

THE TA WAY

2021-2022



Tuscaloosa Academy

Established 1967

Tuscaloosa Academy's name, crest, logo or other symbols which 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 Head of School.

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Tuscaloosa Academy promotes dedication at all levels of school life. Students participate in a demanding preparatory program, complemented by extensive co-curricular opportunities. The total TA experience encourages students to reach their fullest intellectual, moral, aesthetic, creative, and physical potential. Implicit in this challenge is the School's belief that, as students mature, they should assume an increasing responsibility in shaping their own educational experiences. Accordingly, they develop the initiative, self-reliance, and independence essential for reaching their full potential and for making the most of their years at TA and beyond.

The TA experience is based on mutual respect and personal integrity. All members of the community are expected to honor the rights of others, to conduct themselves at all times in a moral and decent manner, and to see this responsibility as an integral part of their lives at TA and as citizens of the larger community of the world. The foundation of this belief is the Mission Statement that sets the ethical standard that underlies every dimension of school life.

TA encourages relationships among all of its members, in order to nurture and guide its students. These relationships create an atmosphere of trust and support in which students see independence, initiative, and imagination as the means to pursue self-discovery, develop qualities of leadership, and affirm a sense of self-worth. Imbued with these values, students give freely of their time and talents, mindful of how these contributions enhance the quality of school life for the entire community.

TA is a diverse community joined by a single vision. All members, including trustees, administration, faculty, staff, students, parents, and alumni, contribute to the School in many different ways but share a unified and consistent commitment to the mission of the Tuscaloosa Academy. At the core, this commitment is to provide a unique education to prepare children for a meaningful life.

Alan K. Barr
Interim Head of School
Tuscaloosa Academy

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

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Please download the statement page at the end of this handbook, sign, and return to the office.

HIGHLIGHTS AND FREQUENTLY ASKED QUESTIONS FOR NEW TA PARENTS

1. How do I find the contact information?
 - a. Contact the main office at 205-758-4462
 - b. Faculty emails are listed in FACTS
2. Who to ask at TA?
 - a. For details about the day-to-day activities of the school that you are having trouble finding in printed resources ask our Registrar Mrs. Becky Karnes at 758-4462, or, email bkarnes@tuscaloosaacademy.org
 - b. Questions/concerns with academics are first addressed with the appropriate teacher and if left unresolved, then with the appropriate Division Dean.
 - c. Questions/concerns with athletics are first addressed with the coach and if left unresolved, then with the Athletic Director.
 - d. Major issues should be addressed to the respective Division Deans, or if appropriate, to the Head of School.
3. What is TA Knights Armour?
 - a. This is the TAPA School Spirit Store. The website is www.taknightsarmour.com
 - b. It operates on an order basis and will have periodic ‘pop-up’ shops during the school year.
 - c. Volunteers are welcome. You may contact the store at: taknightsarmour@tuscaloosaacademy.org
4. How can parents get involved with the school?
 - a. Board of Trustees – if you would like to get involved, ensuring the long-term success of TA, you might consider asking to join the Board of Trustees. If interested, contact the current Chairman of the Board of Trustees, Reese Brooks at boardoftrustees@tuscaloosaacademy.org.
 - b. TA Parent’s Association - if you want to get involved with parent-driven initiatives (e.g., Punkin’ Knight) that support non-athletic activities at TA you can get involved with the TA Parents’ Association. Contact President, Leigh Hollyhand at tapa@tuscaloosaacademy.org
 - c. TAKS: If you want to get involved specifically with TA Athletics and/or become part of Tuscaloosa Academy Knights Supporters (TAKS) then contact Ray Cole at taks@tuscaloosaacademy.org
 - d. If you have a specific interest or talent (e.g., fine arts) and would like to get involved with TA in that way contact your Division Dean.
5. What is the Annual Fund and why is it important?
 - a. The Annual Fund occurs throughout the fall of the school year and is the most important fundraiser for Tuscaloosa Academy. The Annual Fund is used for major capital improvements, such as the recent upgrades to the football field, science labs, new bleachers, main office renovations and the technology classroom renovations. Contributions to the Annual Fund are tax deductible.
6. Where do I find information about school events and activities/schedules?
 - a. Tandem is the school’s master calendar. All events, athletic and otherwise, can be found on Tandem. With Tandem you have the ability to customize the information you view and when and how you view it.
7. Where do I find information about my child’s academic progress and standing?
 - a. For Middle and Upper School students, FACTS is the school system we use to facilitate the communication between teacher and parent. TA uses FACTS extensively and training sessions are provided at the beginning of every school year. Follow this link for more detailed information about using FACTS. End of quarter grades for Lower School students are posted on FACTS.

GENERAL INFORMATION

Tuscaloosa Academy is a college preparatory school which 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, Millsaps 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 licensed by the Alabama Department of Human Resources.

MEMBERSHIPS

Southern Association of Independent Schools
Alabama Independent School Association
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

PHILOSOPHY

Tuscaloosa Academy is an independent, co-educational, college-preparatory day school with classes from preschool 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, extracurricular 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.

THE HONOR CODE

“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," 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.

OBJECTIVES

The objectives of Tuscaloosa Academy are:

1. To provide a superior college-preparatory education in Preschool, 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.

SCHOOL CALENDAR 2020-2021

Detailed calendar information is also available on Tandem.

FIRST SEMESTER

August 5	New Parent Orientation 6:00
August 6	New German Parent Orientation 6:00
August 8	Back to School Open House 2:00-4:00
August 8	New Faculty Orientation
August 8	Faculty Social 5:00-7:00
August 9, 10	Faculty In-service 8:00-3:00
August 11	School Begins
September 6	Labor Day Holiday
October 11	Columbus Day Holiday
October 12	Parent Conference Day/Student E-Learning Day
October 28, 29	Fall Break
Nov. 22-26	Thanksgiving Holidays
December 14, 15, 16	Exams/Half days
December 17	Exam Make-up Day

SECOND SEMESTER

January 5	Faculty In-service
January 6	Students return
January 17	MLK Holiday
February 21	President's Day Holiday
March 14-18	Spring Break
April 14	Parent Conference Day/Student E-Learning Day
April 15	Good Friday Holiday
May 17, 18, 19	Exams/Half Days
May 19	Graduation
May 20	Exam Make-up Day

TUSCALOOSA ACADEMY 2021-2022 BOARD OF TRUSTEES

President	Reese Brooks	Trustees:	Josh Denney	Dr. Chris McGee
Vice President	Noel Amason		Favor Hinton	Dr. John Marshall
Secretary	Julie Smith		Tara Howell	Dr. Quinton Matthews
Treasurer	Lee Henderson		Josh Johnson	Hal Piper
Interim Head of School	Alan Barr		Jennifer Miller	Adrienne Thompson

ADMINISTRATIVE STAFF

	Head of School
Alan Barr	Dean of Upper School
Mary Madge Crawford	Dean of Lower School

Brooke Peterson	Dean of Middle School/German International Program
Jennifer Barnette	Business Manager
Julia Burchfield-Phifer	Dean of Admissions
Paige Lancaster	Director of Advancement and Alumni Relations
Todd Bradford	Athletic Director
Tammi Scheiring	Director of Technology
Heatherly Hardin	Educational Tech. Specialist/Dean of Testing
Cherie Meadows	Guidance Counselor, College Counselor
Elizabeth Truelove Fleet	Director of Communications and Marketing
Becky Dainty-Karnes	Receptionist/Registrar
Joel Harden	Director of Custodial Services
Willie Lang	Director of External Maintenance

ADMINISTRATION

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

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

The **Dean of 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 works with the Director of Admissions 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, and curriculum. The Middle School Dean works with the Director of Admissions in integrating new students and families to Tuscaloosa Academy.

The **Dean of the German International Program** is responsible for: the overall administration of the German International Program, the development of individual courses of study to meet the needs of international learners planning to return to home countries, and the integration of these students and their families into life at Tuscaloosa Academy.

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

The **Dean of Admissions**, working in concert with the Head of School and Division Deans, is responsible for the student recruitment, admission program, scholarship and financial aid for all students. The Director works closely with the Division Deans to monitor student retention. The Director is responsible for media relations and press releases, re-enrollment letters, and student contracts.

The **Director of Advancement and Alumni Relations** is responsible for such activities as alumni activities, the Annual Fund Drive, publications, capital campaign, special events, and development publications. The Director works closely with the administration, Board of Trustees, and faculty in the overall advancement of the school. As a part of the Development Office, this employee will provide executive assistance to Annual Fund and Capital Campaign leaders and volunteers; record pledges and gifts and maintain database for campaigns; prepare reports for committee meetings; prepare the Annual Giving Report; and assist in alumni records, Annual Fund, and other tasks related to this office.

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

The **Director of Technology** is responsible for overseeing all hardware and software technology associated with school-purchased devices, ensuring the effective use of such school-wide software as the web filtering system and the student data management system, and working with the administrative team to maintain constant wireless connection.

The **Dean of Testing** is responsible for standardized testing and professional development.

The **TA Counselor** works with students, parents, faculty, and outside professionals to assist students and families through individual and small group counseling. This person also works with the Upper School Dean to direct the college guidance and placement program for Upper School students and families. The Counselor also works to develop a school master academic schedule. Additionally, the Counselor handles all requests for accommodations to meet the needs of students with medical and learning differences.

The **Director of Communications and Marketing** is responsible for creating and/or editing all formal school communications. This includes: updating the school website, creating all print materials for admissions, marketing and development, and consistently interacting with the Tuscaloosa area print media by sending them features about TA. This employee is also responsible for developing and implementing re-branding and ensures that the message is reflected in all external communications and touch points internally and externally. They also will help with the development of TA's marketing and recruiting strategy.

The **Receptionist/Registrar** is responsible for providing main office reception services to students, faculty, parents, and other visitors. As Registrar, this employee is responsible for keeping the records of faculty/staff absences; maintaining student academic records, immunization forms, and attendance records; assist in maintaining operation of all business machines; assist the Business Manager in various financial matters

PARENT/STUDENT REPRESENTATION IN THE COMMUNITY AND QUESTIONS

REPRESENTATION IN THE COMMUNITY

The school attempts to instill within each student a sense of integrity, good citizenship, and understanding of his or her responsibilities as a citizen of Tuscaloosa Academy and the community, including but not limited to, the responsibility to comply with all civil and criminal laws. Tuscaloosa Academy expects each student to be cognizant of his or her conduct and decorum away from the school campus as well as on the campus. Student and parent conduct should promote the general welfare and reputation of the school and must not reflect poorly on the school, its name or the community in general. On or off campus behavior or conduct that is illegal, illicit, immoral, and/or conduct that adversely reflects on Tuscaloosa Academy is subject to the Disciplinary Program. Tuscaloosa Academy reserves the right to take disciplinary action at the discretion of the administration if, in the opinion of the administration, student or parent conduct on or off campus affects the general welfare and reputation of the school. While we do not punish parents, parents should know the retention of their children is at risk for inappropriate behavior on the part of the parents.

WHEN YOU HAVE A QUESTION OR CONCERN

It is the policy of Tuscaloosa Academy for questions or concerns to be addressed as close to their origin as possible and within a reasonable period of time. Parents should follow the process in addressing their concerns or posing their questions. To resolve a problem related to instruction, discipline, learning materials, any other classroom question, or a matter involving an extracurricular activity parents should discuss it with the school's staff in the appropriate sequence by contacting or making an appointment in the following order:

1. Teacher (or Coach, Sponsor, or Director of program)
2. Counselor
3. Division Dean
4. Academic Dean (for academic matters) or Athletic Director (for athletic matters)
5. Head of School

For example, if you choose to discuss a concern in a teacher's classroom first with the principal, he/she will ask you if you have discussed the matter with the teacher and/or counselor first and if not, you will be asked to contact that person or make an appointment as outlined above. Most questions and concerns can be resolved by first contacting the person closest to the situation. Should you feel you need to continue to follow the process after your initial meetings, please continue to contact or meet with school personnel in the order outlined above and in a timely fashion. It is difficult to resolve a concern when it is not expressed to the appropriate person or when a significant amount of time has passed since the matter occurred.

ADMISSION

Tuscaloosa Academy seeks to admit bright, college-bound students who possess the intellectual potential, the motivation, and 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 PS3 – 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. Students entering Preschool – Kindergarten will be observed and evaluated by Preschool faculty. Students entering the 1st Grade will be tested. Students entering 2nd – 12th Grade will be tested using STAR Reading and Math and a writing sample.

Students entering Preschool must be 3 years old by September 1, 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 one of the strengths of the TA educational experience. TA is entirely supportive of students' faiths. Students and staff are encouraged to follow their own religious traditions when leading prayer or practicing their faith.

It is our firm commitment to send each TA graduate 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 peewee 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, and meet TA's standards for academic effort and behavior.

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

Alabama Code 16-28-12 requires students who are enrolled in private schools to attend school regularly. Parents will be notified by email of absences from class. In cases of excessive absenteeism, a conference will be scheduled with the student and his or her parents. A plan for academic intervention will be developed if necessary.

Occasionally, a student must be absent due to illness, death in the family, emergencies as determined by an administrator, prior permission by an administrator, or a religious holiday. Families are expected to plan their family trips around the existing holidays in the school calendar.

Requests for **Anticipated Absences**, other than those listed above, should be made to the appropriate Dean at least a week before the absence. The anticipated absence form can be found [here](#) or on FACTS. After obtaining the Dean's signature on this form, the student must bring the form to each of his/her teachers, noting the plan for making up work. It is the student's responsibility to arrange for make-up work and proper submission of assignments. **Zero's for any graded work will be given if the appropriate division deans decide an absence is unexcused.**

1:1 TECHNOLOGY PROGRAM

Tuscaloosa Academy has a one-to-one device program in grades K through 12. Starting in Kindergarten students are issued a school-owned iPad. Students in grades 1 through 12 are issued a school email address hosted through Google's G Suite for Education. Students in grades 5 through 12 are **required** to provide a laptop computer to use as part of their educational experience. All computers must have a current version of Microsoft Office. Families are eligible for a free copy of Microsoft Office through the use of their TA issued email address. See the Director of Technology for details.

