama Independent School Association, or a school club, or organization guidelines or by-laws, will be placed on Academic Probation by the respective organization. This might mean that the student may not hold office for a period of time specified by a particular club, organization.

Second-semester probation is based on first-semester averages. First-semester probation is based on the semester average from the preceding spring. After a student has been placed on any probation, the administration will re-evaluate the school's desire to re-enroll the student for the coming year.

4. **Disciplinary Probation:** Students with a record of poor conduct are subject to being placed on disciplinary probation for one or more semesters. Students on probation who become involved in more severe offenses or have a continued pattern of minor offenses are subject to expulsion.

5. **Expulsion:** On rare occasions the objectives and standards of Tuscaloosa Academy and the attitudes and desires of students are not compatible. Expulsion may take place for academic or non-academic reasons. A student who is expelled for non-academic reasons is not eligible to apply for readmission for one year. In the case of expulsion, there will be no reimbursement of funds paid to the school, and parents are responsible for the entire year's tuition and fees.

DROPPING AND ADDING COURSES

No changes of courses, either dropping, changing, or adding, will be allowed after ten (10) days of classes. Exceptions to this rule must have the recommendation of the teacher and the appropriate Dean.

DRUG & ALCOHOL ABUSE

Tuscaloosa Academy is aware of the responsibility and the right to uphold standards for itself and for the students who attend, while being determined not to overly intrude into the private lives of these same students. The school has assumed the responsibility for, and, therefore, has jurisdiction over the behavior of students at any school-related and/or school-sponsored events on or off campus. The school will also hold accountable students whose actions at any time jeopardize the good name of Tuscaloosa Academy.

Alcohol: Alabama State Law prohibits the possession and consumption of alcohol by persons under 21. The school does not allow the possession of or the consumption of alcohol on campus or at school-sponsored events. A student attending school or a school-sponsored event, who has consumed alcohol, is considered in violation of this rule. Possession or consumption of alcohol

is seen as a major infraction, resulting in disciplinary action ranging from off-campus suspension to expulsion.

Drugs: Tuscaloosa Academy is dedicated to academic excellence and to the personal growth and well being of its students. This mission requires a school environment that is safe and drug free in order to maximize the learning potential of its students. Tuscaloosa Academy is demonstrating its leadership and commitment to the community by instituting a mandatory drug testing program for grades 7-12, employees and the Board of Trustee members. The mandatory drug testing program is designed to help prevent drug use by students. It is based on principles and a structure that assists youth, rather than punishing students on the first offense. It is intended to empower parents with valuable information for active participation in this assistance. Tuscaloosa Academy insists on a drug free environment for the welfare of its students and the School. The possession or use of illegal drugs or the misuse, abuse, illegal possession or use of prescribed drugs or other substances, including alcohol and tobacco, by a TA student at any time does not promote the general welfare and reputation of TA, its students or the community. TA will not tolerate the possession or use of illegal drugs or the misuse, abuse, illegal possession or use of prescribed drugs or other substances, including alcohol and tobacco, on campus or during any School sponsored activity. The School will take disciplinary action as deemed appropriate by the Administration for the possession or use of illegal drugs, or the misuse, abuse, illegal possession or use of prescribed drugs or other substances, including alcohol and tobacco, by TA students at non-school sponsored activities off-campus.

Drug and Alcohol Testing

Mandatory or Required Testing: For the welfare of TA's students and the School and to promote the schools' position, TA reserves the right to require a student suspected of using illegal drugs or alcohol or of other substance abuse to be evaluated at anytime by a physician or medical technician of the School's choosing, including but not limited to, drug testing. The suspicion of using illegal drugs or alcohol or of other substance abuse may be based on any information considered reliable by the administration in its discretion. The administration will keep the sources of such information confidential.

In addition, the administration reserves the right to require a student to be evaluated at any time by a physician or medical technician of the School's choosing at parent's expense if any of the following occur:

1. Observed behavior or change in performance
2. Reckless driving or speeding on campus
3. Any major disciplinary infraction as defined by the administration
4. Chronic tardies or absences from School
5. Being off campus without permission
6. Violation of any civil or criminal law
7. Excessive detention hours
8. Conduct on or off campus which, in the opinion of the administration, reflects poorly on the reputation of the School.

By execution of the signature page of the TA Handbook, students and parents agree that:

1. Students shall submit to any laboratory testing that within the School's discretion is deemed necessary, including, but not limited to, breath tests, urine tests, blood tests, hair tests, and fingerprinting.
2. Students and their parents understand the purpose and reason for the tests, and give their consent.
3. Students and their parents will hold harmless Tuscaloosa Academy and any other professional agency, or business that the School deems necessary to carry out this policy.
4. Students and their parents waive any privilege of confidentiality that might exist, or come into existence with respect to said School-required testing, including, but not limited to, any Doctor-Patient relationship.

All tests that are required by the School will be performed at a site determined by the School and results will be sent directly to the School. Any student whose test is determined by the School-designated test administrator to be positive by a professionally accepted standard shall be subject to discipline as deemed necessary by the Administration, including, but not limited to, a request for withdrawal. Any student refusing to submit to testing of this nature, and deemed necessary by the administration, in its discretion, shall be subject to dismissal.

