

Handbook

WELCOME TO TERRELL ACADEMY

This handbook is prepared as a guide for your school life. Many of your questions will be answered in the information that follows. If you find further explanation desirable, ask a teacher who will be glad to assist you or refer you to someone who can help. The basic pattern of school life and guidelines for your conduct are important. It is even more critical that you consider the sort of person you really want to be and how you prefer to have others think of you. Take part in school activities. This will add interest and enthusiasm to your years here and widen your circle of friends. Do your work as well as you can to avoid that reluctant feeling about going to class unprepared. Dress neatly and keep yourself well-groomed and pleasant to be around. Cultivate a courteous and respectful attitude and manner. Teachers and students will assist those who make an honest effort to achieve and exhibit a thoughtful and considerate attitude toward others. Make this image a habit - you'll be surprised how much more rewarding school and home will be.

PHILOSOPHY & POLICIES

The purpose of the educational program at Terrell Academy is to provide opportunities for students to develop their intellectual, physical, emotional, social, and moral capabilities to the extent that they can function responsibly as citizens in our changing society. Our program is based on several beliefs:

- 1) Each student is a unique individual with a distinct and different personality and background from any other individual.
- 2) It is the task of the school to promote intellectual growth by providing factual information and challenging students through high expectations and standards of excellence.
- 3) Skills in thinking, questioning, reasoning, and creating are needed for a full and rewarding life.
- 4) Students should be provided experiences which help them to understand and respect values and customs other than their own in this community and broader world.
- 5) Students need to feel a sense of accomplishment and self-worth.
- 6) Students should have the opportunities to develop good habits for physical, mental, and emotional health.
- 7) The school should exhibit an awareness of its responsibility as an agency of the community.

- 8) The educational program should be a cooperative effort of the school, parents, and community.
- 9) Terrell Academy is a non-denominational school, however, there will be a strong Christian emphasis and moral values stressed.
- 10) Students are responsible to the school from the time they enter the campus until they leave the campus.
- 11) All school rules and regulations apply to students while on campus and/or on school activities away from campus.
- 12) The Headmaster reserves the right to regulate the disciplinary actions needed to maintain a sound academic atmosphere for all students. All disciplinary actions will be within the guidelines of the policies of the Terrell Academy Board of Trustees. Those students who do not abide by the rules and regulations of the school will be treated in a fair, firm, and consistent manner. The following rules and regulations will be adhered to by all students.
- 13) The Headmaster reserves the right to regulate any disciplinary infraction not specifically covered in this handbook.
- 14) The Headmaster reserves the right to expel any student for repeated serious violations of the rules and regulations of Terrell Academy.

NOTICE OF NON-DISCRIMINATORY POLICY

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

ABSENCES

Pupils may be excused from attending school for the following reasons:

- 1) Mentally or physically incapacitated to perform school duties;
- 2) Personal illness;
- 3) Illness or death in the family; and/or,
- 4) Other conditions as determined by the Board of Trustees.

A pupil, on returning to school after an absence, must give to the school, an excuse from his/her parent stating the reason for his/her absence. Should such an excuse not be given to the school, the Headmaster is allowed to use discretion as to whether or not the pupil may be re-admitted, pending the receipt of the excuse. A student with an unexcused absence will receive zeros for any missed assignments including tests. If an absence did not incapacitate a student, the student is expected to return to school prepared to resume scheduled class work, including any tests given.

Make-up work for an incapacitating absence must be made up within no more than three (3) school days unless there is a hardship. This is the STUDENT'S

RESPONSIBILITY. An "unexcused" absence will result in NOT being able to make-up work, tests, etc., unless approved in advance by the Headmaster.

5) On the 5th absence, parents will be notified via email. After 10 absences per semester (total of 20 per year), a student will be retained in an elementary or junior high grade, and will not receive credit for any high school courses in which 20 days were missed.

ABUSIVE LANGUAGE

Abusive language of any kind will not be tolerated. Punishment will be determined by the administration.

ACCELERATED COURSES

The Move on When Ready Program provides an opportunity for academically talented junior and senior high school students to begin earning a college degree while simultaneously pursuing a high school diploma. The program offers financial assistance for participants through the HOPE Scholarship, which covers tuition, HOPE-approved mandatory fees, and a book allowance. All hours paid for by the MOWR Program will be included in the 127 semester- or 190 quarter-hour HOPE credit hour cap.