G SUITE FOR EDUCATION

G Suite for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their G Suite for Education accounts, students may access and use the following "Core Services" offered by Google (described at https://gsuite.google.com/terms/user_features.html):

- Gmail (including Inbox by Gmail)
- Calendar
- Classroom
- Contacts
- Drive
- Docs
- Forms
- Groups
- Keep
- Sheets
- Sites
- Slides
- Vault

In addition, we also allow students to access certain other Google services with their G Suite for Education accounts.

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at https://gsuite.google.com/terms/education_privacy.html You should review this information in its entirety, but below are answers to some common questions:

What personal information does Google collect?

When creating a student account, Tuscaloosa Academy may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect

personal information directly from students, such as telephone number for account recovery or a profile photo added to the G Suite for Education account.

When a student uses Google services, Google also collects information based on the use of those services. This includes:

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and
- cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

How does Google use this information?

In G Suite for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

Does Google use student personal information for users in K-12 schools to target advertising?

No. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with a G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using a G Suite for Education account.

Can my child share information with others using the G Suite for Education account?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

- With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools.
- With Tuscaloosa Academy. G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.
- For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.
- For legal reasons. Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
 - meet any applicable law, regulation, legal process or enforceable governmental request.
 - enforce applicable Terms of Service, including investigation of potential violations.
 - detect, prevent, or otherwise address fraud, security or technical issues.
 - protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a G Suite for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of G Suite for Education, you can access or request deletion of your child's G Suite for Education account by contacting the Director of Technology at Tuscaloosa Academy. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the G Suite for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's G Suite for Education accounts or the choices available to you, please contact the Director of Technology at Tuscaloosa Academy. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the G Suite for Education Privacy Center (at <https://www.google.com/edu/trust/>), the [G Suite for Education Privacy Notice](https://gsuite.google.com/terms/education_privacy.html) (at https://gsuite.google.com/terms/education_privacy.html), and the [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/) (at <https://www.google.com/intl/en/policies/privacy/>).

Rules on 5th – 12th graders bringing their own laptop

NOTE: Tuscaloosa Academy will be adopting a mandatory Apple leasing program starting the school year 2022-2023. Please consider this when procuring a device for your child for the 2021-2022 school year.

You may buy any laptop, as long as they follow these specs:

If a Windows laptop:

1. Running any edition of the Windows 10 operating system **except S mode**. (Windows 10S will only allow downloads from the MS Store and students use lots of Google apps and other software.)
2. Has a copy of Microsoft Office 365 (see TA for instructions on retrieving your *free* copy).
3. Has Windows Defender or another antivirus program
4. Has USB ports and Bluetooth capability. An HDMI port can be useful too.
5. A working webcam and computer microphone; Downloaded Google Chrome.

If an Apple laptop:

1. Must be running OS X (Mojave or newer)
2. Has a copy of Microsoft Office 365 (see TA for instructions on retrieving your *free* copy).
3. Has a good antivirus program running (with real-time updates and scheduled scans).
4. Has USB ports and Bluetooth capability. Please provide a dongle for USB C ports.
5. A working webcam and computer microphone; Downloaded Google Chrome.

Can I bring an iOS device or small tablet instead of a laptop?

For the 2021-2022 school year, students may bring an iPad meeting the following criteria: maximum of 4 years old, a portable keyboard, bluetooth, USB access connector, and a sturdy case.

Parents should be sure to have accidental damage warranties on the student's computer. It will cost at least \$100 to repair a MacBook if liquid is spilled on the keyboard. Replacing a broken screen is even more.

Best Buy offers some good extended warranties. SquareTrade or SafeWare offer hardware insurance policies for computer damage.

All computers on campus are subject to our handbook rules and our department may seize any computing device (laptops, iPads or similar devices, phones, etc.) to analyze for disruptive or illegal activities.

A member of the technology department will need to see every computer to attach it to the network and log it into the monitoring programs that we run.

FREQUENTLY ASKED QUESTIONS ABOUT TA'S COMPUTER POLICY

Will there be any tech support for student devices at school?

Students will be required to bring their device to a member of the IT staff. The IT staff will log the device onto the network and will record the student's name, device type, serial number, and MAC address into a database. When possible, a student will be assisted with computer issues that are affecting their ability to use their technology at school. In the case of a damaged or malfunctioning computer, the IT department will assist when possible or will recommend a course of action. It is recommended that in addition to the standard one-year computer warranty, families should consider purchasing some type of **accidental damage plan**.

What email address should students use?

Students in grade 1 – 12 will be given a Tuscaloosa Academy email address following the formula of first initial and last name with the domain of @tuscaloosaacademy.org. This domain, which is hosted through a Google Education account, will give students free access to and unlimited storage in all Google applications, including email, Drive, Docs, Forms, etc., as well as access to a suite of apps vetted by our technology staff. The email should be used for the student FACTS account, as well as to log in to the Google apps.

How do I retrieve a free copy of Microsoft Office for my Tuscaloosa Academy child?

The link to download Office is: <https://www.microsoft.com/en-us/education/students/deals/default.aspx>. Use your child's TA email address. It will send a confirmation email to that address and the email will have a link to follow to download Office. The TA student email roughly follows this formula: first initial followed by full last name, such as jsmith@tuscaloosaacademy.org. The set password is **knights01**. Email tscheiring@tuscaloosaacademy.org for a student's email name and password.

A student must be age 13 or older to have a MS account and download MS Office. It is recommended that parents complete this step for their child.

How will software resources be made available to students?

Students have access to FACTS from both their school and home network. Most software used in classes will be browser-based and will not require a separate download but may require the latest version of JAVA or of a particular web browser. However, in some classes, students may be required to have additional software programs in order to complete work. Students may also choose to purchase an electronic copy of many textbooks.

Will students be able to print from their devices?

TA does not install school printers on student devices. Students are asked to print their work on their home printers.

How will student computers be charged during the day?

Students should bring their computer to school each day with a fully charged battery. They should also come with a charger to use when needed later in the day and when outlets are available.

How will student computer use be filtered and monitored?

TA has a hardware device that provides monitoring of the network. Websites are filtered based on keywords and individual domains. Software also allows the IT department to monitor the traffic flow across the network. Parents are also encouraged to provide their own filtering on the computer and at home.

Can I bring an iOS device or small tablet instead of a laptop?

No. At this point a Mac or PC laptop is needed. Students need to have a keyboard, have access to USB ports and bluetooth, and be able to support websites that use Flash.

How does TA protect student privacy?

Schools can use Google Apps for Education (GAFE) core services in compliance with COPPA and FERPA. GAFE core services contain no advertising and do not use student data for advertising purposes. For more information, check out: <https://www.google.com/edu/trust/>.

Whom do I contact if I have questions?

For information about devices or software, please contact the Director of Technology:
tscheiring@tuscaloosaacademy.org.

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 that changes as quickly 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 handbook 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 login credentials 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, use programs or websites which can alter the software configuration of the TA 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, nor allowed to go to forums that require membership, without the express permission of a teacher for a school assignment purposes. Also restricted are any forums that involve pornographic or violent ideas or materials.
9. Students are not to use instant messaging systems (AIM, Skype, Google Talk, etc.) via the TA Internet or anywhere on campus except for teacher directed academic purposes.
10. Students may not load any software for illegal downloads (Pirate Bay, various torrents, etc).
11. Streaming videos, while not illegal, can impede the speed of the school network. Students are not allowed to use Netflix, Hulu, etc. during school hours without permission of a teacher for a particular class. This DOES include HUDL, which should not be viewed during classroom hours.
12. Users should remember at all times that all workstations, software, and electronic mailboxes remain the property of Tuscaloosa Academy. Students are not permitted to use computers in the classrooms or library without permission of the teacher. The school has the right to access any material on the network at any time. This includes all computing devices attached to the TA network.
13. Use of any computing device while on campus to break the TA computer code of conduct is punishable by seizure, search, suspension or expulsion. This includes, but is not limited to, iPhones and other Internet - capable cell phones, cellular cards and adapters to allow computers to access the Internet through a cell phone network and connecting to wireless networks not affiliated with TA. (DO NOT set up your phone as a hotspot while on the TA campus.)
14. 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. This does include any creation of electronic pathways that allow cheating on quizzes, tests or exams. Students using technology to do any of the above or in a manner to intentionally hurt others will face serious consequences and 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 and 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 network 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.

CONTACTS

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

Admissions	Julia Burchfield - Phifer
Address/Phone Changes	Becky Dainty - Karnes
Alumni Office	Paige Lancaster
Athletic Program	Elizabeth Truelove Fleet
Art	Jessie Hocutt
Athletics	Todd Bradford
Bills (Fees and Charges)	Jennifer Barnette
Communications (Print Media)	Elizabeth Truelove Fleet
Computer Technology	Tammi Scheiring (US); Dawn Jolly (MS); Rebecca Henderson (LS)
College Placement	Cherie Meadows
Development	Paige Lancaster
Drama	Sara-Margaret Cates
Guidance Counseling	Cherie Meadows
German International Program	Brooke Peterson
Library	Benji Martin
Lower School (Gr. 1-4)	Mary Madge Crawford
Messages	Becky Karnes
Middle School (5-8)	Brooke Peterson
Music	Sara Margaret Cates
Preschool (PS - K)	Mary Madge Crawford
Schedules	Division Deans
Student Government (MS)	Lesley Price
Student Government (US)	Alan Barr
Substitute Teacher	Becky Karnes
Summer Knights Camps	Rene McNeal
TAKS (Booster Club)	Ray Cole - tasportsprogram@gmail.com
TAPA (Parents Association)	Leigh Hollyhand - tapa@tuscaloosaacademy.org
Technology	Tammi Scheiring
Trips	Division Deans
Website/Social Media	Elizabeth Truelove Fleet
Yearbook	Sarah Meyer Von Bremen

TA emails for most faculty and staff are first initial and last name@tuscaloosaacademy.org. Example: tscheiring@tuscaloosaacademy.org

FINANCIAL POLICIES AND DELINQUENT ACCOUNTS

All tuition payments must be sent to the school Business Office. Tuition payments may be made in the Business Office during business hours (8:00 am to 4:00pm). You can also mail a check to: Tuscaloosa Academy, 420 Rice Valley Road North, Tuscaloosa, AL 35406. We do accept credit cards with a 3% convenience fee.

Tuscaloosa Academy policy states that, "When payments are past due, report cards and other school records will not be released, FACTS access will be denied for accounts 30 days past due, and if past due for 60 days or

more, the student will not be allowed to attend class or participate in any extracurricular activities.” This means that all school bills, including school lunch accounts, must be paid before a report card, transcript, or school record will be released.

Annual tuition payments are due no later than July 10th. Semi-annual tuition payments are due no later than July 10th for the first billing and December 10th for the second billing. Monthly tuition payments are due by the 10th of each month (July - May).

A \$30 fee is charged on each returned check. The enrollment contract obligates the person responsible for paying tuition for the full amount of the contract, even if the child does not complete the full school year. The enrollment contract also states, “I hereby agree that in case of default in payment of any of the payments above, the entire unpaid balance of this debt shall, at the option of Tuscaloosa Academy, become immediately due and payable. I hereby agree to pay all costs of collecting or attempting to collect or secure tuition due, including a reasonable attorney’s fee, whether the same is collected or is secured by suit or otherwise.”

The Board of Trustees has adopted the following past due account policy:

1. Students will not be allowed to start school in August or return to school in January unless the family account is current.
2. Any account more than 60 days past due will result in the suspension of the student(s) for whom tuition has not been paid until the account is current.
3. For any account past due, report cards, records, and transcripts will not be released.
4. Past due accounts deemed not collectible will be turned over to a collection agency.
5. Any family choosing a semi-annual or monthly tuition payment option will be required to purchase tuition insurance.

EMERGENCY PROCEDURES

Tornado, fire, earthquake, and lockdown 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 National Weather Service and local emergency authorities. At any time that the area is under any severe weather, we receive alerts from these agencies immediately. We will endeavor to notify radio and television stations before 6:00 a.m. if school will be canceled due to inclement weather. Email, text message, voicemail, and Twitter messages will be used to communicate school closings.

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 Head of School. A full and confidential investigation will be conducted immediately by a committee made up of the deans of the schools and the Head of School. 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.

BULLYING

Tuscaloosa Academy is committed to protecting its students from acts of bullying. Students are to refrain from conduct that may humiliate, ridicule, defame, demean, or intimidate other students, or place them in fear of being subjected to violence, injury, personal harm, or damage to his or her property. No student shall be subjected to bullying, either on or off school property, if the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operations of a school or a school-sponsored activity or event.

Bullying may involve, but is not limited to, unwanted teasing, threats, intimidation, stalking, cyber bullying, harassment, violence, threats of violence, humiliation, destruction of personal property, social exclusion, spreading rumors or falsehoods, or inciting and/or coercing others to commit any of these acts.

Individuals who believe they are being bullied, or have knowledge of a student being bullied, are encouraged to report the problem, verbally or in writing, to the Head of School, division dean, school counselor, or other faculty member immediately.

POSSESSION OF WEAPONS

Weapons (or items which could be used, construed, or mistaken for weapons) are not permitted at any time 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.

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.

ILLEGAL 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 demonstrated 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 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 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 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.

MANDATORY AND REQUIRED TESTING

For the welfare of TA's students and the School and to promote the school's position, TA reserves the right to require a student suspected of using illegal drugs or alcohol or other substance abuse to be evaluated at any time 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 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. All students in grades 7-12 will participate in the Universal Drug Testing program. For more information, please read here.

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

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, backpacks, and cars. Searches may take place with or without student knowledge.