Universal Drug Testing Program:

- A. The school requires universal drug testing of all students in grades 7-12 as follows:
 1. Every student in grades 7-12 will be tested at least once during the academic year.
 2. A certain percentage of all students in each of grades 7-12 also will be randomly tested during the academic year.
 3. Any student testing positive on the initial or a subsequent test will be retested in 100 days and again thereafter at the discretion of the Administration. **All follow-up testing will be at the expense of the student's family.**
 4. Students entering grades 7-12 during the school year will be initially tested within 15 days of beginning classes and subject to being randomly tested during the remainder of the school year.
- B. Testing Method – The primary method of testing will be hair analysis performed by a licensed clinical laboratory. The school will initially use the Psychomedics Corporation for such testing. Each hair sample will be analyzed for cocaine, opiates, marijuana, methamphetamines, PCP and Ecstasy. Other forms of testing, for example, urine testing or hair testing for additional drugs, may be employed at the discretion of the Administration.
- C. Hair Collection Procedures
 1. Each student in grades 7-12 will be assigned a unique identification number. Administrators and their designees will perform the hair collections using chain of custody procedures established by Psychomedics Corporation. The Headmaster will be the only person privy to the identification numbers. The identification number of the student will be entered on the hair collection kit.

2. A sample of hair (approximately 60 strands) will be cut cosmetically from the crown of the student's head. Students with insufficient head hair will have body hair collected, such as arm, leg or underarm hair. The sample will be sealed by the designated School employee and initialed by the tested student under chain of custody procedures established by Psychemedics Corporation to identify the hair sample and results. The sample will be mailed to Psychemedics Corporation's laboratory.

D. Confidentiality and Dissemination of Results

1. All hair collections and results will be identified by the unique individually coded number of the student. No names will be recorded on the collection bag or the test results.
2. Test results of students will be confidentially provided by Psychemedics Corporation to the Headmaster. The test results will be received only by the Headmaster.
3. Parents will NOT be notified if a test is negative. The School will notify the student's parents/guardians of a positive result within 15 days of receipt of the test results by the School.
4. All test results of students will remain strictly confidential between the student, his or her parents/guardians, the Headmaster and the counselor selected by the parents/guardians as discussed below.
5. No test result of any student will be disclosed to any person or agency beyond the persons identified above without signed written consent of his or her parents/guardians. Release of test results of students will be requested by the Headmaster for purposes of referral for professional evaluation and possible treatment recommendations.

E. Contesting a Positive Result

If a student testing positive wishes to contest the test result, he or she may do so within ten days of notification of the student's parents/guardians of the positive result. **Re-tests will be at the expense of the student's family.**

F. Consequences of a Positive Result

1. School personnel will not initiate criminal charges or other legal action against the student or the student's parents/guardians based solely on a positive drug test obtained in the universal testing program.
2. The School will require a conference between the parents/guardians of a student testing positive and the Headmaster.
3. The School will recommend that any student who tests positive and the parents/guardians of any such student obtain a substance abuse evaluation through a counselor or community agency.
4. All costs for the recommended counseling are the responsibility of the parents/guardians. A student who has tested positive on a test administered in the universal drug testing program for the first time will continue normal school activities unless directed otherwise by the parents/guardians and/or counselor.

5. Any student who tests positive in the universal testing program will be retested approximately 100 days after the date of the first test and thereafter at the discretion of the Administration.
 6. A second positive test at any time will result in the student being dismissed from the School.
 7. Any student who has tested positive on a test administered in the universal drug testing program for the first time remains subject to all other disciplinary policies and procedures of the School.
- G. Consent – By execution of the signature page of this Handbook, students and the parents/guardians agree that:
1. Students and their parents/guardians understand the purpose and reason for the universal drug testing and give their consent thereto.
 2. Students and their parents/guardians will release and hold harmless the School, its trustees, employees, agents and representatives, and any professional agency or business the School deems necessary to carry out this policy, from any and all liability, claims or damages with respect to the administration of the Universal Drug Testing Program, including, but not limited to, any claims arising out of the alleged negligence on the part of such parties.
 3. Any student refusing to submit to universal drug testing, including the initial test, a random test or any follow-up testing as deemed necessary by the Administration shall be subject to dismissal.

Drug Policy: COMMUNITY AND PARENTAL RESPONSIBILITIES For the welfare of students and the School, and to promote and insist on a drug-free environment, the entire TA community, including parents and guests, should not be in possession of alcohol or illegal drugs during any student activity on TA’s campus or at any student event, athletic or otherwise, at any other school campus. The cooperation of parents and guests is needed to promote and send a strong message to our student body with regard to the School’s position regarding drug, alcohol, and tobacco usage.

Drug Policy: ALABAMA LAW For your information, Alabama law provides criminal penalties and civil liability for selling, giving, furnishing, or otherwise dispensing of alcohol to minors. See §§6-5-70, 6-5-71 Code of Alabama. The law also provides criminal penalties for adults who have “open house parties” where alcohol or controlled substances are possessed or consumed by persons under the age of 21. See §13A-11-10.1 Code of Alabama. Parents and students are, therefore, advised that such conduct is not acceptable to Tuscaloosa Academy.

Searches TA may search any student or possession of any student on school property or during any school activity on or off school property for any reason a school official deems necessary. These searches may include but are not limited to lockers, wallets, purses, and cars. Searches may take place with or without student knowledge.

Smoking and Tobacco Products

Tuscaloosa Academy is a tobacco and smoke free campus.

Students are not allowed to smoke or use tobacco products at school or at school-sponsored events. Smoking is seen as a major infraction, resulting in disciplinary action ranging from suspension to eventual expulsion.