MOWR ELIGIBILITY FOR DUAL ENROLLMENT

Minimum admissions standards for the dual enrollment Move on When Ready Program are as follows:

- a. Student Participation Agreement
- b. Completion of the 10th grade.
- c. Honor Society member
- d. Submit an official transcript of secondary credits completed to date and evidence that the student is on track with college preparatory curriculum.
- e. Students must also submit ACT or SAT test scores that meet the following minimum standards.

Test	Combined CR and Math (SAT) Composite Score (ACT)	Critical Reading (SAT) English (ACT)	Math
SAT	970	430	400

AC T	20	17	17
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*It is recommended that the SAT I test be taken no later than March of the sophomore year (for juniors planning to enroll in Accel) or March of the junior year (for seniors planning to enroll).

ACCIDENT INSURANCE

All students are encouraged to take school insurance. There are two (2) types of coverage: 24 hour and during school only coverage. There is coverage available for students who participate in Football. All students who participate in school athletics must have insurance.

ALCOHOL POLICY

Policy for all students using or possessing alcohol at school or at a school or GISA sponsored function, discipline for all students, athletes, cheerleaders, and literary students follows: (This policy shall apply to at school or at a school function-home or away event).

- 1st offense:
 - 1) Five (5) day suspension and parent conference;
 - 2) Miss the next scheduled game or literary event after suspension;
 - 3) Placed on probation by Terrell Academy and sponsor; and,
 - 4) *Discipline by coach or sponsor.
- 2nd offense:
 - 1) Ten (10) days suspension and meet with Board of Trustees;
 - 2) Student will not be allowed to represent Terrell Academy in any GISA sponsored contest for the remainder of the year;
 - 3) Student cannot participate in the Honor Society or Student Government for the remainder of the year;
 - 4) Students who have two (2) offenses at Terrell Academy cannot be considered for special honors (Homecoming Queen or Homecoming Court, Mr. or Miss Terrell Academy, Good Citizenship Award, etc.).
- 3rd offense:
 - 1) The student will be expelled from Terrell Academy.

Note: Any combination of on-campus and school function violation of Alcohol Policy will be treated as the next offense. Alcohol offenses are to be cumulative from year to year.

***The sponsor's discipline/rules may dismiss the student after the first offense.**

ATHLETIC DEPARTMENT

All athletes and cheerleaders will abide by all school rules. In addition, the Athletic Department and each Head Coach will have rules that will be enforced.

ATTENDANCE

Regular attendance is mandatory. When a student is absent one day, he/she loses, as a rule, two days' work: the missed work from the day of absence and preparation for the day of his/her return. Moreover, irregular attendance may indicate disinterest in academics. A lawful absence is any excused absence permitted by the policies and regulations of the Board of Trustees which are in accordance with authority granted by the compulsory school attendance and the State Board of Education. Compulsory school attendance is mandatory according to Official Code of Georgia Annotated Section 32-2104. A student may miss only ten (10) days per semester for a total of twenty (20) days a year. Students missing more than ten (10) days per semester will be required to take and pass a comprehensive exam to be averaged with their semester average. Credit for class will be withheld if this absence policy is violated. Elementary students missing more than twenty (20) days per year will be retained. See tardy policy for specifics on tardies. Three tardies will equal an absence in all classes.

Credit for any work completed WILL be withheld upon the recommendation of the Headmaster and school staff for any student missing more than the prorated number of days for any grading period. Students who miss more than the allotted number of prorated days will be referred to the Committee for a discussion on credit. This may be appealed to the Board of Trustees in cases of hardship or special circumstances.

ATTENDANCE FOR EXTRA-CURRICULAR ACTIVITIES

Students must attend at least three (3) academic classes during a day to be allowed to participate in an extra-curricular activity occurring on the same day (unless approved in advance by the Headmaster).

BEHAVIOR LOG

All teachers will be responsible for maintaining and completing a behavior log for students who misbehave and/or disrupt instruction. Teachers will be responsible for filling out the log completely when a student's behavior does not adhere to classroom/school rules. Behavior logs will be reviewed when a student is brought to the office of the Headmaster for minor discipline reasons.

Minor discipline issues should be recorded, as well as the actions taken, and should follow these guidelines:

- 1st Offense – Warning to student.