SMOKING AND TOBACCO PRODUCTS

Tuscaloosa Academy is a tobacco free campus. Students are not allowed to possess (on person or in vehicles) or use tobacco products, or any apparatus designed for the purpose of smoking, vaping, or imbibing tobacco or other substances, at school or school-sponsored events. Violation of this policy is seen as a major infraction, resulting in disciplinary action ranging from suspension to eventual expulsion.

MEDICAL INFORMATION

GUIDELINES FOR STUDENT HEALTH CARE

Immunizations

We follow The Alabama Department of Public Health requirements for student immunization:

The State of Alabama and The Alabama Department of Public Health require all students to have a valid, unexpired Immunization record (IMM-50 form) in his/her permanent school file. Students must be vaccinated with a booster dose of tetanus/diphtheria (Td) every 5 to 10 years after the original preschool booster. All new students and any students with expired forms must have an unexpired, original State Immunization Card (“Blue Card”) on file before the beginning of the school year. Failure to provide appropriate documentation can result in prohibition of school attendance until documentation is received.

- Health Exemption – Students with documented health conditions, which could be negatively impacted by a particular immunization, may be exempted from standard immunization requirements. A licensed physician must provide individual exemption from the required immunizations or testing on a Certificate of Medical Exemption. This form is available through the Alabama Department of Public Health and will be accepted in lieu of the Certificate of Immunization.
- Religious Exemption – A written objection from the parent or guardian of a student or child based on established and sincerely held religious tenets and practices shall be submitted in person by the parent or guardian to the County Health Department for issuance of a Certificate of Religious Exemption from the required immunizations or testing. The Certificate of Religious Exemption will be accepted in lieu of the Certificate of Immunization.
- In addition, students under five years of age must have a Child’s Medical Report—Pre Admission Form

ACCIDENTS/MEDICAL EMERGENCIES

All accidents or medical emergencies will be reported to the school office 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. 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 designee will be logged onto a Medication Action Record with the name, time, name of medication, and the initials of the person administering. A student may also self-medicate, such as with asthma inhalers, provided that arrangements have been made with the designee.

REGULATIONS FOR ADMINISTRATION OF MEDICATION

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

POLICY ON COMMUNICABLE DISEASES

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 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 and 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.

OFFICE HOURS

The School office will be open from 7:30 a.m. to 3:30 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 2:00 p.m. Monday through Thursday.

SCHOOL HOURS

The school day for all Middle School and Upper School students is 7:55 a.m. to 3:10 p.m., Monday through Friday. Please refer to the daily schedules for middle and upper school students. The school day for all Pre-School and Lower School students is 8:00 am to 2:55 pm, Monday through Friday.

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 be dropped off in the cafeteria, from the outside. Parents should not walk through the building. There will be a supervising teacher there. There is no charge for this before-school service. All Middle School students are to remain in the atrium until 7:45, at which point they report directly to 1st period. 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 Friday will be taken to the after care program in the cafeteria. There is a \$10.00/day charge 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, or will be taken to MS Homework Club, which is available for a fee until 5:30 daily. Students may not wander the school or campus unsupervised.

STANDARDIZED TESTING

Students in grades 1 - 4 take the MAPS Growth Assessment.

Students in grade 8 - 9 take the Pre-ACT.

Students in grades 10- 11th take the PSAT.

Students in grades 11- 12 take the ACT

STUDENT SERVICES

STUDENT ACADEMIC SUPPORT

Tuscaloosa Academy recognizes a range of student learning styles and challenges that may affect academic performance in a traditional college preparatory instructional setting. Additional support and accommodations will be considered on a case by case basis to provide students the opportunity to succeed academically.

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.

STUDENT DELIVERIES

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.

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.

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 Friday. 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, or on the left side of the median.

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 assistant 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 the office and they will be escorted to their rooms by the secretary or a teacher. All Lower School students arriving after 8:00 should check in at the front office, then proceed to the classroom. All Preschool and Lower School doors will be locked at 8:05 and no one can enter through those doors after that time. It is a disruption to the class that has already begun.

If you need to come into the building, park in the **Visitor Parking spots in front of the Office Entrance along the left hand side of the median and always use the crosswalk or spots #1-4. 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.*

VISITORS

We warmly welcome parents, other relatives, and friends of TA as visitors during special events or with previously arranged visitation agreements. 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 Welcome Center in the main office.

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 DIVISION

2021 - 2022

STATEMENT OF PHILOSOPHY

Tuscaloosa Academy is an independent, co-educational, college-preparatory day school with classes from preschool 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's Lower School begins at preschool age 3, through the fourth grade. Preschoolers must turn three years old by September 1st, and be completely toilet trained before entering school. The term Preschool includes the Kindergarten (age 5) level.

Tuscaloosa Academy Toilet Trained Policy:

To ensure a clean, healthy learning environment for our students, all preschoolers must be toilet trained before they can attend Tuscaloosa Academy. By definition, a toilet trained child must be wearing underwear and having very few accidents. A child having several accidents a day or accidents on a weekly basis would not be considered toilet trained. Please note that a child wearing pull-ups at school is not considered toilet trained.

Tuscaloosa Academy does not have the staff nor the facilities to frequently change children who have soiled their clothes. These accidents, whether bowel or bladder, also pose a health issue for our other students.

If a child has an incontinence accident while at school, the teacher will notify the parent. If there is more than one accident in a day, the child will have to be picked up from school. If a pattern of incontinence is identified, the parent(s) will be notified by the Dean of the Lower School, in order to develop a plan of action for the future, which could include time away from school to complete toilet training.

Attendance

Alabama Code 16-28-12 requires students who are enrolled in private school to attend school regularly. The school should be contacted if a child is absent. Check FACTS for homework and assignments. Check with the teacher at the end of the school day. A note explaining the absence should be submitted to the school. If parents know beforehand that their child will be absent for reasons other than illness, the teacher should be contacted for advance assignments.

DROP OFF and PICK UP

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 2:45-3:00 in the afternoons. If a child has not been picked up by this time they will be taken to Extended Day Care for a charge of \$10.00 per day.

Students in grade 1 will be dropped off and picked up in the front of the building. Please do not stop in front of the first grade classroom, but keep moving to the crosswalk. Students will walk from there. Students in grades 2-4 will be dropped off and picked up in the back of the building, near their classrooms, unless they get out with a preschool sibling.

When checking out early, parents of children in grades 1-4 should park and go to the office. They should ask the Receptionist to send for their child. The parents then need to sign the notebook in the office indicating the time the child is leaving school. When a child will be checking out early, please notify the office and the teachers ahead of time, so they can have the child ready to leave.

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 Lower School students should go to the front office and check in before proceeding to their classrooms.

ABSENCES

If a child is going to be absent and you know ahead of time, please let the teachers know as much in advance as possible. There is a form to fill out for advanced notice of an absence. If a child is sick, please contact the teacher as soon as possible, and bring in a doctor's excuse when they return.

Dress Code

Boys: Collared shirts must be worn Monday through Thursday. TA t-shirts may be worn on Fridays.. Hair should not touch a standard shirt collar and must be above the eyebrows.

Girls: Shirts must be of modest style and cover the shoulders.

Backs should be covered. No see-through apparel is allowed. No skin may show between the tops of the pants or skirt and the bottom of the shirt. Leggings are not allowed.

Boys and girls may wear shorts, slacks, corduroys, or blue jeans.

Jeans with holes and frayed hems are not permitted.

Sweatshirts may be worn as outerwear provided they do not have offensive slogans or graphics.

Every Friday will be TA Spirit Day. Boys and girls may wear TA t-shirts.

Shorts should be made of quality fabric such as cotton twill. Athletic shorts, athletic pants, bike shorts, gym shorts, sweats, and cut-offs are not acceptable.

Students must wear closed toe shoes and socks every day. Hard sole boots are not allowed. Appropriate gym shoes are needed for PE classes.

Hairstyles that are distracting to the learning environment—those with extreme colors, for example—are not permitted.

Hats, caps, and visors are not allowed to be worn inside the building.

WEDNESDAY DRESS

The Lower School is required to wear TA Wednesday Dress every Wednesday and on Field Trips.

Students in grades 1-4 must wear the navy polo from *Lands End* or the school store, with the TA logo, and khaki bottoms.

Preschoolers (including kindergarten) should wear the light blue or maize polo shirt from *Lands End* or the school store, with khaki bottoms, such as shorts, pants, skirts, and skorts.

When ordering from *Lands End* use the preferred school number: 9001-0933-1 for the TA logo.

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.

If a student's attire for the school-related activity is found to be unacceptable according to the Dress Code standards, the student will be asked to contact the parents to bring the item of clothing.

Birthdays

Birthday parties are not permitted during the school day, although Preschool 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 class unless EVERYONE in the class 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 backpack. Please examine the bag DAILY as teachers and the school office often send home messages and other items.

Communication with Parents

1. Teachers communicate by using daily folders in backpacks. Please check them daily and respond promptly to messages from the teacher. You may return messages to the teachers in the same folder.
2. Parents should communicate with teachers through email. They will respond within 24 hours. Parents may also call the office and leave a message for the teacher to return the call when they get the chance. Teachers are not allowed to text a parent. Some classes use special Apps, such as Remind or Group Me. This is for general reminders and not student specific.
3. 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.
4. 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.
5. Report cards are posted on FACTS at the end of each 9 weeks for grades 1-4. These reports reflect academic performance and effort, as well as personal and social development.
6. Preschool students will receive a written Progress Report Card in December, February, and May.
7. Conferences with parents will be scheduled 2 times a year or with the teacher by appointment.

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.

GRADES 1-4

Children are welcome to bring a snack to school. Check with the individual teacher for more information.

Department of Human Resources

Tuscaloosa Academy Preschool 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

NAEYC

The preschool is accredited by the National Association for the Education of Young Children. This is the premier of accreditation for preschools in the nation.

Discipline

PRESCHOOL

The following expectations regarding discipline shall be utilized in the classroom:

- 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.

LOWER SCHOOL DISCIPLINE POLICY

Tuscaloosa Academy prepares students for success in college, beginning at an early age. Much of this success rests upon each student's readiness to assume responsibility for his or her own actions. These standards of conduct and behavior have a role in advancing the development of the student as well as ensuring a productive educational environment for all students. 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.

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.

Violations are:

- Chewing gum on campus;
- Disruptive behavior;
- Cheating;
- Defacing property;
- Theft of others' property;
- Harassment or intimidation of others, including cyber bullying;
- Making negative racial, ethnic, religious, or other inappropriate comments;
- Fighting and/or any behavior that inflicts personal or bodily harm to a fellow student;
- Possession of prohibited items or substances such as knives, lighters, fireworks, alcohol, tobacco, or illicit drugs;
- Use of a cell phone during school hours

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. If necessary, the Dean will step in and handle the discipline.

Cell Phones

Cell phones and Smart watches are NOT allowed in the Lower School. If a student needs to contact a parent, they may use the phone in the office. If a parent needs to contact a student, they should call the office and a message will be sent to them.

Enrichment Classes

ART

Instruction is weekly for students in Preschool through grade 4.

iLab

Students visit the iLab on a regular basis for STEM activities, iPad activities, robotics, and instruction in keyboarding and word processing skills.

FOREIGN LANGUAGE

Instruction in Spanish, French, German, and Mandarin begin in the first grade on a quarterly basis. Preschool students have instruction in German .

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. Damaged books or books not returned will have a \$10.00 fee for replacement.

MUSIC

Instruction is offered twice weekly with lessons focusing on developmentally appropriate objectives for chorale, instrument, and movement. 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 - 4th grade 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. There is a \$10.00 charge for each day and will be billed at the end of the month.

LOCATION

The Extended Day program will be housed in designated classrooms and the cafeteria.

FEES

The program fees are \$10.00 daily (monthly billing is available). A late fee of \$1.00 per minute 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), and occasional videos.

PICK UP

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.

Field Trips

PRESCHOOL

All field trips will be announced via a note/permission slip carried home by your child. A TA logo shirt (light blue or maize) is what they will wear on field trips.

The school bus will be utilized for trips as often as possible. There are times when other students are using the bus 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 bus is used for transportation when possible. At other times, parents are asked to provide transportation for students. A TA logo 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.

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:

- E = Excellent
- S = Satisfactory
- N = Need Improvement
- U = Unsatisfactory

Skill sets

- + Almost Always
- ^ Frequently
- inconsistently

Enrichments

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

- | | | | |
|---|--------|---|-----------|
| A | 90-100 | D | 69-60 |
| B | 89-80 | F | 59- below |
| C | 79-70 | | |

LOWER SCHOOL

Tuscaloosa Academy LS has a “Dean’s List” for students in grades three and four who have all A’s. Students in the second grade are eligible second semester for the “Dean’s List.”

PROMOTION TO THE NEXT LEVEL

In preschool through fourth grade, promotion to the next grade is based on a combination of academic performance, developmental readiness, and teacher recommendation. Although the school takes great care in preparing students for promotion, there are times when the school may feel that a student who has struggled in the lower grade will not be able to handle the increased expectations at the higher level. If this is the case, the school may retain the student in his/her current grade or request that parents consider alternative school options where the student will be able to experience greater academic success. During the school year, the teachers will communicate with parents in a timely fashion about any academic concern.

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

Tuscaloosa Academy provides food service to the students and faculty. Hot lunch or a sandwich basket are available for purchases daily. Also, those who wish to bring lunches may do so. **FAST FOOD DELIVERIES ARE NOT PERMITTED in the Lower School.**

You may add lunch money to your FACTS account when needed.

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.

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 Pictures

Usually during the first month of school, each child's picture is taken for inclusion in our yearbook, The Excalibur. 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.

SPELLING BEES

Students in Grades 3-8 are eligible to compete in spelling bees. 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, essays, 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: fund-raisers, 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.

Fourth Grade Honors Day

The Lower School Honors Day is actually only for the Fourth Grade. Certificates for enrichment awards for students in grades 1-3 will go home with their last report card.