The possession (on their person or in their vehicle) of cigarettes or other tobacco products by students while on campus is considered the same as smoking. For a first violation the student will be suspended for one day. Subsequent violations will lead to more stringent disciplinary actions.

FOREIGN LANGUAGE GUIDELINE

A student who is in the ninth grade or below taking Level I of a foreign language at Tuscaloosa Academy must have a minimum of a 75 average in order to proceed to Level II of that language. If a student in this category does not reach the 75 average, she/he must retake Level I before entering Level II. If, after two years in Level I, a student still does not reach the 75 average, that student will be allowed to enter Level II, with the teacher and the parents of the student being advised to monitor carefully the student's progress.

GRADING SYSTEM

Grades are issued each quarter. Interim Reports will be sent out mid-quarter. The grading system, effective 2006-2007, is as follows:

GRADING SCALE

<u>Number Grade</u>	<u>Letter Grade / Quality Point</u>
100+	A+ 4.33
94-100	A 4.00
90- 93	A- 3.67
87- 89	B+ 3.33
83- 86	B 3.00
80- 82	B- 2.67
77- 79	C+ 2.33

73- 76	C	2.00
70- 72	C-	1.67
67- 69	D+	1.33
63- 66	D	1.00
60- 62	D-	0.67
Below 60	F	0.00

Occasionally, students or parents have questions about a grade received on an assignment, test, or grading period. All such questions should first be directed to the teacher for whom the assignment was completed and graded. If the teacher is not available, please leave a voice mail message. Parents should call the school to arrange a conference with the teacher if necessary. If concerns persist, the parent or student should contact the Division Dean.

Honor Rolls: Tuscaloosa Academy has two honor rolls—the “Headmaster’s Honor Roll”, which requires an average of 3.7 or higher, and the “Commended Honor Roll”, which requires an average of 3.0 or higher. Students in grades 5-12 are eligible for the Honor Rolls. P.E., Athletics, Middle School Enrichment, and Cheerleading are not included for honor roll tabulations or class rank tabulations.

Eligibility for Graduation Honors: Eligibility for valedictorian and salutatorian honors at graduation requires at least two (2) consecutive full years of enrollment in grades 9-12 at Tuscaloosa Academy. Class rank for Valedictorian and Salutatorian is based on eight (8) semesters.

GRADUATION REQUIREMENTS

The requirements for graduation, effective with the Class of 2006, are as follows:

English	4.0 units
Math	4.0 units
Science	4.0 units
Social Studies	4.0 units
Health	0.5 unit
Foreign Language	3.0 units
Computer Science	1.0 unit
Speech	0.5 unit
Electives	1.0 unit
P.E.	1.0 unit
Fine Arts	<u>1.0 unit</u>
	24.0 units

MATH: Students must take Algebra I, Geometry, Algebra II and either Pre-Calculus, AP Calculus or Statistics to fulfill the math requirement. Students who take Algebra I in the 8th Grade must take three additional math units. The math sequence is Algebra I, Geometry, Algebra II and an additional upper level math course.

SCIENCE: *Students must take Introductory Physical Science (IPS), Biology, Chemistry and either Physics, AP Biology, or Anatomy/Physiology to fulfill the science requirement.*

FOREIGN LANGUAGE: *Students may take two (2) years of the same language and one (1) of another or take three (3) years of the same language to fulfill the foreign language requirement.*

PHYSICAL EDUCATION: *All students must take two semesters of physical education.*

SOCIAL STUDIES: *World History, Modern European History, US History or AP US History, and Government/Economics are required for graduation.*

Advanced Placement Courses: *Students who wish to sign up for an AP course must have approval of the Academic Dean and teacher.*

Community Service Hours Required: *Upper School Students will be required to have 20 service hours per year.*

Students must take a minimum of six (6) units per year. No student will be allowed to have more than one (1) study hall.

GUIDELINES FOR RESEARCH AND DOCUMENTATION

If you use another writer's words or ideas without giving credit, you are plagiarizing. There are three basic types of plagiarism: 1. Global Plagiarism involves stealing an entire work and passing it off as one's own. This type of plagiarism is usually the result of deliberate dishonesty; 2. Patchwork Plagiarism occurs when someone pilfers from two or three different sources without giving proper credit to those sources; and 3. Incremental Plagiarism occurs when someone fails to give credit for parts of a work borrowed from other sources. This includes not citing quotations and also involves using someone else's Idea, whether or not the idea is quoted word for word. Plagiarism is a serious offense, and the way to avoid it is by documenting the source of each quotation, paraphrase, fact, or statistic you use in your paper. Researched papers should be prepared according to the guidelines set forth in *The MLA Handbook for Writers of Research Papers* (Fourth Edition).

To give credit, simply insert the appropriate information (usually author and page number) in parentheses after the words or ideas borrowed from another source. Place them where a pause would naturally occur to avoid disrupting the flow of your writing.

Example:

Charles, Duke of Orleans, nephew of Charles VI, was married to the former English Queen Isabel, the widow of Richard II (Boyce 469).

Every source you cite in your paper must be included in the list of Works Cited at the end of the paper. The list of Works Cited is an alphabetized list of all sources used, giving complete bibliographic information for each.

- **Books:** give author, title, city of publication, publisher, and year of publication

Boyce, Charles. *Shakespeare A to Z*. New York: Dell Publishing, 1990.

- **Magazine articles:** give author, title of article, title of magazine, date of issue, page numbers of article

Jones, Lewis. "The Facts About Tobacco." *Time* 14 May 1998: 45-50.

