

TENSAS ACADEMY



STUDENT/PARENT
HANDBOOK
2019-2020

NOTE TO PARENTS

Your objectives as a parent and our objectives as a school with respect to your son or daughter must be the same - to give him or her the best possible guidance for the realization of his or her highest capabilities. The following suggestions are intended to help you make the fullest possible contribution to your son's or daughter's success at Tensas Academy.

1. Regular and punctual attendance is the greatest single factor in school success. Therefore, your first concern should be to see to it that your son or daughter attends regularly. Parents who permit a child to be absent unnecessarily not only place a handicap upon the student's opportunities to succeed in his studies, but also encourage the development of poor attitudes toward his work and obligations. Your cooperation with the school in the promotion of regular attendance by your child will be well worth the cost to you in time and effort.

2. While there are a few subjects in which little or no work is necessary outside the class, the nature of the majority of subjects in the curriculum is such that work outside of class is necessary for progress. Even whenever written work is not assigned, there can be great benefit from studying outside the regular class period. Your encouragement and insistence that the student have a regular study time in a comfortable, well-lighted environment for a minimum of one hour daily is recommended.

3. A wholesome attitude toward the school and confidence in the teachers is essential for the student's maximum success in school. Students can learn little from a teacher they do not trust or believe in, regardless of how trustworthy the teacher may actually be. Therefore, the wise parent brings questions and problems directly to the attention of the teacher and headmaster and refrains from destructive criticism of the teacher, headmaster, and school in general. By refusing to lend a friendly ear to negative conversation and destructive criticism, the parent instills positive attitudes and beneficial actions in the student and discourages negative attitude and destructive behaviors.

4. You will further help the school to serve your student's interests by doing these things:
- a. Getting to know your child's teachers
 - b. Promptly sending full written explanations (complete with date and your signature) of your child's absences
 - c. Requiring a report card at the end of the nine-weeks grading period and conferring with the teachers whenever the need arises
 - d. Reading this handbook and understanding the operations of the school

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TENSAS ACADEMY

ADOPTED 2/26/97
REVISED 8/2/19

MISSION STATEMENT

To develop each student to his fullest potential academically,
physically, socially, emotionally, and spiritually

GOALS

- Encourage within each student a respect for self, family, community, school, state and nation.
- Develop within each student a pride for self, family, community, school, state and nation.
- Nurture within each student a sincere desire to continue to learn.

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

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

ACCREDITATION

Tensas Academy is fully accredited with the Midsouth Association of Independent Schools, SACS, and the Louisiana State Department of Education.

TENSAS ACADEMY BOARD OF DIRECTORS

Ben Guthrie
Tiffany Hendrix
Heath Herring
Kristin Manning

Russ Ratcliff
Darrell VandeVen
Kristen VandeVen
Linda Watson

Carl Olds, Jr.

ADMINISTRATIVE STAFF

Erin Blanche – Headmaster
Candi Head - Counselor
Nicky Pere’ - Asst. Principal/Athletic Director
Karen Crigler - Business Manager
Lori Neuroth - Secretary

FACULTY & STAFF

Alexander, Matt- Geography/Spanish/Boys Basketball
Bamburg, Lauren - 1st grade
Bauerle, Christina - Math
Baurle, Chuck - Basketball Coach
Blanche, Tonya - 6th/7th/8th grades
Burnside, Jennifer - 6th/7th/8th grades
Coates, Joe- Varsity and JV Football Coach
Fuller, Rachel - PreK 3-4 Teacher Aide/After School Tutoring
Grace, Kelsey-2nd Grade
Guida, Sandra – 6th/7th/8th grades
Guthrie, Whitney - 4th grade
Hankins, Jacquelin - Elementary Spanish
Head, Candi - English
Head, Allison - Title I Resource
Herring, Kylie – Librarian/ Computer
Leake, Traci - K-5
Manning, Mary - PreK 3-4
McMahon, Annie – PreK 3-4 Teacher Aide
Merkley, Tabatha- Science
Paxton, Chris - Title I Resource
Nicky Pere’ - Geography/Civics/American History
Ratcliff, Leslie - Art
Sadler, Mary Ann - PreK 3-4 Teacher Aide
Tarver, Andrea - Speech, ACT Prep/Personal Finance
Tillery, Suzie, 5th Grade
Tipton, Misty - PE
Tucker, Ginny - 3rd grade

SCHOOL POLICIES

CLOSED CAMPUS: Students will not be allowed to leave the campus during the school day. This includes going home for lunch and running errands in town. Special permission will be given by the headmaster for emergencies.

VISITORS: Visiting students during the school day are NOT ALLOWED unless permission is granted by the headmaster. All visitors should report to the office before going to any classroom, gym, or cafeteria.

SCHOOL ATTENDANCE: Louisiana State Law requires all persons under 16 years of age to attend school. Elementary and middle school students are expected to have a minimum of 10 days absence per school year to be eligible for promotion to the next grade and high school students are expected to have a minimum of 5 days absence per semester in a subject to receive credit for that subject. Extenuating circumstances will be considered by the school board at the end of the school year. A student is considered in attendance when he/ she is physically present at a school site or is participating in an authorized school activity.

TARDIES: Students will report to the main hall outside the office each morning for prayer, pledge, and announcements. Students that are not in the building by the 7:50 bell will be considered tardy. These students should enter through the front door and check into the office upon arrival. Elementary students who have more than five tardies in a semester will miss recess on the sixth tardy and each subsequent tardy in the semester. Junior High and High School students who have more than five tardies in a semester will be assigned an after school detention of one hour on the 6th tardy and each subsequent tardy in the semester.

CHECK IN/CHECK OUT: When a student checks in after school starts, he/she must have a written note from home OR parent has called. No student checks out to go anywhere without a note from home or a parent talking to the secretary, headmaster or counselor. Students should turn in their notes to the office before the tardy bell of the day they must check out early.