MIDDLE SCHOOL DIVISION

2021 - 2022

STATEMENT OF PHILOSOPHY

Tuscaloosa Academy is an independent, co-educational, college-preparatory day school with classes from preschool 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.

GENERAL INFORMATION

Attendance Policy

The heart of the educational experience at Tuscaloosa Academy is the classroom. This is where teachers and students engage in the learning process. Consequently, student attendance is critical to the success of this process. Absence from class is detrimental to student academic performance. Parents and students are requested to honor this vital dimension of school and keep absences to a minimum.

Students are expected to attend school daily; however, on occasion, students will miss class because of illness or some other legitimate reason. Experience also demonstrates that, at other times, students will be tardy. If it is known that a Middle School student will be absent or tardy, it is requested that a parent call or email the Front Office, Becky Karnes, bkarnes@tuscaloosaacademy.org as early as possible. Text messages will not be accepted for official communication.

Parents are encouraged to make medical or other appointments after school, if at all possible. However, if a student must arrive late (or leave early) due to medical appointments or another legitimate reason, the parent or

guardian must notify the Front Office and the student must sign-out and sign-in with the Front Office logbook when departing and arriving on campus. When a family emergency arises, parents must call a school administrator to receive permission for the early departure. In all instances, students sign out in the office logbook. The Tuscaloosa Academy administration reserves the right to verify and approve early departures and late arrivals to campus.

Since we strongly believe that the classroom is critical to the educational experience, Tuscaloosa Academy upholds this belief with a system to address its expectations and requirements for attendance.

SCHOOL SPONSORED ABSENCES

These absences include, but are not limited to, Tuscaloosa Academy fine arts or athletic activities, school club events, and field trips sanctioned by the school. Make-up work should be arranged with each faculty member prior to the absence.

ABSENCES – EXCUSED OR UNEXCUSED

These absences include any absence that is NOT a school sponsored absence. Absences, especially unexcused absences, can affect a student’s standing in a course, including the ability to earn credit.

A written note, signed and dated, from a parent or doctor for an excused absence should be submitted to the Front Office as soon as possible.

Anticipated Absences.

Requests for Anticipated Absences, other than those listed above, should be made to the appropriate Dean at least a week before the absence. The Anticipated Absence form can be found on FACTS. After obtaining the Dean’s signature on this form, the student must bring the form to each of his/her teachers, noting the plan for making up work. It is the student’s responsibility to arrange for make-up work and proper submission of assignments. Zero’s for any graded work will be given if the appropriate division deans decide an absence is unexcused.

Four Period Rule

Students in middle school must be present a minimum of four (4) full periods of the six period day to be able to participate in school activities, practices, or performances. Exceptions must be approved by the Division Dean.

Completing Assignments following an absence.

When a student is excused, absent, or knows of an upcoming absence, the student must make arrangements with the appropriate teachers to make up the missed work. This work must be completed within a reasonable time based on the nature and length of the absence. Such work counts for credit, but if not turned in within the time set by the teacher, no credit is given.

*Credit for make-up work for an unexcused absence will be at the discretion of the teacher and Tuscaloosa Academy administration.

Tardiness

Tardiness falls into two categories: late arrival at school and late arrival between classes. Late arrivals at school due to a family emergency will be excused; however, all students who arrive late must report directly to the

Front Office and sign-in. When appropriate, the school may ask for a written explanation from the parent for the late arrival. Repeated tardiness is disruptive to the classroom routine and may be detrimental to a child's academic performance.

Students should not be late to class once on campus. Excessive or regular tardiness to class may result in detention, loss of credit, and/or family meetings with the school's administration in order for the student to continue to attend a course and receive credit.

Parents

Parent cooperation with the school in the area of attendance is critical. The following suggestions are provided for your consideration:

- ★ *Please honor the established dates for school holidays. Leaving early or returning late can be detrimental to your child's academic performance.*
- ★ *Refrain from calling the Front Office office to give your child permission to leave campus for unnecessary errands or other activities.*
- ★ *Reinforce with your children the importance of adhering to Tuscaloosa Academy attendance and tardiness guidelines. They are critical not only for academic success but also for personal safety.*

Athletics

The athletic program emphasizes personal improvement, effort, and the value of competition. Students learn the importance of hard work, respect, leadership, good sportsmanship, and personal accountability in practice and competition. These character-building traits ensure better athletes, better students, and better citizens. Practice times for these sports take place after school, and often provide traveling to games 1-3 hours away.

Fall Sports

PeeWee and Junior Varsity Boys Football
PeeWee and Junior Varsity Cheerleading
Boys and Girls Cross Country
Junior Varsity Girls Volleyball

Winter Sports

Junior Varsity Boys Basketball
Junior Varsity Girls Basketball
Junior Varsity Cheerleading

Spring Sports

Junior Varsity Boys Baseball
Junior Varsity Girls Softball
Junior Varsity Boys Soccer
Junior Varsity Girls Soccer
Boys and Girls Tennis
Boys and Girls Track
Boys and Girls Golf

Cell Phones, Smart Watches, and Wearable Technology

Cell phones must be turned off and stowed away during the school day. Similarly, smart watches or wearable devices with communication and/or Internet capability are not allowed in the middle school. Any exception to this policy must be under the direct supervision of a staff member. Violations will result in confiscation of the phone until the end of the school day. Repeated violations will result in additional consequences as determined by the School Administration. During the school day, parents should communicate with their children directly through the Front Office.

Community Service

The purpose of community service is to donate service or activity that is performed by someone or a group of people for the benefit of the public or its institutions. It is giving back to your community with time, energy, and organization. Community service activities are those which students perform to benefit at least one other, unrelated person. Students may not receive compensation or academic credit for the work. In most cases, students will be working under the auspices of an organization, such as a town/county government, the school, a non-profit organization, hospital, church, nursing home, or newspaper.

Community service hours are not required in middle school. However, students who wish to submit their service hours for recognition will need to use the approved TA community service form. Students earning over 50 hours of service within one year (defined as April 1, 2021 and March 31, 2022) will be acknowledged at our awards ceremony.

Daily Routine

CASTLE GROUPS

Students in the Middle School will be assigned a Castle Group to which they will belong throughout their Middle School years. Castle groups, comprised of students in grades 5 through 8, form a part of Middle School identity, by developing community through friendly competitions and the support of school-sponsored events.

ET (Engagement Time)

Students in the Middle School are assigned a grade level ET group (formerly Homeroom). The purpose of this Engagement Time is to assist with organization and goal setting, to give students an opportunity to seek academic help and get started with homework, and to hold grade level meetings and engage in socio-emotional learning.

LOCKERS

All students have assigned lockers in the Middle School building. Students are expected to keep their personal belongings in their lockers and not in public spaces. Book bags and backpacks too large for lockers are to be placed in appropriate areas, including the hallway cubbies and hooks. Due to fire codes, books bags are not to be left in the hallways.

LUNCH AND SNACK TIME

Break is considered a privilege for Middle School students. Students who do not cooperate with school rules may lose break on any given day. 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. 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.

Student Government Association

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 Middle School students are represented in the SGA by two class representatives and the following officers: President; Vice-president; Secretary; Treasurer; and Public Affairs Officer. Any student who runs for an office and does not get elected is automatically a part of the SGA advisory counsel.

Students running for SGA office must have turned in an enrollment contract for the upcoming school year. The SGA faculty sponsors distribute SGA applications in the spring, outlining the qualifications to run for these offices and the rules guiding the campaign.

Textbooks and Learning Resources

Textbooks and learning resources for Middle School classes are purchased in bulk by the school and then billed to each family in the fall. In many cases traditional paper textbooks have been replaced by digital books and dynamic digital materials. Families are responsible for purchasing basic school supplies. This list can be found under the Middle School tab of the Academics section of the school website.

Theatre and Music Opportunities

Middle School students may participate in the school strings program for no additional fee. This class meets twice a week and provides small group lessons and several performance opportunities throughout the year. Students must provide their own instrument.

The fall school play is a large production to be performed at the Bama Theatre. Students in the Middle School may audition for this production. Practice times will be held after school. In some years, additional opportunities to audition for a spring student showcase is also available to Middle School students.

Student Behavior and Standards

Dress Code

The Tuscaloosa Academy Dress Code is designed to promote a focused learning environment consistent with the mission of the School and to maintain proper order and discipline. Appropriately-sized, modest dressing that contributes to a respectful environment at Tuscaloosa Academy is required at all times. Clothing should not cause distractions or disruptions in the classroom or on campus. Neat, clean, and appropriate grooming is expected of all students. *A distraction is defined as an appearance that draws attention to the individual at the expense of the learning environment.*

The Dress Code is reviewed and updated annually by School Administration. Compliance with the Dress Code is an essential part of each parent's and each student's responsibility to the School community. All questions concerning the Dress Code are directed to Deans whose judgment is final. Repeated failure to comply with the Dress Code will result in disciplinary action.

Students who are dressed inappropriately may be asked to call home for a change of clothing.

WHAT IS APPROPRIATE

Middle School Dress Code

Monday-Thursday

Boys: Collared shirts, shorts, jeans, or slacks. ***T-shirts, including TA T-shirts, are not allowed except on Friday.*** Shorts for boys are allowed year round.

Girls: Dresses or skirts, slacks, jeans, shorts, capris with collared shirts or other appropriate tops. Girls may wear knit tops including classic solid or patterned int tops, ***but casual T-shirts, including TA T-shirts, are not allowed except on Friday.***

Friday Spirit Day

Students also may choose to wear TA T-shirts ***.

Please note: Friday is **not a dress down-day**. T-shirts will not display any graphics or wording that promotes alcohol, drug use, tobacco, or be offensive to other people.

Not Permitted

I. General

- sleepwear worn as outerwear
- spandex, leggings, and other extremely tight-fitting clothing
- torn, ragged, dirty, or unkempt clothing
- transparent clothing
- underwear worn as outerwear
- wind suits and other designated athletic wear

II. Hair and Body

- extreme hairstyles (length, color, stripes, spikes, designs, unnatural coloring or highlighting, hair treatment deemed inappropriate by School administration)
- Hair should be well groomed and not distracting.

- Hats (not to be worn on campus from 7:55 a.m. to 3:10 p.m.) Hats worn during this time will be confiscated.

III. Outerwear

- that which promotes tobacco, alcohol, or drug use
- inappropriate messages or offensive language

IV. Pants/Shorts/Skirts

- athletic shorts
- bib overalls
- cutoffs/ripped/holes/torn
- oversized jeans
- skirts or shorts shorter than 5 inches above knee
- sweatpants/wind suits

V. Shirts/Tops

- back or midriff exposure
- crop tops, halters, tank tops, strapless or spaghetti strap dresses or tops, or any top revealing cleavage
- white t-shirts designed to be worn as underwear
- casual T-shirts, including TA t-shirts, except on Friday.

General Rules of Behavior

Rules in and out of the classroom are very important and are established to encourage positive behavior and good manners. It will be considered a violation if a student performs any of the following on school property or at a school sponsored event:

1. Acts not in accordance with the laws of Alabama and/or the United States.
2. Acts that damage school property and/or another's individual property. In a case of defacing or destroying property, the guilty student will be held responsible for full financial repair and restoration.
3. Acts that jeopardize the student's and/or another's safety (i.e. fighting).
4. Acts that are detrimental to the student's and/or another's education.
5. Acts that are considered disrespectful to teachers, administrators, staff, or visitors.
6. Acts that are disruptive in class to teachers, visitors, or other students.
7. Acts of abusive or profane language on the school campus or at school sponsored events.
8. Acts that use any electronic communication device to harass, intimidate or bully, also known as cyber bullying.

Students are expected to conduct themselves as ladies and gentlemen during the school day, while on school vehicles, and while participating in school sponsored events. Courteous, appropriate behavior should be the norm at all times. The following regulations are established to encourage positive behavior and good manners:

1. All students are expected to help maintain the physical appearance and well-being of the school.
2. Behavior detrimental to school property is not permitted.

3. Inappropriate displays of affection do not have a place at school during the academic day or while students are involved as participants in school sponsored programs. These actions include embracing, hugging, kissing, etc.
4. Skateboards, scooters, roller blades, bicycles, or any kind of motorized vehicle, are not to be operated on school walkways or in school buildings.
5. Cell phones and other portable media devices are not allowed to be used in regular classrooms unless authorized by the present teacher.

HONOR CODE

Students enrolled in Tuscaloosa Academy are expected to abide by the letter and the spirit of the Honor Code. The goals of the Honor Code include, but are not necessarily limited by the following:

1. To support, in individual students, the further development of integrity, responsibility, and accountability in both academic and personal matters
2. To instill a loyalty to Tuscaloosa Academy in the student body as a whole
3. To assist in maintaining a high ethical climate in all the Divisions
4. To ensure that a student's work be his or her own and not that of another person and
5. To instill in students a constant awareness of the ramifications of their actions and the need not to place themselves in questionable situations or in circumstances which connote dishonest or unlawful actions.

Students are requested to abide by the following pledge as a personal commitment to the honor, integrity and high standards of the School:

1. I shall be honest in all matters regarding the life of the School. My word may always be trusted.
2. The work that I present will always be my own.
3. I shall not seek unfair advantage over my fellow students by cheating or by plagiarizing.

Even without being required to sign the pledges set forth in the Honor Code, the School expects each student to abide by and support the Honor Code not only for himself or herself, but also for each classmate. Ignorance of the Honor Code is not an excuse for a violation. The Tuscaloosa Academy Honor Code is broken on any occasion when a student is involved in lying, cheating, stealing, or plagiarism.

DISCIPLINE

Student discipline is essential and allows the student to reach his or her full potential in and outside the classroom. Tuscaloosa Academy believes in providing a safe and productive environment to promote positive learning and development. The school has developed behavior rules and regulations to foster that environment. Consistent, flexible, and fair enforcement of these rules and regulations is paramount as is an environment of mutual respect between staff and students. The foundation of the disciplinary code is the Golden Rule, with kindness and thoughtfulness as the guiding precepts of TA: "Do unto others as you would have them do unto you."