- **Encyclopedia entries:** give author of entry (if known), title of entry, title of encyclopedia, year of publication

Franks, Brett. "Euthanasia." *Encyclopedia Britannica*. 1985 ed.

- **Newspaper articles:** give author, title of article, title of newspaper, date of newspaper, edition (if any), section and page number

Howell, Todd. "President Denies Rumors." *New York Times* 17 Aug. 1998, evening ed.: A4.

- **Electronic sources:** for specific information about what to include for electronic sources, please refer to the MLA website at the following address: www.mla.org

Zeki, Semir. "Artistic Creativity and the Brain." *Science* 6 July 2001:51-52.

Please refer to the bottom of the visited online site for reference formats.

Papers in MLA format are typed, double-spaced, with one-inch margins. Please refer to the *MLA Handbook* for a complete listing of source types, documentation, and paper format.

HOMEWORK

Homework is normally required each day. Homework assignments are intended to reinforce skills or concepts learned in class and to build a student's ability to carry out independent work. The length of time required to complete homework assignments will vary from grade to grade and with the individual.

Students in grades 5-6 will generally have homework of one to one-and-one-half hours each night. Generally, homework of 15-30 minutes (grades 7-8) and 30-45 minutes (grades 9-12) per

class per day is the rule-of-thumb followed by teachers. Special projects or essays may require more time.

HONOR SYSTEM

The Honor Code develops strength of character by instilling in each individual student an active sense of honor, integrity, personal responsibility, honesty, trustworthiness, self-respect, good citizenship, and respect for the school. It creates an atmosphere of trust at the school by encouraging the entire student body to hold these qualities in the highest esteem.

The Honor Code says:

“As a TA Knight, I will always conduct myself in a polite and courteous manner.

I will not give or receive assistance on schoolwork; engage in any form of dishonesty; cheat, plagiarize, lie, or steal; engage in vandalism; act insolently *or disrespectfully* to faculty or staff.

If I violate this Honor Code, it is my duty to report the violation to the Chairman of the Honor Council, the Honor Council Advisor or the Division Dean.

If I observe another student violating this Honor Code, I will encourage the offending student to report his/her violation.”

Each student is responsible for assuring that the Honor Code is not violated and is obligated to refrain from engaging in any of the prohibited misconduct and to promptly report any Honor Code violations which he or she commits. The words "Honor Pledge," (which will also be known as TL, Truth and Light) along with the student's signature, at the end of written assignments, tests, and major papers will stand for the full Honor Code statement. Use of this statement for homework assignments will be at the discretion of each classroom teacher. Students are not to be discouraged from discussion with and assisting one another on unpledged assignments. The Honor Code is upheld and alleged violators are dealt with fairly and justly.

Honor Councils

The Honor Council for Upper School is composed of students who have been nominated by the faculty and elected by the students.

Upper School: The Upper School Council will consist of one student each from grades 9, 10, 11, and 12, and the President of the National Honor Society.

Students who have honor violations or repeated disciplinary problems the previous school year will not be eligible to serve on the Honor Councils.

A faculty member, appointed by the Headmaster serves as the Advisor. The Honor Council investigates reported Honor Code violations, involving cheating and plagiarism. The Councils conduct hearings when necessary and report the findings and recommendations to Dean of Students. The Dean reviews the decision and imposes appropriate disciplinary action.

All meetings and proceedings of the Councils will be confidential. The accused has the option of asking a non-voting faculty member of his choice to accompany him when he appears before the Honor Council. The Honor Council will question the accused and others involved in separate meetings and investigate the case to its satisfaction before referring its recommendation to the Dean of Students. The Dean of Students will notify the student and his/her parent(s) of the violation and the disciplinary action taken. Students found guilty of Honor Code violations may submit an appeal in writing within two days of being notified of disciplinary action.

HONORARY ORGANIZATIONS

National Jr. Honor Society
National Honor Society

National Jr. Beta Club
National Beta Club

Membership in the National Junior Honor Society and National Jr. Beta Club is open to students in the seventh, eighth, or ninth grades. Membership in the National Honor Society and National Beta Club is open to students in the tenth, eleventh, or twelfth grade. Members are elected to these honor societies by the faculty. Criteria for membership are scholarship, citizenship, service, leadership, and character. Membership consideration will be withheld during any year in which a student commits an Honor Council offense or serves a suspension (in-school or out-of-school). Actions outside of school, which reflect poorly on Tuscaloosa Academy, may also be taken into consideration.

Scholarship:

- Honor Society: Maintains a 3.6 GPA
- Beta Club: Maintains a 3.0 GPA

Character and Citizenship:

- Takes criticism willingly and accepts recommendations graciously
- Constantly exemplifies desirable qualities of personality
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations

- Demonstrates highest standards of honesty and reliability
- Shows courtesy, concern and respect for others
- Manifests truthfulness in acknowledging obedience of rules, avoids cheating in written work, and shows unwillingness to profit by the mistakes of others
- Upholds the Honor Code of Tuscaloosa Academy

Service:

- Upholds scholarship and maintains a loyal school attitude
- Volunteers dependable and well-organized assistance, is available on his or her own time and is sacrificing
- Works well with others, is willing to take on inconspicuous responsibilities
- Shows courtesy by assisting visitors, teachers, and students

Leadership:

- Demonstrates leadership in promoting school activities
- Exercises influence on peers in upholding school ideals
- Is able to delegate responsibilities
- Exemplifies positive qualities
- Contributes ideas which improve the civic life of the school
- Inspires positive behavior in others
- Demonstrates academic initiative
- Demonstrates leadership in the classroom, at work, and in school activities
- Is thoroughly dependable in any responsibility he or she accepts

Mu Alpha Theta

Membership in Mu Alpha Theta, the mathematics honorary, is awarded to students completing their fourth year of college preparatory mathematics and maintaining an overall average of 3.0 with a 3.3 average in mathematics courses.