PROTOCOL ON COMPLAINTS/ISSUES:

1. Set up conference with Teacher who/where incident occurred.
2. Meet with Headmaster on incident. (If not resolved at teacher meeting)
3. Address incident with Board of Directors. (If not resolved with Teacher and/or Headmaster)

EXCUSES: Any student returning to school after being absent must bring a signed statement from a parent stating the reason for the absence (NO TEXTING OR CALLING). Failure to do so within three school days will result in the absence being unexcused and the student receiving a zero for all work missed. This must be taken to the school office before school. It is extremely important that students get excuses from doctors/dentists if they have an appointment and bring them to the office. A student with an excused absence is expected to get a Make-Up Contract filled out and signed by each teacher whose class is missed. Valid reasons for absence according to the Louisiana Department of Education are:

1. Illness of the student
2. Serious illness of family member
3. Death in the family
4. Funeral of close friend
5. School trips/events
6. Doctor/dental appointments

There may be other reasons that Tensas Academy will accept as a valid reason in which work may be made up, but the absence will not count as an allowable absence by the La. Dept. of Education. Other reasons will not be considered as an excused absence at all and work may not be made up. This includes appointments to get haircuts, to go shopping, getting a driver's license, etc.

MAKE-UP WORK: If there is a planned family trip that has been cleared by the office prior to the trip, the work planned and assigned by the teacher is due as arranged. If a student is absent due to illness, he/she is expected to make arrangements for make-up work the day he returns regardless of the time of day. A student should be prepared to take previously announced tests the day he/she returns. ASSIGNMENTS MISSED DUE TO SCHOOL-SPONSORED ACTIVITIES ARE DUE AS SCHEDULED. Students are responsible for informing teachers, they are going to be out of the class and for getting all assignments the day before the activities. Parents desiring homework assignments for students should call the office to make this request and may pick up assignments in the office no earlier than 3:00 p.m.

TEXTBOOKS: Textbooks are purchased by the school and issued to the student each year for a small rental fee or, if consumable, are purchased by the student. Lost or damaged textbooks purchased by the school must be paid for at the replacement cost. No grades will be recorded for a student until the textbook record is clear. Students wishing to pay for a lost or damaged textbook can do so in the office, and a receipt will be issued. This is clearance for the student to be issued another textbook. Should a lost book be found before the end of the year, money will be refunded.

LOST AND FOUND ARTICLES: All articles, including books found on the campus or in the buildings should be taken to the office. All articles not claimed at the end of the year will be disposed of through the proper channels.

DRIVING ON CAMPUS: Parents and students should drive carefully on the school campus with speeds not exceeding 10 miles per hour. Students in violation of this regulation can be denied the privilege of driving on campus. This judgment will be made by the headmaster. Vehicles driven to school are to remain IN THE PARKING LOT until school is dismissed unless given special permission by the headmaster. Students leaving the parking lot should yield to the pickup line flow of traffic. Students must present a valid driver's license and proof of insurance in the office to obtain a parking permit.

PARKED CARS: ALL STUDENT CARS PARKED ON CAMPUS MUST HAVE A PERMIT. There is absolutely NO sitting allowed in or on parked vehicles on the campus at any time. A student must have permission from the office to go in the parking lot for any purpose during school hours.

CELL PHONES/I-WATCHES: No student is allowed to have a cell phone or I-watch in their possession or in lockers during school hours. If either is brought to school it will be turned into the homeroom teacher at the beginning of the day. If a student is caught with a cell phone or I-watch during the day the teacher will immediately take it and turn it into the office. Refusal to hand it over will result in an automatic one day out-of-school suspension.

To have the phone or I-watch returned, a parent must come to the office after a waiting period to pick up the phone. The first offense will result in a \$25 fine and the phone can be picked up after 24 hours. The second offense will result in a \$50 fine and the phone can be picked up after 48 hours. The third offense will result in a \$100 fine and the phone can be picked up after one week. Each subsequent infraction will result in suspensions according to school policy with a \$100 fine.

BRINGING STUDENTS TO SCHOOL: Cars should enter and circle around the back of the teachers' parking lot stopping at the sidewalk at the east end of the main building to let out kindergarten and elementary students. Middle school/high school students are to be let out at the sidewalk at the west end of the building. Students are not to use the front entrance of the school before school begins in the mornings. Parents, please allow students to enter the building alone. They need to learn to be independent.

STUDENT PICKUP: The procedure for picking up a child in the afternoon is as follows:

1. Cars should be in a single file line on the right side of the driveway.
2. Drivers should stay in the car and move in an orderly fashion, single file to the pickup area (east end for kindergarten and elementary; west end for middle school/high school). DO NOT park your car and come to the door to pick up your child unless you have an early pick-up. In such cases, please come BEFORE 2:30 p.m.
3. Three teachers are on duty at the east end for kindergarten and elementary student. They will have your child standing by them to load three cars at a time, one behind the other. Children will not be allowed to walk across the driveways to parked cars.
4. Please pull away carefully and watch for other cars entering the flow of traffic.
5. SPEED LIMIT IS 10 MPH.

SCHOOL TRIPS: The school bus or private automobiles will be operated by a properly licensed and insured person 21 years of age or older and approved by the headmaster. Drivers should not plan on other family members going with them. All students are expected to behave on these trips in an appropriate manner. Failure to do so will result in serious disciplinary measures, including the possible denial for further such trips. A permission form will be sent several days in advance of the trip. If it is not signed and returned, your child cannot go on the school trip. A telephone call will not suffice. **IF A STUDENT HAS 3 OR MORE DOCUMENTED DISCIPLINE REPORTS, HE/SHE WILL NOT BE ALLOWED TO GO ON ANY SCHOOL TRIPS.**

GRADING POLICIES: Report cards will be emailed at the end of each nine weeks period. Grades may be viewed at any time on Thinkwave.