OFF-CAMPUS BEHAVIOR

A School sponsored event or activity includes lunch, any trip, party, tour, game, or contest which is offered as an integral part of the School's curricular or extracurricular offerings, including but not limited to academic, artistic, musical or athletic events, whether on or off the school campus, and field trips or class trips.

When engaged in off-campus school-sponsored events or activities, students are subject to the same disciplinary procedures as if they were attending on-campus activities. While a student is off TA campus and is not engaged in a School sponsored activity or event, the student is not under the authority of the School. However, all students should realize that they and their school are judged and esteemed by their behavior. If at any time the Head of School is made aware or becomes aware of any off-campus behavior by a student which would be a violation of the Disciplinary Code or the laws of the State of Alabama, the Head of School may hold a compulsory and mandatory meeting with the student and the student's parents regarding the infraction and consequences.

DETENTION

Detention will be required of students who do not comply with Middle School expectations. If a student earns six (6) demerits, then the student will be required to attend a detention on a date determined by the Dean of Middle School. Students required to attend afternoon detention will not be permitted to attend extracurricular activities at that time. Parents will be notified by the Dean of Middle School.

SUSPENSION

Suspensions in the Middle School will usually be off campus. However, students receiving *on-campus suspensions* will sit in an assigned area for the duration of the suspension. During the term of suspension, the student will have no visitors, free break time, or any extracurricular activity. A faculty member or administrative personnel will accompany students in suspension if they leave the assigned area. Each teacher will send the student's daily assignment, quiz, or test to the Dean of the Middle School for delivery to the student. The student shall complete such assignments during the normal class time and return the same to the Dean of the Middle School, as appropriate, for delivery to the teacher.

Off campus suspensions

Result from infractions of any General Rule of Expectations such as bullying, fighting, possession of a controlled substance. Off campus suspensions WILL result in no credit (zeroes) for all missed work the day of the suspension.

Social suspensions

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.

EXPULSION

Expulsion from Tuscaloosa Academy is a very serious matter. It results due to extreme or repeated violations of Tuscaloosa Academy rules. All decisions regarding expulsion will be made by the Head of School in conjunction with recommendations from the administrative team.

Academics

Tuscaloosa Academy offers a rigorous, college preparatory curriculum with demanding standards. At the same time, the academic program is designed to respond to the individual needs and interests of students. Course offerings are continually under review and updated annually in order to meet student needs and interests and to ensure the inclusion of new skills and concepts.

Curriculum

The course of study at Tuscaloosa Academy is a college preparatory, liberal arts program designed to expose students to a broad range of academic disciplines. Traditional in nature, our curriculum offers courses which meet the admission requirements of most four-year colleges and universities in the United States.

Tuscaloosa Academy Middle School requires that a student take a minimum of five core classes (math, English, history, science, and language) each semester. Additionally, Middle School students will be enrolled in a selection of enrichment classes in the areas of arts, physical education, computer, and more. The academic year is divided into four quarters with examinations and/or final project presentations in December and again in May.

Assessments

Middle School students will be assessed through a variety of formative and summative assessments throughout the school year. Teachers have the freedom to personalize their assessments to best align with their learning activities and objectives. Each of the five core classes will have an end-of-semester assessment that is more cumulative in nature. Some classes will adhere to a more formal examination while others will assign students final papers or projects for the end-of-semester evaluation. This assessment to take place in December and May will count towards 10% of the final semester grade.

Middle School Class Grading Scale

A+ 97-100	C+ 77-79	F Below 60
A 93-96	C 73-76	
A- 90-92	C- 70-72	
B+ 87-89	D+ 67-69	
B 83-86	D 63-66	
B- 80-82	D- 60-62	

*Classes designated as an Upper School class follow the same scale, except they do not have a ‘-’ scale.

Honor Roll

The High Honors in the Middle School is awarded quarterly to students who receive an average of a 94 in core classes. Additionally, they must pass enrichment classes with a C- or above.

The Dean’s List in the Middle School is awarded quarterly to students who receive an average of a 90 in core classes. Additionally, they must pass enrichment classes with a C- or above.

Math

All students in grades 6-8 will be placed in a leveled math class based on their performance on a placement test, standardized test, and class averages. The math sequence is Pre-Algebra, Algebra I, Geometry, Algebra II and additional upper level math courses. Some 7th grade students may qualify for Algebra; parents, the math teacher, and Middle School Dean must give consent for students to enter this math track. Middle school students placed above grade level must maintain a B- average to stay in these classes.

Middle School Grades on Upper School Transcripts

Middle School students who take classes designated as Upper School classes will have these classes appear on their Upper School transcript. Possible classes include Algebra 1, Geometry, Level 1 language classes, or any math or language classes more advanced than those listed here. These classes will count as placement for future classes but will not count toward any of the necessary credits for the Tuscaloosa Academy Diploma. Before the first day of Upper School, families must decide if the grade earned on this class will count toward the student's Upper School GPA. The grades for these classes will abide by the Upper School grading scale listed in the Upper School section of the handbook. This decision is binding. Families should consult with the School Counselor and/or the Division Dean when making this decision.

Missing or Late Assignments

Students who miss classes due to a planned trip **must** secure their assignments before leaving school. Work is due the day they return unless other arrangements are made with the teachers. Dates for taking missed tests will be determined by the teacher. If this process is not followed, the students, at the discretion of the teacher and Dean of Middle School, may not be allowed to make up the work for full credit.

If a student unexpectedly misses classes due to illness or another reason, on the day he/she returns, arrangements must be made with each teacher to make up the work in a reasonable time.

Probation for Academic Progress

Students must be passing ALL core academic courses and be making adequate progress toward meeting academic requirements at the end of each semester. Any student not meeting these standards will be placed on academic probation. Students will remain on academic probation until the end of the academic year when his or her performance will be evaluated, and the administration will determine further actions, including removal from probation, further sanctions, and possible expulsion.

Typical Course Offerings

Grade 5	Grade 6
Core Courses:	Core Courses:
Ancient Cultures	Early US History
English	Math 6 / Math 6 Honors
Math	Life Science

Integrated Science Foundational Language/Linguistics	English Exploratory Language (German, Spanish, French, Linguistics)
Electives:	Electives:
PE Technology Skills Visual Arts Digital Arts Performing Arts Research Skills Strings	PE Technology Skills Visual Arts Digital Arts Performing Arts Research Skills Strings
Grade 7	Grade 8
Core Courses:	Core Courses:
Civics / Late US History English Math 7 / Pre-Algebra / Algebra 1 Earth Science Exploratory Language / Introductory Language	Human Geography English Pre-Algebra / Algebra 1 / Geometry Lab Science Introductory Language / US Language 01
Electives:	Electives:
PE Visual Arts Theatre Robotics Design Digital Photography Debate Strings	PE Visual Arts Theatre Robotics Design Digital Photography Debate Strings

Honor Societies

The Middle School annually inducts students into several National Honor Societies each spring. Students who have attended Tuscaloosa Academy for the fall semester are eligible for these Societies. Students who have previous Honor Society memberships and are transferring to Tuscaloosa Academy may have their membership reassigned to our chapter. They must request this transfer by writing to their previous school and ask for the school sponsor to forward membership information to the Tuscaloosa Academy designated sponsor.

The application and selection process is as follows. At the beginning of February, students' academic records are reviewed to determine those individuals who are scholastically eligible for membership (see below for grade specifications). New students must have completed at least one full academic semester at Tuscaloosa Academy to qualify for eligibility. Students who are eligible scholastically will be notified for further consideration for selection to the Society chapters and will be asked to complete the candidate information form. The form outlines the candidates' accomplishments in areas of service and leadership.

Candidates have a two-week period to submit applications to the faculty selection committee. This committee is made up of three teachers, the Middle School dean, and the school counselor. All faculty members can make

comments on candidates to the selection committee, the faculty council. Anonymous comments will not be taken into consideration. The faculty council will meet throughout the school year to resolve issues of noncompliance to the Society guidelines scholarship, character, and service. Students will be placed on one semester of membership probation if an infringement occurs.

The candidate form will be reviewed by the faculty council; the leadership, service, and character of all candidates will be reviewed carefully. Those candidates receiving a majority vote will be invited to be inducted into the Honor Society chapter.

The TA Honor Society chapters will initiate formal notification to all selected candidates and their parents to inform them in writing about the selection and the timing of the induction ceremony. Payment of membership fees, including an induction fee, will be required and charged to all students' account. If a student does not want to participate in the TA Honor Society chapter then a written refusal by the parent or student must be submitted within five days of the notification of the candidates' selection.

National Middle School Honor Societies

National Junior Honor Society (NJHS) confers scholastic eligibility to students in the seventh and eighth grades who have earned a 3.7 GPA in their core classes during semester 1 of the current academic year. The five core classes are math, science, English, history, and world language. The society upholds the values of Scholarship, Character, Leadership, and Service. Members of the society will attend a monthly membership meeting and participate in a variety of service activities.

National Jr. Beta Club (NJBC) confers scholastic eligibility to students in the sixth, seventh, and eighth grades who have earned a 3.0 GPA in their core classes during semester 1 of the current academic year. The five core classes are math, science, English, history, and world language. The society upholds the values of Scholarship, Character, Leadership, and Service. Members of the society will attend a monthly membership meeting and participate in a variety of service activities.

Scholarship - Recognizing and honoring high academic achievement

Character - Preparing young people for life and empowering them to be successful

Leadership - Developing leaders of tomorrow

Service - Demonstrating our motto: *Let us Lead by Serving Others*

Jeunes Amis Du Francais (JAF - Middle School French Honor Society)

In order for a student to be eligible for Middle School French Honor Society, s/he must be enrolled in a year-long academic study of French and must have an A- average in French or higher, as determined by the first semester grades. No application for joining is required as students will be selected by the advisor according to his or her eligibility. In order to maintain enrollment in the JAF upon induction, a student must participate in a community/school service project as determined or approved by the honor society advisor.

Conclusion

The absence of a specific rule in this handbook does not constitute approval for student action. A student is subject to discipline for behavior not mentioned in the handbook. At all times, the goal of school policies and actions is to act in the best interest of the student, student body, and School. The purpose of this handbook is to set a standard of conduct and create an atmosphere of respect and responsibility. Many school policies are designed to address disruptive behavior. However, the most effective behavioral policies are those that are reinforced at home, sending a unified message to our students. Working together, the school, students, and their parents, can have a successful and productive experience. ***Lack of knowledge or understanding of these rules will not be considered a viable excuse.*** The information and regulations set forth in this handbook are to help you have a happy, productive, and successful school year in your preparation for college.

The Tuscaloosa Academy MANAGEMENT PLAN

As required per EPA Guidelines 40CFR-763.93 (G)(4), The Tuscaloosa Academy's Asbestos Management Plan is on file in the Business Office.

Tuscaloosa Academy, in accordance with federal, state and local laws, does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or any other legally protected status. Applicants may request accommodation needed to participate in the application process. This employer is an equal opportunity employer.

Tuscaloosa Academy admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students of the school and does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, athletic and other school-administered program.



UPPER SCHOOL HANDBOOK

2021 - 2022

STATEMENT OF PHILOSOPHY

Tuscaloosa Academy is an independent, co-educational, college-preparatory day school with classes from preschool 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.

GENERAL INFORMATION

Upper school policy specific. US deals with tardiness, unexcused abs., etc, differently than LS and MS. These differences are stated below.

Attendance Policy

The heart of the educational experience at Tuscaloosa Academy is the classroom. This is where teachers and students engage in the learning process. Consequently, student attendance is critical to the success of this process. Absence from class is detrimental to student academic performance. Parents and students are requested to honor this vital dimension of school and keep absences to a minimum.

Students are expected to attend school daily; however, on occasion, students will miss class because of illness or some other legitimate reason. Experience also demonstrates that, at other times, students will be tardy. If it is known that an Upper School student will be absent or tardy, it is requested that a parent call the Front Office, Becky Karnes, bkarnes@tuscaloosaacademy.org as early as possible.

Parents are encouraged to make medical or other appointments after school, if at all possible. However, if a student must arrive late (or leave early) due to medical appointments or another legitimate reason, the parent or guardian must notify the Front Office and the student must sign-out and sign-in with the Front Office logbook when departing and arriving on campus. When a family emergency arises, parents must call a school administrator to receive permission for the early departure. In all instances, students sign out in the office logbook. The Tuscaloosa Academy administration reserves the right to verify and approve early departures and late arrivals to campus.

Since we strongly believe that the classroom is critical to the educational experience, Tuscaloosa Academy upholds this belief with a system to address its expectations and requirements for attendance.

Requests for **Anticipated Absences**, other than those listed above, should be made to the appropriate Dean at least a week before the absence. The anticipated absence form can be found [here](#) or on FACTS. After obtaining the Dean's signature on this form, the student must bring the form to each of his/her teachers, noting the plan for making up work. It is the student's responsibility to arrange for make-up work and proper submission of assignments. **Zero's for any graded work may be given if the appropriate division deans decide an absence is unexcused.**

FOUR PERIOD RULE

Students in Middle School and Upper School must be present a minimum of four (4) full periods of the six period day to be able to participate in school activities, practices, or performances. Exceptions must be approved by the Division Dean.

SCHOOL SPONSORED ABSENCES

These absences include, but are not limited to, Tuscaloosa Academy fine arts or athletic activities, school club events, college visits, and field trips sanctioned by the school. Make-up work should be arranged with each faculty member prior to the absence.

ABSENCES – EXCUSED OR UNEXCUSED

These absences include any absence that is NOT a school sponsored absence. Absences, especially unexcused absences, can affect a student's standing in a course, including the ability to earn credit. A written note, signed and dated, from a parent or doctor for an excused absence should be submitted to the Front Office office as soon as possible.