Quill and Scroll

Membership in Quill and Scroll is awarded to students showing outstanding achievement in publications.

LIBRARY

Tuscaloosa Academy is equipped with a library where books, periodicals, reference materials, and newspapers are available to students. The library is open at 7:30 a.m. to 3:30 p.m. Monday-Thursday and 7:30 a.m. to 3:00 p.m. on Friday. Reference materials, periodicals, and newspapers are non-circulating, but may be used by the students in the library. Books may be checked out for a two-week period and may be renewed as often as needed. A ten (10) cent per school day fine is charged to Middle and Upper School students for overdue books. Students are expected to

return books in good condition and to clear library debts before exams may be taken or report cards issued.

LOCKERS

Lockers are issued to students in grades five through twelve for books, clothing, and other educational material. Students are responsible for keeping their lockers neat and clean. The lockers should not be defaced in any manner. Lockers are subject to inspection by the administration at any time. Each locker has a combination lock. Locks and lockers are assigned at the beginning of the school year. Students are not to leave books or book bags in the hallways. Book bags may be stored on top of lockers during school hours. Students should not share their combinations with others. Locks on school and athletic lockers are to be locked at all times. Food items should not be left in lockers overnight. Students will be assessed for damage to their lockers.

MAKE-UP TESTS AND SCIENCE LABS

Middle and Upper School students' make-up tests and science labs will be given during study halls or other designated times. Students must report to the classrooms of their teacher to take make-up tests and science labs. Tests/labs missed on Monday must be made up by Thursday. Tests/labs missed on Tuesday must be made up by Friday. Tests/labs missed on Wednesday must be made up by Monday. Tests/labs missed on Thursday must be made up by Monday. Tests/labs missed on Friday must be made up by Tuesday. Special arrangements will be made with the Division Dean in cases involving extended illness or extenuating circumstances (example: two or more tests or labs to make up, etc.). If the make-up tests or labs are not made up within the designated times, a grade of F (0) will be assigned by the teacher. *Students are expected to make up work as soon as possible at the teacher's discretion.*

Teachers, sponsors, and coaches will endeavor to have scheduled tests taken prior to departure for an event. Arrangements can be made to take tests before school or during study hall. Any student who misses a test for a school event is expected to take it the day of his/her return.

MATHEMATICS GUIDELINES

Students are placed in the College Prep or Accelerated Math program based on their fifth grade performance. The sequences are as follows:

COLLEGE-PREP:	5 th Grade- Math 5	9th Grade - Algebra I
	6th Grade - Math 6	10th Grade - Geometry
	7th Grade - Math 7	11th Grade - Algebra II

ACCELERATED:	8th Grade - Pre-Algebra	12th Grade –Statistics or Pre-Calculus
	5 th Grade – Math 6	
	6th Grade - Honors Math 6	
	7th Grade - Pre-Algebra	
	8th Grade - Algebra I	
	9th Grade - Geometry	
	10th Grade - Algebra II	
	11th Grade - Pre-Calculus	
	12th Grade – AP Calculus	

Seventh grade students in Pre-Algebra are evaluated by performance at the end of the first grading period. If a student does not have an average of 85%, he/she will be placed in Math 7. Seventh Grade students who remain in Pre-Algebra will be evaluated at the end of the year and will repeat Pre-Algebra if they have not maintained an 85% average. Eighth Grade students in Algebra I must maintain an 85% average to advance. Otherwise, they will repeat Algebra I.

PHYSICAL EDUCATION

Tuscaloosa Academy's physical education and sports programs strive to develop the optimal physical capabilities of every student. We offer all students, regardless of ability, the opportunity to experience physical improvement. Through both competitive and non-competitive experiences, the program seeks to develop individual health and physical fitness, skillful and effective movement, knowledge and appreciation of the human body, self-confidence and positive social introduction, and the ability and motivation for the creative use of leisure time. An appropriate written explanation from the parent or physician is required before the school will excuse a student from P.E. classes because of an injury, illness, or special condition.

SCIENCE PROJECTS

Students taking Physical Science 6, Life Science 8, and Introduction to Physical Science 9 are required to complete one science project for each course. Students are given detailed instructions about the project.

Important Dates

Science Fair Topics Due	Friday, October 17, 2008
SEF forms due	Friday, November 7, 2008
Display board order forms due	Wednesday, December 3, 2008
TA Schoolwide Fair:	Monday, February 9, 2009
AISA District Fair	Wednesday, February 25, 2008 at TBA
AISA State Fair	Thursday, March 5, 2009 at Huntingdon College
West Alabama Regional Fair:	TBA at the University of West Alabama
International Science and Engineering Fair	TBA

Student Information

Steps To a Successful Science Fair Project:

1. Choose a topic that you are personally interested in. **Remember, science is all around you!** Try not to choose an experiment whose results you already know. If you choose a project involving vertebrate animals (including humans or family pets) you will be required to fill out additional paper work **before** you start your project. See Ms. Moffett for details.
2. Look up information about your topic in the library or in any reference books you may have at home. Make sure to write down the title, author, copyright date, publisher, and pages (BIBLIOGRAPHY) of any book you use for information. This information will become the BACKGROUND for your project. You will need to use at least three (3) books, computer data base and/or magazines. You will use this information to define any unfamiliar words and to write about your topic. This may be handwritten or typed double spaced with 12 pt font.