The grading scale (adopted 3/99) is:	93 - 100	A
	85 - 92	B
	74 - 84	C
	66 - 73	D
	0 - 65	F

Grades 9-12 will take semester exams.

Each semester grade is calculated as follows:

The two nine week grades 40% each

Semester exam 20%

Seniors who have earned an A for the first semester and 3rd and 4th nine weeks will be exempt from the final in that particular class.

PARENT/TEACHER CONFERENCES: The faculty is available from 7:35 - 7:45 a.m. each morning and 3:00 - 3:15 each afternoon. Middle school and high school teachers also have a conference period during the day. Please make appointments to talk with teachers through the office. PLEASE DO NOT GO TO THE CLASSROOMS. It is our desire that students and teachers be allowed to have as much undisturbed educational time as possible.

HONOR ROLL: For all grades 1 - 12, the honor roll for each grading period (nine weeks, semester, and final) is obtained by averaging the letter grades of each subject. A student must have a B average with no more than one C with at least one A to bring the C up to a B average.

HONOR AWARDS: Honor awards for grades 1 - 5 are based on nine weeks grades, NOT semester averages. P.E. is not counted. Honor awards for grades 6 - 12 are based on the GPA for the year. P.E. and any other non-academic subject is not counted.

SAFETY PROCEDURES

In order to inform the faculty and students of safety precautions, it is necessary to set definite signals and rules of conduct to observe during fire, tornado and emergency situations. A copy of each emergency procedure should be posted in each classroom and reviewed by the teacher. Practice drills are held periodically.

FIRE: When the alarm is sounded, all students should be lined up and led out of the building. Teachers nearest the restrooms should check to be sure no one is left in the restrooms. Each teacher should take her roll book and, after clearing the building, congregate at a safe distance (no less than 60 feet) from the building, away from walks and exits, and immediately check the roll to make sure everyone is accounted for. Students should stay with their class until the all-clear bell has sounded (one long bell).

TORNADO: The tornado alarm is 3 short rings of the bells. Evacuate classrooms to hallways immediately and lie facedown with arms covering head or sit facing the wall with head between the knees and arms covering the head. Avoid hallway entrances and exits. Stay in the position until the all-clear bell has sounded (one long bell). **IT IS BETTER THAT YOU NOT PICK UP YOUR CHILD WHEN WE ARE UNDER A TORNADO WARNING. HE/SHE IS SAFER IN THE BUILDING WITH US THAN IN A CAR IF A TORNADO SHOULD HIT.**

EMERGENCY EVACUATION: Emergency routes and destinations will be determined by local civil defense and law enforcement officials. In case of emergency, **YOU ARE NOT TO COME TO SCHOOL AND PICK UP YOUR CHILD.** Contact the local civil defense or law enforcement officials to determine where your child will be. Our destination will be determined by civil defense authorities. All students will travel in school buses or faculty/staff vehicles. Everyone will travel in a convoy. Upon reaching the reception center each teacher, the headmaster, and the secretary will check to see that every student has arrived safely. **NO ONE WILL BE ALLOWED TO GO HOME OR ANY OTHER PLACE BUT THE RECEPTION CENTER DESIGNATED BY LOCAL OFFICIALS. YOU ARE NOT TO PICK UP YOUR CHILD WITHOUT NOTIFYING THE PRINCIPAL OR THE CHILD’S TEACHER.** The school staff will make every effort to provide for the safety and care of every student if an evacuation occurs.

LOCKDOWN:

There will be an announcement “Lockdown” over the intercom and a continuous bell.

1. Lock and barricade the door and get in the corner at the opposite end of the classroom.
2. Pull desks over on their sides and put in front of you.
3. All shades on windows are to be down/drawn.
4. BE QUIET.
5. UNDER NO CIRCUMSTANCE ARE YOU TO OPEN THE DOOR FOR ANYONE.
6. PARENTS WILL NOT BE ALLOWED ON CAMPUS DURING THIS TIME.

ATHLETICS

Our school policy follows the MSAIS guidelines concerning ALL athletes, fans and parents. If you have a parent concern or problem with a coach, then you are to make an appointment to meet with that coach during school hours. **DO NOT** approach any coach at a practice or game. At **NO TIME**, during any game, should a parent question or yell at a referee or umpire in any athletic event!

BELOW ARE THE MSAIS HANDBOOK GUIDELINES ON GAMES AND EVENTS:

STUDENT ATHLETES:

MSAIS AAC HANDBOOK PG. 62: 9. Player Ejections Rule As It Pertains To Players a. First Ejection - Schools will be responsible for disciplining an athlete after his/her first ejection. b. Second Ejection - Any player that is ejected from an athletic contest for the second time in a school year will not be allowed to participate in athletics for two (2) weeks. Note: This is interpreted to mean that an athlete receiving his/her second ejection on a Monday, would be eligible to play on Tuesday two weeks later. c. Third Ejection - Any player ejected from an athletic contest for the third time in a school year will be banned from participating in athletics for the remainder of the school year.

FANS & SPECTATORS:

MSAIS AAC HANDBOOK PG. 61-61: 8. Fan Ejections - Any fan ejection from a game for unsportsmanlike conduct will automatically result in the following minimum disciplinary action: a. Fan will be fined a minimum of \$250.00 and will not be allowed to attend any further MSAIS athletic events. Note: Upon payment of the fine, and receiving a letter of apology to the MSAIS, the attendance ban could be lifted. b. School will be placed on probation for at least one (1) year. Upon appeal, the AAC has the authority to waive the probationary period for the school involved if said school can show that all institutional control security steps were taken. c. School will be fined a minimum fine of \$300.00. Upon appeal, the AAC has the authority to waive the fine on the school involved if said school can show that all institutional control security steps were taken.