SELF CHECKOUT POLICY

Seniors may elect to self checkout from school after their last academic class Monday-Friday; IF they meet the following criteria:

1. Have a study hall or Early College their last period. Seniors may waive a 7th period class if they have the required credits to date for a path to graduation.
2. Have all beginning of school required forms signed and turned into the appropriate offices.
3. In good standing academically.
4. In good standing behaviorally

Please see the Upper School Dean for more information.

COMPLETING ASSIGNMENTS AFTER AN EXCUSED ABSENCE

When a student is excused, absent, or knows of an upcoming absence, the student must make arrangements with the appropriate teachers to make up the missed work. This work must be completed within a reasonable time based on the nature and length of the absence. **Such work counts for credit, but if not turned in within the time set by the teacher, no credit is given.**

*Credit for make-up work for an unexcused absence will be at the discretion of the teacher and Tuscaloosa Academy administration.

TARDINESS

Tardiness falls into two categories: late arrival at school and late arrival between classes. Late arrivals at school due to a family emergency will be excused; however, all students who arrive late must report directly to the upper school office and sign-in. When appropriate, the school may ask for a written explanation from the parent for the late arrival. Repeated tardiness is disruptive to the classroom routine and may be detrimental to a child's academic performance.

Students should not be late to class once on campus. Excessive or regular tardiness to class may result in detention, loss of credit, and/or family meetings with the school's administration in order for the student to continue to attend a course and receive credit.

PARENTS

Parent cooperation with the school in the area of attendance is critical. The following suggestions are provided for your consideration:

- ★ Please honor the established dates for school holidays. Leaving early or returning late can be detrimental to your child's academic performance.
- ★ Refrain from calling the Front Office office to give your child permission to leave campus for unnecessary errands or other activities.
- ★ Reinforce with your children the importance of adhering to Tuscaloosa Academy attendance and tardiness guidelines. They are critical not only for academic success but also for personal safety.

Calendar Requests

Students who wish to add an event to the school calendar must fill out a school calendar request form, approved by the Upper School Dean, signed by the attending adult, and submitted two weeks prior to the event. The same procedure for theater use requests.

Cars – Driving and Parking

Driving a car to and on Tuscaloosa Academy's campus is a privilege and a responsibility. Students who hold a valid driver's license are permitted to drive to and from school daily. Beyond individual safety and well-being, our concern extends to other students, including those in other divisions, and adults. Parking and driving violations may result in the loss of privileges. All drivers are to exercise courtesy and safe driving practices:

1. The speed limit on all Tuscaloosa Academy property is 20 miles per hour.
2. No loitering is permitted in the parking area. **This includes during break and lunch periods.**
3. Playing car stereos in a loud manner while on school property is prohibited.
4. Students may not sit in cars during the school day.

Violations of the student driving regulations may result in the loss of the privilege to drive and park on Tuscaloosa Academy's property for a specific amount of time or for the remainder of the school year. Extreme violations may result in detention(s), suspension from school, or expulsion.

Cell Phones, Smart Watches, and Wearable Technology

Personal use technology is up to the discretion of the classroom teacher. During lunch and free periods students may use cell phones on campus unless directed by a faculty member that the conversation is disruptive and that the use of the phone is inappropriate. Violations may result in confiscation of the phone until the end of the school day. Repeated violations will result in additional consequences as determined by the school administration.

Community Service

The purpose of community service is donating a service or activity that is performed by someone or a group of people for the benefit of the public or its institutions. It is giving back to your community with time, energy, and organization. Graduation from Tuscaloosa Academy is dependent, in part, on completion of the Upper School community service requirement. Tuscaloosa Academy requires 80 hours of documented community service in grades 9 – 12. There are many ways for a student to meet this requirement. Annually, each class may select a community service project. Members of a class may complete their 20 hours of annual service on this selected class project. Students may also achieve their hours in community service based trips or in an approved individual project. The format is very flexible. Students may complete their service in a concentrated period of work or over an extended period of time.

Community service activities are those which students perform to benefit at least one other, unrelated person. Students may not receive compensation or academic credit for the work. In most cases, students will be working under the auspices of an organization, such as a town/county government, the school, a non-profit organization, hospital, church, nursing home, or newspaper. Community service may be performed at any time during a student's high school career, from the summer before freshman year until the last day of class during senior year. However, students are strongly encouraged to complete at least 30 hours of service by the end of their sophomore year. **Seniors who have not completed the entire 80 hours of community service before the end of the first Semester their senior year will lose their school privileges, including off-campus lunch, until the graduation requirement is completed.**

GUIDELINES FOR COMMUNITY SERVICE

Areas applicable for community service credit:

Service to God. Participation in religious services (e.g., choir membership, altar service, reading from the Torah), while worthy endeavors, is NOT counted. However, educational activities and non-religious activities which benefit the religious community (in non-financial ways) or the community at large ARE applicable. Examples of applicable religious-sponsored service activities include, but are not limited to, the following:

- Teaching Sunday or Vacation Bible School
- Baby-sitting during religious services
- Painting buildings and classrooms in a house of worship
- Clothing drives
- Work in shelters
- Participation in mission trips such as Habitat for Humanity or Community Volunteers

Selling Christmas trees/wreaths or helping with a house of worship rummage sale is applicable. Participation (as a member or officer) in religious youth groups is NOT generally applicable unless the groups are organizing and/or performing specific community service activities.

Service to School. Classes or individuals may choose to serve Tuscaloosa Academy as their community service commitment.

Examples of applicable service to the school include, but are not limited to, the following:

- Providing child sitting services during parent-teacher meetings
- Performing light landscaping around the major buildings
- Helping clean up around the school at designated times
- Assisting lower school students (i.e. reading to a class, tutoring, etc.)
- Assisting in the library
- Assisting with front office duties (i.e. help with mailings)

Service to Community. Classes or individuals may choose a community charity or organization as their community service project.

Examples of applicable service to community activities include, but are not limited to, the following:

- Student Council service activities or charity drives
- Tuscaloosa Academy community service club activities
- Giving blood
- Participating in adult literacy programs
- Assisting a local public library

Summer Camps. If other community service guidelines are met, related to compensation, type of organization, religious practices, community service hours spent in the actual organization and performance of specific community service activities ARE applicable. NOTE: Traditional counselor-in-training positions in for-profit camps are NOT applicable.

Charity Walks. Each charity walk is assigned a specific number of service hours for completing the walk, provided the student solicits pledges. Walking in solidarity without raising money for the cause will not earn hours.

Service to Government. Classes or individuals may choose a community charity or organization as their community service project. Examples of applicable service to government activities include, but are not limited to, the following:

- Paging for a political office holder
- Working on a political campaign
- Assisting with a census

Areas not applicable for community service credit:

Community service for which a student receives academic credit or service which is court-assigned cannot be applied toward Tuscaloosa Academy community service requirement. This includes activities performed through independent studies and the community service course.

In general, service performed for profit-making organizations is not applicable, with the exception of hospitals, nursing homes, and newspapers. Service performed for individuals should be performed under the umbrella of an organization (e.g., tutoring a student through school, helping the elderly through the Council on Aging).

The performance of an activity which is a traditional after-school or extracurricular activity is not applicable for community service credit. Thus, participation (as an officer of a class, team manager, drum line, and clubs and teams) is not applicable unless the group is organizing and/or performing specific community service activities. A manager for an athletic team falls under this traditional after-school activity category and is not applicable.

Documenting Community Service Hours

In order to receive community service credit, verification forms (signed by supervisor and parent) **MUST** be turned in to the Community Coordinator (Mrs. McNeal-room 217 MS). This requirement applies to **EVERY** service activity, even if organized by the Upper School. Forms are available in Mrs. McNeal's room.

Exceptions to the Community Service Guidelines

Any exceptions to the definitions and guidelines can only be made with the knowledge and approval of the Upper School Dean.

Dates to Perform Service

Grades 9 - 11: Service must be performed between April 1 and March 31 of the calendar year.

Seniors: Service must be performed and documented between April 1, during junior year to and May 20, senior year.

Community Service Questions

Any questions should be directed to the Community Coordinator.

Fundraising

Student fundraising activities are encouraged to support projects that benefit the entire school or the community. The Head of School and the Director Institutional Advancement must approve all fundraising projects in advance.

Honors and Awards

The **Neil P. Satterfield Memorial Award for School Spirit** was established in 1972 in memory of one of the Academy's original 113 students.

Founded in 1958, the **Hugh O'Brian Youth Leadership's** mission is to inspire and develop our global community of youth and volunteers to a life dedicated to leadership, service and innovation. . HOBY programs are conducted annually throughout the United States, serving local and international high school students

Girls State and Boys State are citizenship programs that provide training in the practical aspects of government and emphasize a student's character, leadership ability and traits of good citizenship. Candidates are selected by the faculty.

Forerunners is a youth leadership organization sponsored by the **Leadership Tuscaloosa Alumni Association** . The purpose of the program is to help the Tuscaloosa County area youth develop their potential as informed,

responsible, effective community leaders. Students are chosen through written and oral interviews during the spring of their sophomore year. They only participate in Forerunners for one year and meet once a month during school hours. Members learn about the community through guest speakers, simulations, and tours of various facilities throughout Tuscaloosa.

The Chief Tuscaloosa Chapter of the Daughters of the American Revolution presents the Good Citizen Award to a senior who is jointly selected by the faculty and senior class who strongly demonstrates the qualities of a good citizen. These include dependability, service, leadership, and patriotism.

The George H. Bell Award is named for Tuscaloosa Academy's first Headmaster and is presented annually to the student who best exemplifies the citizenship goals of the Academy.

The **Alice B. Laslie Memorial Award** is presented annually for outstanding performance in girls' athletics.

The **Carney G. Laslie Memorial Award** is presented annually for outstanding performance in boys' athletics.

The **Laura Allison Harbin Writing Award** is presented to a 10th grade writer whose unusual insight and perception demonstrate a unique connection with the world around her.

The **Dr. Louis F. Armstrong Award for Excellence in English** is named in honor of a former Headmaster of Indian Springs School. Dr. Armstrong worked very closely with the founders of Tuscaloosa Academy at the time it was established. This award is presented to the senior who, through independent study, class participation, and research, demonstrates a high level of academic achievement in English.

The Samuel Thomas Barnes, IV Memorial award is named in memory of **Tom Barnes** of the class of 1985 and was established in 1992 to recognize students who exhibit exceptional ability in Journalistic and/or creative writing.

The **Saint Michael's Book Award** is presented to a junior who has shown academic achievement through enrollment in AP classes and is a member of the National Honor Society, and who exhibits a sustained and sincere commitment to community service, issues of peace and justice, and concern for others.

The **University of the South in Sewanee, Tennessee**, is recognized for its long-standing tradition of academic and literary excellence. In keeping with this tradition, the University annually presents the **Sewanee Award for Excellence in Writing** to an outstanding member of the junior class on the basis of scholarship, leadership, demonstrated excellence in writing and for notable potential for future success as a writer.

The **Washington and Lee University Book Award** is presented by the Birmingham Chapter of the Washington and Lee University Alumni Association to a student in his or her junior year who, in the minds of the faculty, exhibits the qualities most cherished and exemplified by George Washington, a generous benefactor to the University, and Robert E. Lee, its president from 1865 to 1870. These qualities are: personal integrity and strength of character, academic excellence, and significant involvement in extracurricular activities.

The **Jefferson Book Award** was established by the University of Virginia to recognize outstanding high school students during their junior year. The recipient is a junior who Tuscaloosa Academy's faculty considers to best represent the Jeffersonian ideals of scholarship, leadership and citizenship.

The Yale Club of Alabama presents the **Yale Book Award** at selected high schools throughout the state. The Yale Book Award is given to the most outstanding member of the junior class as chosen by the faculty.

The most important factor considered by the faculty in selecting the recipient of the Yale Book Award is academic achievement and promise. Other criteria considered include: distinguished achievement in extracurricular activities, demonstrated leadership ability, peer acceptance, personal integrity, general personality, and service to the community.

The Eric Rodgers, Ph.D. Award was named for Dr. Eric Rodgers, a physics professor at the University of Alabama for many years. Dr. Rodgers retired from the University as Dean of the Graduate School and subsequently taught physics at TA for one year. The award is given for excellence in physics and is presented to the student who has demonstrated the greatest interest and academic achievement in the study of physics.

The **Albert G. Lewis, Jr. M.D. Memorial Award** is the **oldest** award presented at Tuscaloosa Academy. It was established in 1967 in honor of Dr. Lewis, husband of Nell C. Lewis who retired in 1988 after twenty-one years of service to TA. It is presented to the student who demonstrates academic excellence in the study of science.

The Ronald Davis Award for Excellence in the Study of American History and Government is presented annually to the student who demonstrates the greatest interest and excellence in the study of American Government.

The **Dr. L. Tennet Lee, Jr. Award for Excellence in Mathematics** was named in honor of Dr. Lee, a professor at the University of Alabama. Dr. Lee worked with TA to develop the original Mathematics Curriculum. This award is presented to the student who has demonstrated the highest level of academic achievement in the study of mathematics.

The **Patricia Dyeann Palmer Memorial Award** was established in 1978 in memory of Dyeann Palmer and is presented each year to a senior girl who is most outstanding in service to the academy.

The **Paul W. Bryant Memorial Award** was established as a memorial to the late Coach Paul Bryant and is awarded annually to an outstanding scholar and an exemplary citizen

The Head of School's Knight Award for Service Above Self is one Tuscaloosa Academy's most prestigious award and is presented annually to the student who best exemplifies service above self.

The **Faculty Award for Academic Excellence** is one of the highest honor given by Tuscaloosa Academy. The faculty selects the student who is most deserving and outstanding on the basis of character, scholarship, citizenship, and loyalty.

Honor Societies Information

National Honor Society

Per the 2021 academic school year, Tuscaloosa Academy will align the TA chapter of NHS with the national guidelines set forth by the National Honor Society. These changes ensure that students applying for membership with the NHS will receive all appropriate consideration and carry these honors into their post-graduate life.