Length requirements: 6th grade	1-2 pages
8th grade	3-5 pages
9th - 12th grade	5-7 pages
3. Write down your HYPOTHESIS. Tell what you think will happen.
4. Design an experiment that will allow you to learn more about your topic. You may need to ask for advice from a teacher, parent, or other adult at this stage. This experimental design, your PROCEDURE, should be written down like a cookbook recipe. First, you should list the supplies. Then, you need to list step-by-step instructions.
5. All students must fill out forms 1A + B (plus any additional forms needed for your particular project). These forms are available from your science teacher or at http://www.sciserv.org/isef/students/rules_regulations.asp
6. Begin your experiment. Make sure you record everything you observe (see, hear, taste, etc.) along with all measurements you make. This can be done in table or paragraph form. It is recommended that you keep a notebook of all your work. This will be your DATA. You may discover that you need to make changes in your PROCEDURE. Note these changes in your DATA. Doing the experiment several times will make your results more valid.
7. Once you have your DATA, look it over carefully to see if there are any patterns to the results. Describe these patterns using examples from your data for your CONCLUSION. You should also try to explain why you think you might have gotten the results you did.
8. Summarize the whole project as if you were explaining what you did to someone else. This will be your ABSTRACT and should contain information about each part of your project. It should be approximately 10 sentences. Plan on a couple of sentences to describe each part of the project.

The Display

1. The display can be no larger than 48" long, 108" high, and 30" deep.
2. A display board is not required. If a display board is desired, it can be purchased locally. Orders will also be taken through the school in November.
3. The display should contain: TITLE, ABSTRACT, BACKGROUND with bibliography, HYPOTHESIS, PROCEDURE, DATA, and CONCLUSION. It may also contain graphs,

acknowledgments, ideas for future research, relevant photographs, and/or sketches. You may arrange these however you would like; however, the TITLE is usually in the top center and the ABSTRACT is on the top left with the BACKGROUND below it.

4. No live animals nor photographs of animals in inhumane positions are allowed.
5. The student's name and/or facial photograph must NOT be on the projects (Projects will be assigned a number for identification purposes.)
6. **The display may not contain chemicals (including water), medicines, foodstuffs, plants, soil sharp objects, or any thing that could potentially damage viewers.**
7. Any electrical equipment using more than a 6 volt battery must meet electrical code specifications. Please consult the complete rule book located in TA's library or the ISEF website.

Parent Information

Parents need to be supportive of the science fair project but allow the student freedom to do his/her own work. Please allow each student to freely choose an area of interest. After the topic is chosen you may need to guide the student in choosing an experiment to meet his/her goals. Technical advice is encouraged but the child should choose a project that he/she is capable of completing. Parents may type the written parts if that is desired (typing is not required). Parents should also assist in proofreading the material. A student may also need help in scheduling time to complete the project. A complete set of rules for the science fair is available in the TA library, from your student's science teacher, or at the web site: www.sciserv.org.

Science fair projects will be judged at the fair by local, high school teachers and/or science professionals (college and university professors, graduate students, consultants, etc.). The judges' decisions are final. The judges will be looking for: creativity in problem solving; scientific thought; effort; thoroughness; neatness; clarity and age appropriateness for the project. Judges may ask to interview students to evaluate how well they understood their project.

Your student's science teacher will grade the projects based on criteria distributed by that teacher. Various members of the science department will chaperone the students at the advanced levels of competition. The teacher is not permitted to discuss projects with the judges at these events.

Students who win prizes at the school fair are strongly encouraged to continue on to the advanced fairs as these fairs give them the opportunity to share projects and experiences with others as well as discuss their projects with more scientists. If a project wins at a regional fair, that student will be required to attend the state level fair.

The major goal of the science fair is to give students an appreciation for the scientific method and a chance to explore some aspect of our world in detail. Therefore all students are winners in this endeavor. We look forward to a successful and enjoyable Science Fair 2008!

SCHEDULES

Daily Schedule (M-Th)

Morning Assembly 8:00 - 8:10

Friday Schedule

Morning Assembly 8:00 - 8:10

1 st Period	8:14 - 8:59
2 nd Period	9:03 - 9:48
Break	9:48 - 9:58
3 rd Period	10:02 - 10:47
4 th Period	10:51 - 11:36
5 th Period	11:40 - 12:25
MS Lunch &	12:29 - 12:54
US Activity Period	
US Lunch &	12:58 - 1:23
MS Activity Period	
6 th Period	1:27 - 2:12
7 th Period	2:16 - 3:00

1st Period	8:14 - 8:59
2 nd Period	9:03 - 9:48
Break	9:48 - 9:58
3 rd Period	10:02 - 10:47
4 th Period	10:51 - 11:36
5 th Period	11:40 - 12:25
MS Lunch	12:29 - 12:54
MS 6 th Period	12:58 - 1:43
US 6 th Period	12:29 - 1:14
US Lunch	1:18 - 1:43
7 th Period	1:47 - 2:30

Grades 5 – 12: Half-Day Schedule

8:00-8:10	Assembly
8:14-8:44	1
8:48-9:18	2
9:18-9:28	Break
9:32-10:02	3
10:06-10:36	4
10:40-11:10	5
11:14-11:44	6
11:48-12:18	7

SEMESTER AVERAGES / EARNING CREDIT

Final examinations are taken by all students in grades six through twelve at the end of each semester. Final examinations count 20% of the semester average.