SAFETY RULES AT FOOTBALL GAMES:

1. Play only in the lighted areas in front of the bleachers or on the west end beyond the concession area.
2. Play is NOT allowed in or on the bleachers and is NOT allowed in any parking areas. Students are not to climb or hang from the bleachers and are not to play among the parked cars.
3. Playing/sitting on the wire cable is NOT allowed.
4. No students other than those directly involved with the team or cheerleaders should be on the field side of the wire cable for any reason during the game.
5. School ground areas are off limits to students at play (the road, the parking areas, playground equipment, and the basketball courts, for example.)
6. All children should be closely supervised by parents during the games.

SAFETY RULES AT BASKETBALL GAMES:

1. Play is NOT allowed around or on the bleachers or in the concession area.
2. School ground areas are off limits to students during games (parking areas, playgrounds, and outside basketball courts, for example).
3. Do not play on the basketball courts while the teams are warming up, during the games, or during halftime.
4. All children should be closely supervised by parents during the games.

ATHLETIC ELIGIBILITY: The eligibility of a potential athlete is checked at the beginning of each semester in grades 7 - 12. A student's eligibility status will be a minimum 1.500 GPA with no more than one F in all subjects taken OR a minimum of 70% grade average AND no more than one F in all subjects taken. The headmaster or guidance counselor will be responsible for verifying this eligibility.

RULES FOR ATHLETES:

1. All athletes must present proof of health insurance or will be required to purchase school insurance for athletes.
2. Athletes are required to undergo a physical at their own expense. This must be done prior to the first practice.
3. Athletes not attending all classes during the school day due to illness will not participate in any practice or game on that same day.
4. Only students with a C average will be allowed to participate in two spring sports. (Cheerleading is not a spring sport.)
5. Participation in sports activities will be limited to two away events per school week except in regional/state events.

MSAIS SPORTSMANSHIP CREED

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

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

MSAIS CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR BY FANS AT SPORTS EVENTS

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

RULES AND CONDUCT

The rules of conduct for the Tensas Academy students may be condensed to the statement that the rules of gentlemanly and ladylike conduct are those which are expected to be observed. However, when a large number of individuals are very closely associated, it is necessary to insist on uniform observance of certain specific regulations. An unwritten or implied rule does not give one the excuse for any misconduct. The use of common sense, courtesy, discretion and consideration in students' actions within the school community will seldom be in conflict with school regulations. Correct conduct requires the cooperation of students, parents, and school. All faculty members are responsible for correcting the behavior of all students anywhere and at any time on school grounds or under school jurisdiction.

GENERAL RULES FOR STUDENTS

1. Place paper, wrappers or waste materials on the floor, corridors, passageways, or grounds in a wastebasket or trash can. Do not litter the school or grounds with waste materials.
2. Do not sit on desks or tables.
3. Do not come in the building during recess unless you have permission from a teacher.
4. Never write on desks, lockers, walls, walks or any similar school property. You will be expected to pay for or replace any school property that you destroy or damage.
5. Go to lockers before school, after school, and between classes only. Do not go to lockers during recess.
6. Keep restrooms neat and free from abuse of any kind.
7. Be patient, quiet, and orderly in all lines (at drinking fountains, in the cafeteria, going to P.E., etc.)
8. If you become ill, ask permission to go to the office to check out. You must contact a parent and the headmaster, counselor, or secretary must talk to the parent and get permission for you to go home. **YOU MUST SIGN OUT. A WRITTEN EXCUSE MUST BE BROUGHT TO THE OFFICE TO BE EXCUSED FOR CHECKING IN/OUT.**
9. Do not arrive at school before 7:30 unless it is absolutely necessary. Leave the building and grounds as soon as possible at the end of the school day unless you are involved in practice, rehearsals or group meetings with a teacher/coach present.
10. Do not come to school on weekends and during holidays unless involved in practice, rehearsals or group meetings with a teacher/coach present.
11. Any type of harassment, including bullying, will not be tolerated.
12. You are NOT permitted to:
Bring, chips, etc. or drinks other than water into any of the school buildings
INCLUDING THE GYM
Run in halls or on walkways
Bring any electronic devices other than those assigned in class
13. Students not attending ALL classes during the school day will NOT participate in any extracurricular activities.
14. **GYM RULES:**
 - 1) **NO ONE** is allowed in the gym without a coach or faculty member present, this includes the gym, locker rooms, and weight room.
 - 2) **NO** hard sole shoes are to be worn on the gym floor; tennis shoes only.
 - 3) There will be consequences for breaking these rules. The cameras are watching you 24/7!

INTERNET USE RULES

1. A student and his/her parent must sign the internet contract in order to have access to any computer in the school.
2. A student must be strictly supervised by a teacher while using the internet. The teacher should always be aware of the material being viewed by students.
3. Any inappropriate use of the internet will cause a student to lose the privilege to use the internet and the student will be punished.
4. Receiving or sending emails is not permitted (exception is dual enrollment classes)
5. Games, other than educational games, and music are NOT to be played on school computers.
6. Any student that alters settings or damages the computer in any way will lose all computer privileges for one week on the first occurrence. Second offense will result in suspension.
7. Any other offense will result in complete loss of school computer privileges.

SOCIAL MEDIA POLICY

Tensas Academy encourages school students, and parents with a personal online presence, to be mindful of the information they post on social media. Your online behavior should reflect the same morals, professional and personal standards of honesty, respect and consideration of others. The purpose of Social Media is to encourage safe and positive contact with people locally and all over the world. Any messages or posts that run contrary to this purpose, (whether intentional or not), will be subject to disciplinary scrutiny. Please note, that even if you delete personal information, it still may be stored on the website's server for a longer period. Information that is marked "private" rarely is private on the internet.