The application and selection process is as follows: At the beginning of February, students' academic records are reviewed to determine those individuals who are scholastically eligible for membership with a cumulative GPA of 3.9. New students must also have completed at least one full academic semester at Tuscaloosa Academy to qualify for eligibility. This eligibility is offered to all 10th graders and any 11th and 12th graders not already inducted into NHS. Students who are eligible scholastically will be notified for further consideration for selection to the TA NHS chapter and will be asked to complete the candidate information form. The form outlines the candidates' accomplishments in areas of service and leadership.

Candidates have a two-week period to submit applications to the NHS faculty selection committee. This committee is made up of three teachers, the Upper School dean, and the school counselor. All faculty members can make comments on candidates to the selection committee, the faculty council. Anonymous comments will not be taken into consideration. The faculty council will meet throughout the school year to resolve issues of noncompliance to the NHS guidelines scholarship, character, and service. Students will be placed on one semester of membership probation if an infringement occurs. Only seniors in good standing will receive an honor cord.

The candidate form will be reviewed by the faculty council; the leadership, service, and character of all candidates will be reviewed carefully. Those candidates receiving a majority vote will be invited to be inducted into the TA NHS chapter. All candidates submitting an application form will be notified of the results of their review and potential selection.

The TA NHS chapter will initiate formal notification of all selected candidates and their parents to inform them in writing about the selection and the timing of the induction ceremony. Payment of membership fees, including an induction fee, will be required and charged to all students' account. If a student does not want to participate in the TA NHS chapter then a written refusal by the parent or student must be submitted within five days of the notification of the candidates' selection.

NATIONAL BETA CLUB (NBC)

The National Beta Club will follow the new induction procedures outlined in the National Honor Society section.

The application and selection process is as follows: At the beginning of February, students' academic records are reviewed to determine those individuals who are scholastically eligible for membership with a cumulative GPA of 3.4. New students must also have completed at least one full academic semester at Tuscaloosa Academy to qualify for eligibility. This eligibility is offered to all 10th graders and any 11th and 12th graders not already inducted into the National Beta Club. Students who are eligible scholastically will be notified for further consideration for selection to the TA chapter and will be asked to complete the candidate information form. The form outlines the candidates' accomplishments in areas of service and leadership.

Candidates have a two-week period to submit applications to the NBC faculty selection committee. This committee is made up of three teachers, the Upper School dean, and the school counselor. All faculty members can make comments on candidates to the selection committee, the faculty council. Anonymous comments will not be taken into consideration. The faculty council will meet throughout the school year to resolve issues of noncompliance to the

National Beta Club guidelines of scholarship, character, and service. Students will be placed on one semester of membership probation if an infringement occurs. Only seniors in good standing will receive an honor cord.

The candidate form will be reviewed by the faculty council; the leadership, service, and character of all candidates will be reviewed carefully. Those candidates receiving a majority vote will be invited to be inducted into the TA chapter. All candidates submitting an application form will be notified of the results of their review and potential selection.

The TA NBC chapter will initiate formal notification of all selected candidates and their parents to inform them in writing about the selection and the timing of the induction ceremony. Payment of membership fees, including an induction fee, will be required and charged to all students' account. If a student does not want to participate in the TA NBC chapter then a written refusal by the parent or student must be submitted within five days of the notification of selection.

MU ALPHA THETA

Mu Alpha Theta is an honor society for students who excel in Mathematics. Students are eligible for induction after completion of Algebra II with Trigonometry. The GPA requirement is a 3.8 average for Algebra I, Geometry and Algebra II with Trigonometry. Students must have completed at least one full academic semester at TA to qualify for eligibility. Honor cords are awarded to seniors in good standing who have completed Precalculus or an AP mathematics class.

QUILL AND SCROLL

Membership in Quill and Scroll is awarded to students who have shown outstanding achievement in publications, meet the academic requirements, and embody the eight principles of Quill and Scroll. The eight principles of Quill and Scroll include truth, learning, leadership, loyalty, initiative, integrity, judgement, and friendship.

Members of Quill and Scroll Honor Society must be chosen from students enrolled in the high school who, at the time of their recommendation, meet the following requirements:

1. *They must be of sophomore, junior or senior classification.*
2. *They must have the equivalent of a B grade average either for the year of their election (if they are a senior) or for the cumulative total of all high school work (if they are a sophomore or junior).*
3. *They must have done superior work in some phase of journalism or school media work. They may be staffers of a magazine, newspaper, yearbook, news organization, online site or radio/television station at the school, or one conducted by an external organization.*
4. *They must be recommended by the supervisor or by the committee governing the media.*
5. *They must be approved by the Quill and Scroll Executive Director.*

Per the 2021—2022 Quill and Scroll guidelines, when a candidate is recommended for membership, the student or the school journalism program pays a one-time initiation fee of \$25. The Society then provides the initiate with an official membership pin of their choice and a lifetime membership certificate.

Sociedad Honoraria Hispánica

The Sociedad Honoraria Hispánica is an honor society for students who have excelled in the study of Spanish. Students may apply for induction into the SHH after completing the first semester of Spanish 3 and must be at least a sophomore. Qualifications include having three consecutive semesters of honors (A+, A, A-) work in Spanish 2 or above and a demonstrated interest in the Spanish language and/or culture. Students must participate in SHH events (meetings, service projects, etc.) to be candidates for honor cords at graduation.

SOCIETE HONORAIRE DE FRANCAIS

In order for a student to be eligible for Société Honoraire de Français, s/he must be enrolled in his or her fourth academic semester of French and in a year-long academic study of the language. The student must have an A- average or higher in French as well as their overall academic average, as determined by the first semester grades. No application for joining is required as students will be selected by the advisor according to his or her eligibility. In order to maintain enrollment in the SHF upon induction, a student must participate in a community/school service project as determined or approved by the honor society advisor, and maintain at least an A- average in French. Students are eligible to wear SHF cords at graduation as long as he or she is a member in good standing in the SHF.

GERMAN HONOR SOCIETY

The National German Honor Society is a society for students who have excelled in the study of German. Students may apply for induction into the NGHS after completing at least 3 semesters of German (including at least 1 full year at TA). Qualifications include having three consecutive semesters of honors (A+, A, A-) work in German, teacher endorsement, and a demonstrated interest in the German language and/or culture.

INTERNATIONAL THESPIAN SOCIETY

The International Thespian Society is a theatre honorary and service organization that seeks to honor student work in theatre and promote theatre arts in the school and greater community.

ITS allows for the induction of high school students attending ITS affiliated schools based on the quality and quantity of work in all realms of theatre. Points are earned from participation in productions (both onstage and backstage). Students who earn a minimum of 10 ITS Points during their 9th-12th grade years at TA are eligible for membership. Membership is maintained by earning a minimum of 5 ITS Points each subsequent year at TA and by participating in Troupe-sponsored activities and service projects.

NATIONAL COMPUTER SCIENCE HONOR SOCIETY

The purpose of the CSHS is the promotion and recognition of computer science scholarship among students in secondary institutions. It aims to do this by electing members on an honorary basis according to their proficiency in computer science and by engaging in activities designed to promote this dynamic field and scholarly development of its members.

Leaving Campus

After a student arrives at school, he or she may not leave school grounds without permission from either the Front School Office, the Division Dean or the Head of School. Students who need to leave school early for acceptable reasons must:

1. Bring a note from a parent or guardian or email to the Front Office for approval and permission to leave.
2. Sign out in the attendance book in the Front Office.
3. Sign in upon returning to school and return directly to class.

Lockers

Students may have an assigned locker in the Upper School building upon request. Book bags and backpacks too large for lockers are to be placed in appropriate areas. Due to fire codes, books bags are not to be left in the hallways.

Student Government Association

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 of Upper School are represented in the SGA by two class representatives and the following officers: President; Vice-president; Secretary; Treasurer; and Public Affairs Officer, and individual Class Presidents grades 9-12.

Students running for SGA office must have turned in an enrollment contract for the upcoming school year.

Study Hall

A study hall is designed to provide an environment to assist students in achieving academic success. It is still considered a class and students are expected to be present and on-time for study hall. Attendance will be taken as in a regular class. Students must bring academic work or reading to the study hall and engage in the work for the entire period. Research may be conducted, and students may seek available teachers for additional help only when a faculty member has given permission for such work before the beginning of the study hall period. As in every class, the faculty member proctoring the study hall may have specific expectations. Students who fail to adhere to the guidelines and create disturbances will be referred to the administration for disciplinary action.

All 9th, 10th, and 11th grade students must attend study hall.

Students are required to attend a proctored study hall when the previous quarter's academic GPA is below 2.0 in any class and/or the student received a course semester grade of C- or below.

Textbooks

Textbooks required for each grade in the Upper School (including ISBN numbers) are listed on the website under the PARENTS Tab. Parents should consult the list and make arrangements for textbooks for the academic year in one of the following ways:

- Using the ISBN numbers for required textbooks which are listed on the website, parents may buy used or new books from various online book vendors.

Valedictorian

The Valedictorian of the graduating class is the student with the highest cumulative grade point average. In order to be named Valedictorian, a student must have been at Tuscaloosa Academy for at least two years and must be taking a full load of classes, which is considered to be five academic classes. However, a student taking

at least three Advanced Placement courses may be considered to be taking a full load if he or she may be enrolled in only four academic courses.

Student Behavior and Standards

Dress Code

The Tuscaloosa Academy Dress Code is designed to promote a focused learning environment consistent with the mission of the School and to maintain proper order and discipline. Appropriately-sized, modest dressing that contributes to a respectful environment at Tuscaloosa Academy is required at all times. Clothing should not cause distractions or disruptions in the classroom or on campus. Neat, clean, and appropriate grooming is expected of all students. *A distraction is defined as an appearance that draws attention to the individual at the expense of the learning environment.*

The Dress Code is reviewed and updated annually by School administration. Compliance with the Dress Code is an essential part of each parent's and each student's responsibility to the School community. All questions concerning the Dress Code are directed to Deans whose judgment is final. Repeated failure to comply with the Dress Code will result in disciplinary action.

Students who are dressed inappropriately may be asked to call home for a change of clothing.

What Is Appropriate

Upper School Code

Monday-Thursday

Boys: Collared shirts, shorts, jeans, or slacks. ***T-shirts, including TA T-shirts, are not allowed except on Friday.*** Shorts for boys are allowed year round.

Girls: Dresses or skirts, slacks, jeans, shorts, capris with collared shirts or other appropriate tops. Girls may wear knit tops including classic Tees, ***but casual T-shirts, including TA T-shirts, are not allowed except on Friday.***

Friday

Students also may choose to wear TA T-shirts ***. Girls may wear yoga pants with appropriate length shirts. Please note: Friday is **not a dress down-day.** T-shirts will not display any graphics or wording that promotes alcohol, drug use, tobacco, or be offensive to other people.

Not Permitted

I. General

- sleepwear worn as outerwear
- spandex and other extremely tight-fitting clothing
- torn, ragged, unhemmed, dirty, or unkempt clothing
- transparent clothing

- underwear worn as outerwear
- wind suits and other designated athletic wear.

II. Hair and Body

- extreme hairstyles (length, color, stripes, spikes, designs, unnatural coloring or highlighting, hair treatment deemed inappropriate by School administration)
- Hair should be well groomed and not distracting.
- Students are expected to be well groomed and NOT have excessive facial hair.

III. Outerwear

- that which promotes tobacco, alcohol, or drug use
- inappropriate messages or offensive language

IV. Pants/Shorts/Skirts

- athletic shorts
- cutoffs/extremely ripped/holes
- skirts or shorts shorter than 5 inches above knee
- sweatpants/wind suits

V. Shirts/Tops

- back or midriff exposure
- crop tops, halters, tank tops, strapless or spaghetti strap dresses or tops, or any top revealing cleavage
- white t-shirts designed to be worn as underwear
- casual T-shirts, including TA t-shirts, except on Friday.

Honor Code

Students enrolled in Tuscaloosa Academy are expected to abide by the letter and the spirit of the Honor Code.

The goals of the Honor Code include, but are not necessarily limited by the following:

1. To support, in individual students, the further development of integrity, responsibility, and accountability in both academic and personal matters
2. To instill a loyalty to Tuscaloosa Academy in the student body as a whole
3. To assist in maintaining a high ethical climate in all the Divisions
4. To ensure that a student's work be his or her own and not that of another person and
5. To instill in students a constant awareness of the ramifications of their actions and the need not to place themselves in questionable situations or in circumstances which connote dishonest or unlawful actions.

Students are requested to abide by the following pledge as a personal commitment to the honor, integrity and high standards of the School:

1. I shall be honest in all matters regarding the life of the School. My word may always be trusted.
2. The work that I present will always be my own.
3. I shall not seek unfair advantage over my fellow students by cheating or by plagiarizing.

Even without being required to sign the pledges set forth in the Honor Code, the School expects each student to abide by and support the Honor Code not only for himself or herself, but also for each classmate. Ignorance of

the Honor Code is not an excuse for a violation. The Tuscaloosa Academy Honor Code is broken on any occasion when a student is involved in lying, cheating, stealing, or plagiarism.

DISCIPLINE

Student discipline is essential and allows the student to reach his or her full potential in and outside the classroom. Tuscaloosa Academy believes in providing a safe and productive environment to promote positive learning and development. The school has developed behavior rules and regulations to foster that environment. Consistent, flexible, and fair enforcement of these rules and regulations is paramount as is an environment of mutual respect between staff and students. The foundation of the disciplinary code is the Golden Rule, with kindness and thoughtfulness as the guiding precepts of TA: “Do unto others as you would have them do unto you.”