For sequential, academic-year courses (English, Algebra I, Spanish II, Chemistry, etc.), students must pass the second semester and have a passing average (60) for the year (fall and spring semesters averaged together) to pass for the year. Students passing the first semester and failing the second semester, fail the course for the year.

Courses structured as single semester courses (i.e., Government, Economics, Health, Speech, Psychology, Sociology) are stand-alone courses. Credit (1/2 unit) is earned when the course is completed with a passing average.

Seniors may be exempt from semester exams if they have a cumulative semester average of 93 and meet all attendance requirements.

SEMESTER EXAMINATIONS

Computer Science, Introduction to Latin-6, French 6 and Laboratory final examinations will be given during the week prior to Middle School and Upper School exams. Absences are unexcused without an attending physician's excuse. Authorized make-up examinations, although strongly discouraged, will be scheduled by the Academic Dean. A proctoring fee will be assessed for all exams not taken at the regularly scheduled times.

Students with passed due tuition or any other debt to the school may not take exams until all debt has been cleared.

SEMESTER EXAM REVIEW

Exam Review Days are scheduled 2-4 days prior to the first day of exams. Depending on the subject and grade level, faculty will review from two to four days prior to the week of exams.

Tests and quizzes may be administered during exam review week. Teachers will reserve a minimum of two days for exam review. All other assignments are due no later than Wednesday of exam review week.

SEMESTER EXAM SCHEDULE

Fall 2008 (December 16, 17, and 18)

Tuesday English and Social Studies

Wednesday Math, Foreign Language or 6th Grade Literature

Thursday Science

Spring 2008 (May 18, 19 and 20)

Monday Science and English

Tuesday Social Studies and Math

Wednesday Foreign Language or 6th Literature

SENIOR PRIVILEGES

1. Priority in parking assignments.

2. Seniors will be exempt from semester exams if they have a cumulative semester average of 93 or above and have no more than five non-school related absences per semester.
3. Off-Campus Lunch Privileges and Conditions:

Members of the senior class will be allowed to leave the campus for lunch at the discretion of the Academic Dean and Headmaster. Club or class meetings, conferences with teachers, tutorials, college representative visits, and other commitments take precedence over this privilege. A signed permission form must be on file in the Academic Dean's office before this privilege may be enjoyed. A phone conversation is not sufficient.

Speeding into or out of campus may result in the loss of the privilege. Students must be on time for sixth period class.

Infractions of these rules will result in loss of the privilege.
4. Senior Lounge Guidelines
 - a. After the first grading period, seniors must maintain a 73 average in each class to be eligible to visit the lounge. Those *ineligible must report to Study Hall and will not be considered for eligibility until midterm of each quarter.*
 - b. The lounge must be cleaned by 3:30 p.m. each day. The senior class leaders will be responsible for keeping the lounge clean and orderly.
 - c. No underclassmen are allowed in the lounge at any time.
 - d. With classrooms adjacent to the Senior Lounge, the volume of sound must be kept to a minimum.
 - e. Any equipment (T.V., video games) must be turned off when the lounge is not occupied.
 - f. Seniors may eat lunch in the lounge on the days they are not off campus. Food waste and other trash is to be disposed of each afternoon in the outside garbage bin next to the J.V. Field House.
 - g. Seniors must check in with the study hall teacher before going to the lounge.
 - h. The lounge may be used only before school, during study hall, lunch, break, and after school until 3:30 p.m.
 - i. The door is to remain unlocked at all times, and the door glass is to remain uncovered. Lights must be on at all times in the senior lounge.
 - j. The rules for the lounge must be posted inside the lounge.
 - k. Infractions of these rules will result in loss of lounge privileges.
 - l. All changes, additions, and improvements to the Senior Lounge (decorations, appliances, paints, etc.) must be approved in advance by the Dean of Students and Headmaster.

STUDENT GOVERNMENT ASSOCIATIONS (SGA)

Every student is a member of the Middle School's or Upper School's SGA. Each SGA plans activities relating to the student body and acts as a liaison between students, faculty, and administration. The SGA is instrumental in bringing about greater student participation in the academic and social affairs of the school.

All students in the Middle and Upper Schools are represented in the SGA by two class representatives and the following officers: President; Vice-president; Secretary; Treasurer; and Public Affairs Officer (Public Affairs is for Upper School only).

SUMMER SCHOOL

Students may attend Summer School at another school or college for enrichment for no credit or to receive credit for a previously failed course. Students may not take courses in Summer School that will preempt required courses at Tuscaloosa Academy. If a student fails a course not taught in summer school, the parent should schedule a conference with the Academic Dean.