The lines between public and private, personal and professional are blurred in the digital world. By virtue of identifying yourself as a TA student or parent online, you are now connected to colleagues, students, parents and the school community. Use these connections wisely and well. We, at Tensas Academy, strive to be fair to our students, employees, and parents, but we cannot turn our heads when individuals flagrantly post embarrassing and detrimental statements on the internet for the world to see.

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

DISCIPLINE POLICY

Teachers/coaches will use pre-printed discipline violation forms. A form will be filled out on any student that has to be disciplined repeatedly in class or at recess, sent out of the classroom or gym, or sent to the headmaster. The form will be reviewed by the headmaster and placed on Thinkwave for parents/students to review.

A corporal punishment policy is in place at Tensas Academy. A parent must sign a form giving his/her permission to use corporal punishment on his/her child. Corporal punishment may be used on students who have returned signed forms in lieu of detention, if situation warrants, or if deemed necessary. If permission is not given for corporal punishment, the parent must pick up the student for the remainder of the day and the student will receive an unexcused absence for all work missed.

I Detention - parent will be notified on Thinkwave

Detention (grades 1-5) is time served in-house during the regular school day (recesses & PE). The severity of the behavior will determine the severity of the punishment.

Detention (grades 6-12) will be scheduled after school two days per week and will be a Detention (grades 6-12) will be served after school for one hour on the first detention day scheduled. Any student (grades 6-12) that misses the first assigned detention will be assigned an additional day. Any days missed after this would result in a one day suspension.

Detention events include, but are not limited to, these behaviors:

A. One-day detention - on every third dress code infraction and each subsequent infraction per semester.

B. Two-day detention

These behaviors could result in a 2-day detention or a suspension, depending on the severity of the offense.

1. Fighting
2. Profanity or vulgarity (written, oral, or otherwise)
3. Defacing school property (restitution should be made for damages)
4. Direct disrespectful/disobedient behavior toward a faculty/staff member
5. Skipping class or school

C. On the third detention the student will meet with the headmaster and parent(s).

II Suspension - all require a parent conference

- A. Suspension periods are for 1 to 3 days, depending on the severity of the offense.
- B. In school suspensions will be served in a designated place on campus isolated from other students from 7:50 a.m. - 3:00 p.m. Teachers will provide assignments to be completed, including any planned tests, during the isolation period.
- C. Students cannot participate in any school activity (including, but not limited to field trips, sports events, extracurricular activities, or practices) on the days of the suspension.
- D. At-home suspensions will be determined by the headmaster. Students will receive a zero in all subjects on the days of suspension.
- E. One-day suspension
 - 1. On any infraction after the third detention event, the student will be suspended for one day with notification to the parents.
- F. Two-day suspension
 - 1. On any infraction after the first suspension, the student will be suspended for two consecutive school days following notification of the parents.
- G. Three-day suspension
 - 1. Use or possession of weapons (guns, knives, etc.) during school hours, at an organized school activity, or while representing the school at home or away. State and/or federal laws will supersede this.
 - 2. On the first offense and any subsequent events in which the student is under the influence and/or in possession of drugs and/or alcohol and/or vaping devices during school hours, at an organized school activity, or while representing the school at home or away. State and/or federal laws will supersede this.
 - 3. On any infraction following a two-day suspension.

III Expulsion - all require parent conference

- A. All expulsions will be reviewed by the Tensas Academy Board of Directors.
- B. Expulsion is permanent; the student may NOT return to school.
- C. Expulsion occurs for any action, situation or reason the board deems necessary.

IV Cheating

- A. Cheating is the giving or receiving information for the enhancement of grades.
- B. Cheating is a direct violation of the principles of truth and honor and is, therefore, absolutely unacceptable at all times in all ways.
- C. Cheating is handled in the following way:
 - 1. The teacher will take the paper from the student.
 - 2. The student will receive a zero on that assignment.
 - 3. The teacher will inform the principal of the incident as soon as possible.
 - 4. The parent will be notified of the incident and the punishment by a letter which must be signed and returned to the office.
 - 5. The first offense will result in a student consultation with the principal/asst. principal and the student will serve a detention.
 - 6. All subsequent events of cheating will result in a one day suspension.

V Harassment/Bullying

The Tensas Academy Board of Directors has adopted a zero tolerance for student-to-student harassment/bullying. Harassment/bullying, whether by physical contact or verbal abuse, should be reported to the headmaster by the victim or his/her parents. Punishment for harassment will be at the discretion of the headmaster according to the severity or frequency of the incident as follows:

- Student reprimand
- Parent consultation
- In-house suspension
- Expulsion

VI Implementation

Disciplinary forms for all discipline violations will be placed on Thinkwave in a folder and kept by the headmaster until the student graduates or leaves school. These forms will NOT become a part of the student's permanent cumulative folder. On each disciplinary occurrence that leads to suspension, the student, the headmaster, and the parent will be required to acknowledge the offense and the punishment by signing the proper form. The parent must sign the form before the specified suspension is served. A copy WILL be placed in the student's cumulative folder.

SCHOOL-WIDE DRESS CODE

It is expected that all Tensas Academy students will dress in a manner that will bring credit to our school. The following are policies regarding student dress for both uniform and non-uniform days.

Administration, faculty and staff have the right and responsibility to rule on the appropriateness of a student's school attire.

UNIFORMS:

Students must be in uniform at all times. Uniforms must be neat, clean, and fit appropriately.