General Rules of Behavior

Rules in and out of the classroom are very important and are established to encourage positive behavior and good manners. It will be considered a violation if a student performs any of the following on school property or at a school sponsored event:

1. Acts not in accordance with the laws of Alabama and/or the United States.
2. Acts that damage school property and/or another’s individual property. In a case of defacing or destroying property, the guilty student will be held responsible for full financial repair and restoration.
3. Acts that jeopardize the student’s and/or another’s safety (i.e. fighting).
4. Acts that are detrimental to the student’s and/or another’s education.
5. Acts that are considered disrespectful to teachers, administrators, staff, or visitors.
6. Acts that are disruptive in class to teachers, visitors, or other students.
7. Acts of abusive or profane language on the school campus or at school sponsored events.
8. Acts that use any electronic communication device to harass, intimidate or bully, also known as cyber bullying.

Students are expected to conduct themselves as ladies and gentlemen during the school day, while on school vehicles, and while participating in school sponsored events. Courteous, appropriate behavior should be the norm at all times. The following regulations are established to encourage positive behavior and good manners:

1. All students are expected to help maintain the physical appearance and well-being of the school.
2. Behavior detrimental to school property is not permitted.
3. Inappropriate display of affection does not have a place at school during the academic day or while students are involved as participants in school sponsored programs. These actions include embracing, hugging, kissing, etc.
4. Skateboards, scooters, roller blades, bicycles, or any kind of motorized vehicle, are not to be operated on school walkways or in school buildings.
5. Cell phones and other portable media devices are not allowed to be used in regular classrooms unless authorized by the present teacher.

Off-Campus Behavior

A School sponsored event or activity includes lunch, any trip, party, tour, game, or contest which is offered as an integral part of the School's curricular or extracurricular offerings, including but not limited to academic, artistic, musical or athletic events, whether on or off the school campus, and field trips or class trips.

When engaged in off-campus school-sponsored events or activities, students are subject to the same disciplinary procedures as if they were attending on-campus activities. While a student is off TA campus and is not engaged in a School sponsored activity or event, the student is not under the authority of the School. However, all students should realize that they and their school are judged and esteemed by their behavior. If at any time the Head of School is made aware or becomes aware of any off-campus behavior by a student which would be a violation of the Disciplinary Code or the laws of the State of Alabama, the Head of School may hold a compulsory and mandatory meeting with the student and such student's parents regarding the infraction and consequences.

Detention/Loss of Privileges

Detention and/or a loss of privileges will be required of students who do not comply with Upper School expectations. If a student earns six (6) referrals/demerits, then the student will be required to attend a lunch or afternoon detention on a date determined by the Upper School Dean. Students may also be compelled to attend morning detention in the cases of other disciplinary matters. Students required to attend afternoon detention will not be permitted to attend extracurricular activities at that time. In other cases, a temporary loss of privilege(s) may be required to serve as a consequence for not complying with the set expectations. Parents will be notified by the Upper School Dean.

Suspension

Suspensions in the Upper School will usually be off campus. However, students receiving *on-campus suspensions* will sit in an assigned area for the duration of the suspension. During the term of suspension, the student will have no visitors, free break time, or any extracurricular activity. A faculty member or administrative personnel will accompany students in suspension if they leave the assigned area. Each teacher will send the student's daily assignment, quiz, or test to the Dean of the Upper School for delivery to the student. The student shall complete such assignments during the normal class time and return the same to the Dean of the Upper School, as appropriate, for delivery to the teacher.

OFF-CAMPUS SUSPENSION

Result from infractions of any General Rule of Expectations such as bullying, fighting, possession of a controlled substance. Off campus suspensions WILL result in no credit (zeroes) for all missed work the day of the suspension.

SOCIAL SUSPENSION

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.

Expulsion

Expulsion from Tuscaloosa Academy is a very serious matter. It results due to extreme or repeated violations of Tuscaloosa Academy rules. All decisions regarding expulsion will be made by the Head of School in conjunction with recommendations from the administrative team.

ACADEMICS

TA offers a rigorous, college preparatory curriculum with demanding standards. At the same time, the academic program is designed to respond to the individual needs and interests of students. Course offerings are continually under review and updated annually in order to meet student needs and interests and to ensure the inclusion of new skills and concepts.

Upper School Grading Scale - Classes Coded “US”

<u>Number Grade</u>	<u>Letter Grade</u>	<u>Quality Point</u>
96.5-100	A+	4.200
89.5-96.4	A	4.000
86.5-89.4	B+	3.200
79.5-86.4	B	3.000
76.5-79.4	C+	2.200
69.5-76.4	C	2.000
66.5-69.4	D+	1.200
59.5-66.4	D	1.000
Below 59.4	F	0.000

Upper School Grading Scale - Classes Coded “CP”

<u>Number Grade</u>	<u>Letter Grade</u>	<u>Quality Point</u>
96.5-100	A+	4.830
92.5-96.4	A	4.500
89.5-92.4	A-	4.170

86.5-89.4	B+	3.830
82.5-86.4	B	3.500
79.5-82.4	B-	3.170
76.5-79.4	C+	2.830
72.5-76.4	C	2.500
69.5-72.4	C-	2.17
66.5-69.4	D+	1.830
62.5-66.4	D	1.500
59.5-62.4	D-	1.170
Below 59.4	F	0.000

Upper School Grading Scale - Classes Coded “AP”

<u>Number Grade</u>	<u>Letter Grade</u>	<u>Quality Point</u>
96.5-100	A+	5.330
92.5-96.4	A	5.000
89.5-92.4	A-	4.670
86.5-89.4	B+	4.330
82.5-86.4	B	4.000
79.5-82.4	B-	3.670
76.5-79.4	C+	3.330
72.5-76.4	C	3.000
69.5-72.4	C-	2.670
66.5-69.4	D+	2.330
62.5-66.4	D	2.000
59.5-62.4	D-	1.670
Below 59.4	F	0.000

Weighting

Starting with the class of 24', only the following classes will receive a credit 'bump': AP and Early College courses get a 1.0 "bump," Physics, Level 3 language and above, PreCalculus receive a 0.5 "bump."

Advanced Placement

Advanced Placement courses are college level classes. Therefore, most AP classes are offered in the junior and senior years. A national exam is given in May in each AP class, and colleges may give credit to the student based on this exam. Note that Tuscaloosa Academy students enrolled in AP courses are required to take the exam in May of the course's academic year. Tuscaloosa Academy weights the grade earned in AP courses. See the College Counselor for more information. Since the AP courses are very difficult, students will have demonstrated ability to complete AP Level work.

Curriculum

The course of study at Tuscaloosa Academy is a college preparatory, liberal arts program designed to expose students to a broad range of academic disciplines. Traditional in nature, our curriculum offers courses which meet the admission requirements of most four-year colleges and universities in the United States.

Tuscaloosa Academy requires that a student earn a minimum of 26 academic credits for graduation. Credits must be earned in grades 9 – 12. The minimum course load in any semester is five academic courses. The academic year is divided into four quarters with mid-year examinations in December and final exams in May.

English	4 credits (Including English I-IV)
History	4 credits
Science	4 credits (Including Biology and Chemistry)
Mathematics	4 credits (Including Algebra I, II, and Geometry)
Foreign Language	3 credits (2 consecutive levels and 1 intro. level is acceptable) Class 22' & '23 2 credits-all classes after '23
Elective	3 credits
Computer Science	1 credit
Speech	.5 credit
Health	.5 credit
Physical Education	1 credit
Fine Arts	1 credit
Total	26 units

Advanced Diploma

Starting with the class of 24', students receiving an Advanced Diploma will graduate with a medallion at graduation and will have this honor noted on the program. The criteria for the Advanced Diploma requires that a student take a minimum of 5 AP / Early College classes. A minimum of 3 AP classes is required, with at least one AP class in humanities (history, English, language) and one AP class in STEM (math, science, computer). Two of the five required classes may be Early College classes, although they may opt to forgo Early College and take 5 AP classes instead. Additionally, they must complete three consecutive years of the same language in Upper School, have a minimum cumulative GPA of 3.0 at graduation; complete all 26 credit, and complete the required 20 hours per year community service

Dropping or Adding Courses

Students have 2 weeks (10 school days) to drop or add a class. **AP courses may be dropped after 4 weeks but cannot be added after the initial two-week period.** Any course dropped after the drop/add period may result in an academic corrected notation on the student's transcript. For seniors, a corrected transcript noting any courses dropped or added will be sent to all colleges and universities holding active applications.

Exams

Upper School students will take exams in December and May. These exams count for 20% of the overall final semester grade.

Exemptions: Seniors are exempt from taking the December exams if they have a minimum first semester average of a 90 A. Seniors are exempt from all non-AP Spring exams.

Missing or Late Assignments

Students who miss classes due to a planned trip **must** secure their assignments before leaving school. Work is due the day they return unless other arrangements are made with the teachers. Dates for taking missed tests will be determined by the teacher. If this process is not followed, the students, at the discretion of the teacher and Upper School Dean, may not be allowed to make up the work for full credit.

If a student unexpectedly misses classes due to illness or another reason, on the day he/she returns, arrangements must be made with each teacher to make up the work in a reasonable time.

Probation for Academic Progress

Students must maintain a minimum average (2.0 GPA) in ALL academic courses and be making adequate progress toward meeting academic and graduation requirements at the end of each semester. Any student not meeting these standards will be placed on academic probation. Students will remain on academic probation until the end of the academic year when his or her performance will be evaluated, and the administration will determine further actions, including removal from probation, further sanctions, and possible expulsion.

Counseling and Guidance

Everything we do at Tuscaloosa Academy is directed toward our mission statement. A significant phrase included in that statement is “college preparatory.” This does not mean simply college admission -- but embodies our goal that our students successfully choose, attend, and complete an undergraduate degree at an appropriate college or university. The counselor meets regularly with students and families in order to individualize the college search process. The college counselor attends both national and regional conferences in order to be familiar with the most current issues and changes in college admissions, and maintains strong relationships with colleges and universities throughout the state and nation. Our careful counseling program aims to assist students in choosing schools appropriate to their goals and interests. Parents are encouraged to arrange for personal conferences as needed.

Student Organizations and Activities

ATHLETICS

The athletic program emphasizes personal improvement, effort, and the value of competition. Students learn the importance of hard work, respect, leadership, good sportsmanship, and personal accountability in practice and competition. These character-building traits ensure better athletes, better students, and better citizens.

Fall Sports

Junior Varsity Boys Football
Junior Varsity Cheerleading
Boys and Girls Cross Country
Junior Varsity Girls Volleyball

Winter Sports

Junior Varsity Boys Basketball
Junior Varsity Girls Basketball
Junior Varsity Cheerleading

Spring Sports

Junior Varsity Boys Baseball
Junior Varsity Girls Softball
Junior Varsity Boys Soccer
Junior Varsity Girls Soccer
Boys and Girls Tennis
Boys and Girls Track
Boys and Girls Golf

Clubs & Organizations

Math Team	Mrs. Newton and Mrs. Lowery
Scholar Bowl	Mr. Noatch and Ms. Pruitt
Key Club	Mrs. McNeal
Model U.N.	Mrs. Outlaw
SGA	Mr. Barr
Mu Alpha Theta	Mrs. Lowery
NHS	Mrs. Lowery
Beta Club	Mrs. Lowery
Quill & Scroll	Ms. Pruitt
Art Club	Ms. Pruitt
Theater Club	Mrs. Cates
Spanish Club	Ms. Mojica

Students or teachers wishing to start up a new club must present a proposal for approval to the Upper School Dean. Proposal forms may be obtained from the Upper School Dean.

Conclusion

The absence of a specific rule in this handbook does not constitute approval for student action. A student is subject to discipline for behavior not mentioned in the handbook. At all times, the goal of school policies and actions is to act in the best interest of the student, student body, and School. The purpose of this handbook is to set a standard of conduct and create an atmosphere of respect and responsibility. Many school policies are designed to address disruptive behavior. However, the most effective behavioral policies are those that are reinforced at home, sending a unified message to our students. Working together, the school, students, and their parents, can have a successful and productive experience. ***Lack of knowledge or understanding of these rules will not be considered a viable excuse.*** The information and regulations set forth in this handbook are to help you have a happy, productive, and successful school year in your preparation for college.

The Tuscaloosa Academy MANAGEMENT PLAN

As required per EPA Guidelines 40CFR-763.93 (G)(4), The Tuscaloosa Academy's Asbestos Management Plan is on file in the Business Office. Tuscaloosa Academy, in accordance with federal, state and local laws, does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or any other legally protected status. Applicants may request accommodation needed to participate in the application process. This employer is an equal opportunity employer. Tuscaloosa Academy admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students of the school and does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, athletic and other school-administered program.

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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 and to accept the School's interpretations of the same. These may be amended from time to time during the school year *and electronically submitted to the TA families*. 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.

- I give permission for my child's photograph to be used on content created by Tuscaloosa Academy staff for school promotional and communication purposes.
- I acknowledge that all prescription medicine should be properly labeled and turned into a staff member for official distribution to my child. Any medicine administered will be recorded in a medical log book.
- I give permission for my child to use the school computers and tablets, school-issued email addresses, and Internet. Tuscaloosa Academy utilizes the [G Suite for Education](#), which is [COPPA compliant](#), and utilizes Fortinet, a robust web filtering program.
- I give permission for my child to be transported to and from school-related events via tour bus, the school mid-bus, faculty cars, and school-approved parent cars.

2021-2022 Handbook Addition

Parent and student signatures on this statement page constitute agreement that you will abide by and follow any policies and procedures set forth by Tuscaloosa Academy regarding COVID-19. Failure to comply could result in your student not being able to attend school for the safety of others.

- *I understand that there is an inherent risk to exposure of COVID-19 in all public places including school and school events. I agree to not send my student to school while showing any signs or symptoms of COVID-19, and to follow all protocols Tuscaloosa Academy has set forth in its Reopening Plan regarding testing, quarantine and reentry to school. I acknowledge my individual responsibility as a student or parent of Tuscaloosa Academy to ensure a safe school environment.*

I hereby acknowledge that I have received a copy of the Tuscaloosa Academy Handbook for the 2020-2021 school year:

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 by September 21, 2020.