TESTS AND TESTING

Test Security

1. Securing copies of Tests/Exams: Teachers will keep tests and exams secure, locked in file cabinets, desks, or the school vault. Teachers will lock their classroom doors when they are out of the room. Teachers will use password protectors when they use school computers. Students are not permitted in the Faculty Workrooms.
2. Numbers & Coding Tests: Copies of all tests/exams will be numbered and counted when taken up at the end of the test.
3. Headings on Tests: The teacher will place the following information as a header on the top of each test/exam: name of subject (English 9, Geometry, Fourth Grade Math), the name of the teacher, the topic being tested, and the date of the test.
4. Honor Pledge: The student will sign the Honor statement on each test. The honor statement is as follows: *I have neither given nor received help on this test (paper, etc.), nor will I discuss it.*, and sign the pledge. The statement will be written at the top of the first page of the test, prior to taking the test.
5. Different Versions of Tests: Teachers will administer different versions of tests and exams to different sections of the class during the day. Teachers have available test generating computer programs to create different versions of the tests.

Monitoring Tests

1. Books, calculators, cell phones, ipods, etc.: Books, notebooks, calendars, calculators (except when required by the teacher), *cell phones, ipods*, or other materials must be placed on the walls around the room prior to taking the test. Calculators, watches with data storage capability, and related hardware are strictly prohibited. Obviously, students must not bring cheat notes or written items relating to the test.
2. Leaving the room after the test begins: Students are not allowed to go to the restroom or their locker after the class begins, except in case of an emergency.
3. Desks arrangements: On days of tests/exams, the teacher will spread out or rearrange the desks. Teachers may assign different desks to students on test days.
4. No talking: Students are NOT to talk after the test/exam is underway. Students needing assistance must raise their hands.
5. Walking the room: Teachers will circulate during the time of testing. Teachers may ask an administrator to join them on occasion.

Returning Tests and Research Papers

Test papers, research papers and other written assignments/projects will be graded and returned to students in a timely fashion. Assignments and grades will be posted on Edline weekly. The teacher may delay returning a set of papers for one or two days in cases where several students need to take a make-up test. Every effort will be made to return tests and research papers according to the following guidelines:

- 1-3 Days Tests
- 1-4 Days Essay tests
- 1-7 Days English essays, science lab reports
- 5 Weeks Major research paper
(English: 3 weeks for rough draft,
2 weeks for the final draft)

“Days” are defined as calendar days, including weekends.

Weekly Test Schedule

Barring extraordinary circumstances, tests are allowed in only two major subjects on any given day. Announced quizzes should be scheduled on designated test days, and major research or term papers are also due on appropriate test days. Tests may only be scheduled on assigned days.

First Semester

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Foreign Language	Science	Foreign Language	History	Science
History	English	Math	English	Math

Second Semester

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Science	Foreign Language	History	Science	Foreign Language
English	Math	English	Math	History

Achievement Tests

Each spring students in grades 5 – 9 take the Stanford Achievement Test. Parents receive information concerning their child’s scores with the last report card or after school is out.

Career Testing

- CPP Career Planning Program is taken by sophomores to begin career exploration.
- SDS Self-Directed Search is taken by juniors to assist with career planning.

College Entrance Testing

- PLAN Taken by students in grades 9 and 10 for students in preparation for the American College Tests (ACT).
- PSAT Taken by students in grades 10-11 for practice or assessment for the College

Board Scholastic Aptitude Test (SAT)

SAT-I Juniors and Seniors are required to take the College Board Scholastic Aptitude Test (SAT-I)

ACT Juniors and Seniors are required to take the American College Tests (ACT)

TEXTBOOKS

Middle and Upper School students will purchase their workbooks and selected textbooks. With the laptop program, most classes will have "classroom sets" of textbooks for student use, and most assignments will be available online for have selected download available in the classroom. The re-purchase price will be a pro-rata value based on the condition of the book. **This is the only time TA buys back books. Books and all other items left at school after the last day of the school year become the property of TA.**

**VEHICLES –
REGULATIONS FOR VEHICLES ON CAMPUS**

All TA properly licensed students are required to complete the proper registration form through the Dean of Students. Only vehicles so registered may be parked on campus, and only in the assigned space. All licensed vehicles must have a visible TA parking decal on the driver's side rear window.

Improper use of a vehicle, such as speeding, reckless driving, departing the school improperly, or illegal parking can result in this privilege being denied. Speed is limited on campus to *posted speed* or under at all times. The parking lot is off-limits to students during school hours. This includes break and lunch, unless students are granted permission by the office

Students driving to and from school are assigned parking spaces and must have a parking decal affixed to the back (driver side) window. Students are **NOT** permitted to go to the parking lot during the school day, including break or lunch, unless granted permission by the office.

Statement Acknowledging Receipt of Handbook

Tuscaloosa Academy's Handbook is published annually as a guide and reference source for students and parents. The policies, procedures, and guidelines set forth herein are intended to provide an atmosphere that allows students to develop to their fullest individual potential in accordance with the School's philosophy.

As set forth in the enrollment contract, by attending Tuscaloosa Academy's students and their parents agree to follow the School's policies, procedures and guidelines. These may be amended from time to time during the school year *and electronically submitted to the TA families*. (and to accept the School's interpretations of the same. Students and parents accordingly should be familiar with the contents of this Handbook. Continued enrollment is contingent upon the completion and return of the statement acknowledging receipt of this Handbook.

All school rules will be enforced when student is on campus.

*I hereby acknowledge that I have received a
copy of the Tuscaloosa Academy Handbook
for the 2008-2009 school year.*

Student's Name: _____

Grade: _____

Parent's Signature: _____

(Required for all grades)

Student's Signature: _____

(Student signature required for grades 5-12 only)

This sheet should be completed, signed and returned to your student's homeroom teacher. *To get multiple copies, print from the TA website.*