ALL GRADES (Boys/Girls):

1. Shorts and pants may be khaki or navy. They should not be tight fitting. Leggings may NOT be worn as pants.
2. Shirts must be one of the following:
 - a. white, navy, red or light blue polo with the school logo (tucked in)
 - b. light blue or white oxford shirts with the school logo (tucked in)
 - c. short-sleeved approved uniform baseball shirt (May be purchased at Finishing Touch in Tallulah)
 - d. long sleeved approved uniform baseball shirt (May be purchased at Finishing Touch in Tallulah)
 - e. The current year's spirit shirt may be worn on all Fridays tucked into uniform pants, skirts, or under jumpers.
3. Long or short sleeved white t-shirts, white turtlenecks, or white compression shirts may be worn under any of the above uniform shirts. NO OTHER COLOR UNDER SHIRTS MAY BE WORN.
4. Shirts and pants must fit appropriately.
5. Belts must be worn if the slacks or shorts were purchased with belt loops.
6. Shoes must be worn. Shoes must be closed-toe and worn over the heel.
7. Socks must be worn. They may be solid white or solid black.
8. Shorts, pants, and skirts must be worn above the hips and must fit.
9. No hats may be worn.
10. Tattoos must be covered.
11. No holes in school uniform.

GIRLS (All Grades):

1. Skirts and jumpers may be one of the following:
 - a. navy
 - b. khaki
 - c. Classic navy/red large plaid
 - Plaid # 37 from Finishing Touch in Tallulah
 - Plaid # 37 from Minette's in Natchez
2. Shorts, skirts, and jumpers must be no shorter than 3 inches above the knee.
3. Ear piercings only.
4. Leggings may be worn under skirts or jumpers in cold weather. They must be solid black, navy, or white and solid fabric with no mesh.

BOYS (All Grades):

1. No piercings.
2. Must be clean shaven.
3. Hair must be clean cut and out of the eyes.

HAIRSTYLES/HAIR COLOR

1. Any hairstyle that can or could become a distraction within the classroom can be addressed by the teacher and/or administration.
2. Hairstyles must be kept clean cut and color kept to natural hair colors. For example: pink, purple, or other colors that would be a distraction to learning are not allowed.

NON-UNIFORM:

1. Students must wear clean, neat clothes that are in good repair. No holes.
2. Shoes must be worn.
3. Belts worn with pants or shorts that have belt loops.
4. Skirts/shorts no shorter than 3 inches above the knee.
5. Girls may not wear halter/midriff tops, sundresses, or spaghetti straps
6. If dress for event is inappropriate, the student will be asked to leave the event and not to return to school that day.

DRESS CODE FOR ALL FIELD TRIPS:

Uniform must be worn unless teacher or administration approves of non-uniform.

GAMEDAYS (High/Jr.High School):

1. Football and baseball players may wear jerseys with uniform pants.
2. Basketball players need to wear school uniform, jerseys, or dress-up clothes according to directive of the coach.

OUTERWEAR:

1. Jackets/Coats:
 - a. red or navy half-zip or full-zip fleece purchased from <https://tensasacademy.logosoftwear.com/>
 - b. true navy or red half-zip or full-zip fleece, purchase anywhere with or without a Tensas Academy logo. (But with NO other logos/writing)
2. Students MUST wear uniform shirts under outerwear.
3. High School students may also wear letterman jackets.
4. Junior/High School students may wear official team jackets with their uniform only on scheduled game days.

*NOTE: ***Students who are not in compliance with the dress code will be sent to the office, and the parent will be called to bring the appropriate clothing item(s). Students will remain in the office and not be allowed to go to class until they are in the proper uniform. On the third uniform infraction, the student will serve an after-school detention. All subsequent uniform infractions will result in suspension.*

PUPIL PROGRESSION PLAN

Students in grades K - 8 may be socially promoted twice. After the third failure of a grade, students will no longer be able to attend Tensas Academy.

I ELEMENTARY

A. Preschool (K4)

For a child to be eligible to enter kindergarten he or she must score 80% on upper and lower case letter recognition and 80% on number recognition (0-20) and 80% on blends. A passing score must also be obtained on the Kindergarten Readiness Test. Testing will be done in May for preschoolers who plan to attend kindergarten during the next school year. Testing will also be conducted prior to school in August for new students. Only one test can be taken except the maturity portion which may be repeated in August. Developmental and social factors, especially maturity and attention span, should be strongly considered when assessing readiness for the kindergarten curriculum.

B. Kindergarten (K5)

As the children leave kindergarten, they should be as strong as possible going into the first grade. They must have a 74 or better average in both reading and math during the second semester in order to progress to first grade. Achievement test scores, teacher observation, and a readiness checklist will be used in determining readiness for first grade. It is equally important for the child to interact with his peers socially. This is another area in which maturity plays a big role. Attention span, which also develops with maturity, is also important to a child's success. All factors should be considered before the child advances in order to foster a positive attitude about school and future success.

C. First Grade

A student must pass reading, language, and math for the year; the second semester average cannot be an F in these subjects to progress to the second grade.

D. Second Grade

A student must pass reading, language, and math for the year. The second semester average cannot be an F in these subjects to progress to the third grade.

E. Third Grade

A student must pass reading, math, and language for the year. The second semester average cannot be an F and the student must not fail more than one of the minor subjects to progress to the fourth grade.

F. Fourth Grade

A student must pass reading, math, and language for the year. The second semester average cannot be an F and the student must not fail more than one of the minor subjects to progress to the fifth grade.

G. Fifth Grade

A student must pass reading, math, and language for the year. The second semester average cannot be an F and the student must not fail more than one of the minor subjects to progress to the sixth grade.

H. A student must have no more than 10 days absence per YEAR in a class in order to receive credit and progress in the next grade.

II MIDDLE SCHOOL

A. Sixth Grade

A student must pass English, math, science, and either social studies or reading in order to progress to the seventh grade.

B. Seventh Grade

A student must pass English, math, science, and either social studies or reading in order to progress to the eighth grade.

C. Eighth Grade

A student must pass English, math, science, and either social studies or reading in order to progress to the ninth grade.

III HIGH SCHOOL

A. Progression through the high school grades will be as follows:

1. A total of 5 credits must be earned to be considered a sophomore.
2. A total of 11 credits must be earned to be considered a junior.
3. A total of 17 credits must be earned to be considered a senior.

B. 24 units are required by the State of Louisiana Department of Education for graduation from high school.

To obtain a regular TA diploma you must have:

4 units in English	English I, II, III, IV
4 units in Math ***	Algebra I&II, Geometry, and a 4 th math***
4 units in Science	Biology I, and three additional sciences
4 units in Social Science	American History, American Government two additional social sciences
2 units in Health & P.E.	P.E. I, II
6 units in Electives	

C. A student may make up failed requirements in summer school by taking credit recovery courses.

D. A student must not have more than 5 unexcused absences PER SEMESTER in order to receive credit in a class. The student who accumulates more than 5 unexcused absences per semester in a class will receive a failing grade.

*** ALTERNATE MATH CLASSES: Students in this program:

1. WILL NOT be eligible for dual enrollment courses.
2. WILL NOT be eligible for honor roll or academic awards.
3. WILL NOT BE as well prepared for the math portion of the ACT.
4. WILL NOT receive College Prep/TOPS diploma.

COURSE REQUIREMENTS FOR TOPS/COLLEGE PREP DIPLOMA

- 4 units of English (I, II, III, IV)
- 4 units of Math (Algebra I & II, Geometry, Advanced Math or Algebra III)
- 4 units of Science (Biology I, Chemistry, and an additional 3rd and 4th science)
- 4 units of Social Sciences (American Government, American History, and two additional social sciences)
- 1 unit of Computer
- 2 units of Health and Physical Education
- 1 units of Art or Art Appreciation
- 2 units of same Foreign Language

TA HONOR STUDENT REQUIREMENTS

Students must be pursuing a Tops/College Prep diploma

GRADE REQUIREMENTS: 3.000 or better grade point average with no grade less than C.

- A. Valedictorian, salutatorian, and historian will be recognized when academic and grade requirements are met. The valedictorian will be the graduating senior with the highest grade point average; the salutatorian, the second highest; the historian, the third highest. Averages are calculated by the state computer TOPS program.
- B. The following honor students will also be recognized:
 - Cum laude 3.000 - 3.499
 - Magna cum laude 3.500 - 3.799
 - Summa cum laude 3.800 - 4.000
- C. Transfer Student Policy: Transfer students are eligible as honor students if they have attended Tensas Academy at least four of the eight semesters of high school and meet the proper requirements. (See Transfer Student Policy)

ELECTRONIC/CORRESPONDENCE COURSES

Tensas Academy will not accept electronic/correspondence courses unless they are not taught as regular classes during the year or unless it is for remedial purposes. All such courses must be approved by the administrator or counselor. Exceptions may be made for students who have transferred into our school for scheduling purposes only and must have prior approval from the headmaster and counselor.

TRANSFER STUDENT POLICY

1. A high school student transferring from an approved public or non-public school within the state, outside the state or from a foreign system will be allowed credit for work completed in the former school. This is to be documented by a copy of the student's transcript showing record of attendance, achievement, and the units of credit earned.
2. A student entering grades 1 - 8 will be administered a teacher-made test addressing major skills and knowledge at the end of the year of the previous grade level in which the student is entering for placement purposes.
3. A student in grades 1 - 8 entering or reentering from a Home Study Program shall adhere to the same provisions as above. A student in grades 9 - 12 must present an official transcript of all courses with grades and credits earned.
4. Entering grades into the transfer student's cumulative record will be done according to the following:
 - a. Grades received as letter grades will be assigned the number grade as follows:
A = 96; B = 89; C = 79; D = 70; F = 65
 - b. Grades received as number grades will be converted to letter grades according to the Tensas Academy grading scale.
5. A student may not enter as a senior except with extenuating circumstances to be determined by the board.

MSAIS ETHICS POLICY REGARDING TRANSFER STUDENTS

No member of the school community (employees, students, parents or patrons) will knowingly initiate attempts to enroll or bring about the transfer of a student from another member school. It shall be the duty of the administrative head of the school to make this policy known to all constituents of the school community.

DRUG TESTING POLICY

(Adopted April, 2006)

The Board of Directors at Tensas Academy has adopted a comprehensive Drug/ Alcohol Prevention Policy. The purpose of the policy is to educate the students of TA regarding the problems of drug/alcohol abuse and to aid these students in leading healthy, responsible lives.

The first and primary purpose of the drug/alcohol-screening is to help students. Other purposes of the testing program are as follows:

1. To educate the student concerning the dangers of drug/alcohol abuse.
2. To help prevent any drug/alcohol use or abuse by the students of Tensas Academy.
3. To help any student who may be using drugs/alcohol and to identify that drug.
4. To provide reasonable safeguards in order that every student who attends is medically competent to do so.
5. To remove the stigma of drug abuse from those students who do not use drugs.
6. To reassure parents, students, and the community that the health and academic progress of students is the primary goal of the school.
7. To re-emphasize to the student his or her responsibility as a positive role model.

CONSENT:

By enrolling in Tensas Academy the parent or guardian of the student has consented to drug testing. Any time a student refuses to be tested, it will be treated as a positive test.

LABORATORY:

The drug testing will be done by a certified laboratory. The specimens collected will only be tested for the prohibited drugs listed below. Procedures shall be designed to insure the integrity of the specimens and protect the privacy of the individuals being tested. Testing will be done by urine sampling. The specimens will not be tested for diseases or conditions other than drug use. The drug test will primarily screen for the following six classes of drugs: (a) Opiates (pain killers), (2) Cocaine, (3) Amphetamines (speed), (4) Cannabis (marijuana), (5) Phencyclidines (PCP), and (6) Benzodiazepines (valium).

MEDICATION:

Students who are or have been taking prescription medication must provide verification that the prescription is for them (either by a copy of the prescription or by a doctor's authorization). Students who refuse to provide verification and test positive will be subject to actions specified below for a positive test.

STUDENT SELECTION:

Students may be tested at the beginning of the school year. Random testing may also be conducted during the school year. Students shall be selected at random.

FIRST POSITIVE TESTING:

If any specimen shows a positive result, the testing laboratory will immediately perform a second test. The second test will be a more specific test. If the positive result is verified and confirmed, then the following steps will be taken:

- The administrator and school board (students name excluded to board) will be advised of the results of all positive tests.
- The administrator will contact the parents and the student. After parental notification, parents have 24 hours to have their own hair test performed on their child if they so wish at their expense.
- The student will then be required to attend a drug-counseling program as recommended by a healthcare professional, subject to approval by the administrator and at the expense of the parents. This should be done within ten (10) days of notification. If not done, the student will be expelled for the remainder of the school year.
- The drug counselor will determine the length and manner of the program best suited for the student. The student must also participate in any aftercare recommendations or follow-ups.
- If a parent refuses a complete counseling program for his/her child, the student will be expelled from school for the remainder of the school year. The parents will not be relieved of any financial obligations that might be due under the terms of the educational contract.
- The parents will pay the costs incurred for the confirmation of a positive drug/ alcohol testing.
- After a first positive testing, a student will be included in every random test for the remainder of their Tensas Academy attendance at the expense of the parent.
- Participation as a student in the school's basic academic program is not affected.
- Participation in the school's extra-curricular programs will be affected. A one (1) week suspension will be imposed for all extra-curricular activities including, but not limited to, sporting activities, practices, or field trips. This means no participation or attendance at any or all Tensas Academy sponsored activities during the one (1) week suspension. The suspension begins at the time the student is notified by the administrator.
- A student who misses a drug test after having been randomly selected will be taken to an approved lab for hair test immediately on returning to school. The student must be accompanied by a parent or guardian. The cost will be the responsibility of the parent.

SECOND POSITIVE TESTING:

If a second testing results in a positive sample, the testing laboratory will immediately perform a second test. The second test will be a more specific test. If the positive result is verified and confirmed, then the following steps will be taken.

- The headmaster and school board will be advised of the results.
- The parents and the student will be contacted by the headmaster.
- The second incident of a student's testing positive will result in immediate dismissal from Tensas Academy for the remainder of the school year. The parents will not be relieved of any financial obligations that might be due under the terms of their education contract.
- After a third positive testing, permanent expulsion from Tensas Academy will be strictly enforced.

SCHOOL SEARCHES:

The Board of Directors and the Administration have adopted the following rules to insure that Tensas Academy remains drug free.

- Any school administrator may search the person, locker, car, desk, and/or any other possession of any student on the premises of Tensas Academy or at any function sponsored by Tensas Academy.
- Any student found illegally using, possessing, or distributing drugs on the Tensas Academy campus or at any school sponsored event shall be automatically expelled indefinitely. The term "drug" shall include all drugs governed by the Uniform Dangerous Substance Law, regardless of activity.
- The administration may require that a student submit to a mandatory drug testing. The test utilized will be a urine sample taken and tested by a qualified laboratory.
- Any student refusing to be tested shall be expelled indefinitely.

Notwithstanding all of the above, the Board of Directors and the Administration encourage family self help in any substance abuse situation. Any student who, prior to detection by the school, tests positive for drugs as a result of a test instigated by the family; and such test results are reported the Administrator in writing within 24 hours after being informed of the results, and said student is under medical treatment for said abuse, may remain a student at Tensas Academy on a probationary basis.

POLICY FOR HIGH SCHOOL & JUNIOR HIGH DANCES

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

ALL TENSAS ACADEMY POLICIES, SAFETY PLANS, AND ORGANIZATION CONSTITUTIONS ARE ON FILE IN THE OFFICE FOR REVIEW.

DAILY SCHEDULES

MS/HS	7:50 - 8:48	HR & 1 st Period
	8:50 - 9:45	2 nd Period
	9:45 - 9:53	Recess
	9:55 -10:48	3 rd Period
	10:50 -11:43	4 th Period
	11:45 -12:15	Lunch
	12:17 - 1:10	5 th Period
	1:12 - 2:05	6 th Period
	2:07 – 3:00	7 th Period
ELEM.	7:50 - 8:05	Homeroom
	8:05 -	Classes Begin
	10:00 -10:15	K - 5 th Recess
	10:45 -11:45	Lunch (staggered)
	11:15- 11:55	K5 & 1 st P.E.
	11:55 -12:35	2 nd & 3 rd P.E.
	12:35 - 1:15	4 th & 5 th P.E.
	3:00	Classes Dismissed

2019-2020 CALENDAR

August 12 & 13	Teacher Inservice/Workdays
August 12	Back to School Night/ Splash into Class
August 15	School Begins
September 2	Labor Day Holiday
September 18	Progress Reports
October 7-11	9 Weeks Tests
October 16	Report Cards
October 18-21	Fall Break
November 13	Progress Reports
November 25-29	Thanksgiving Break
December 16-19	Semester Exams
December 20	Christmas Break begins
January 6	Back to School/Report Cards
January 20	MLK Holiday
February 12	Progress Reports
February 24-25	Mardi Gras Break
February 26-28	9 weeks tests
March 4	Report Cards
March 16-20	Spring Break
March 24	ACT Test
March 27	Teacher Work Day
March 28	Spring Carnival
April 10-13	Easter Break
April 15	Progress Reports
May 1	Seniors Last Day
May 4	Kindergarten Graduation
May 6	Baccalaureate
May 8	Graduation
May 11-14	Semester Exams
May 15	Teacher Work Day
May 15	Report Cards