- 2nd Offense – The teacher will contact student’s parent(s) about behavior.
- 3rd Offense – After School Detention: Terrell Academy will hold after school detention for students who have reached this offense level. Parent(s) will be notified of any student who is required to attend detention.
- 4th Offense – Student will be brought to the office of the Headmaster and/or the Dean of Students. The teacher is responsible for bringing the behavior log showing documentation of prior offenses.

Every offense after the 4th offense will result in the student being brought to the office of the Headmaster and/or Dean of Students for review. The student’s parent(s) will be requested to attend this meeting. The consequences for this offense will be at the discretion of the Headmaster and/or Dean of Students.

Major discipline issues should be brought to the attention of the Headmaster immediately. Major discipline occurrences such as, but not limited to: fighting, blatant disrespect of a faculty member, injury to another student, etc. are considered major issues.

BOARD OF TRUSTEES MEETINGS

The Board of Trustees meets at 6:30 PM on the second Monday of each month unless otherwise specified. To be placed on the agenda, items must be approved by the Headmaster by 4:00 PM on Wednesday before the meeting.

BULLYING/CYBER BULLYING

Bullying of students is considered a serious offense. It is Terrell Academy’s responsibility to provide a safe environment for students. Bullying of students is taken very seriously and will not be tolerated. Cyber bullying on any social networks or any other means is included in this policy.

- 1st offense – Student Conference & 3 Days Detention. Parents called. Additional punishment for first offense is at the discretion of the Headmaster, and may involve corporal punishment.
- 2nd offense – Parent Conference & 1 Day Suspension.
- 3rd offense – 5 Day Suspension.
- 4th offense – Expulsion.

CALENDAR OF EVENTS

A calendar of activities is kept in the office. Teachers, students, and school personnel should have all major activities approved by the Headmaster. In this way, conflicting dates will be avoided.

CELL PHONES/ IPOD DEVICES

All cell phone/ipod (or similar devices) must remain turned off in the student's book bag, locker, purse, or pocket during school hours. Any cell phone/device found anywhere else or under any other circumstances will be taken to the Headmaster.

- **First Offense**: \$10
- **Second Offense**: \$20
- **Third Offense**: \$40
- **Fourth Offense and all following offenses**: \$50

A student who needs to use the phone/device during school hours, must use the office phone. Any parent who needs to call a child should call the office. Cell phone usage is allowed before and after school hours. All fines related to violation of this policy will be treated as past-due tuition.

CHEATING

Cheating will not be tolerated. It could result in failing a class. A student caught cheating on tests, reports, notebooks, etc. will receive the following:

- **1st offense**:
 - 1) A grade of zero (0) for work cheated on.
 - 2) Two days suspension – Student may not make up any work missed. The student will receive a grade of (0) zero on any graded work/tests missed during student's suspension.
 - 3) Student will be placed on probation.
 - 4) Students who are representing Terrell Academy will be suspended for one GISA sponsored contest (event) due to the suspension.
- **2nd offense**:
 - 1) Four (4) days suspension and zeros for work.
 - 2) Student will be removed from Student Council or Class Office and will not be eligible for any academic awards or exam exemptions for the remainder of their time at Terrell Academy (STAR Student, Honor Graduate, etc.).
- **3rd offense**:
 - 1) Student will be expelled for remainder of the year.

Offenses are cumulative.

HELPING SOMEONE CHEAT IS THE SAME AS CHEATING!

CHEWING GUM/FOOD/DRINK

No chewing gum, food, or drink is allowed in any building or room. Violators will be sent to the administration for disciplinary action.

CLASS OFFICERS

Class officers will be elected by nomination and popular vote for each class, grades 9-12. The mothers of the class presidents and vice-presidents will be named grade mothers for grades 9-12.

CLASS SCHEDULES

Class schedules have already been made with the number of classes, staff members employed, etc. Students will be issued a schedule and must report to classes indicated thereon. No changes may be made except through the office, and none will be made without good reason.

CLASSROOM BEHAVIOR/TEACHER DISRESPECT

School is a learning environment and respect for all teachers and staff personnel is expected. Punishment for disrespect will be determined by the administration. Teacher/staff disrespect will be treated as a serious offense and suspension or expulsion is possible.

COLLEGE DAYS FOR SENIORS

Seniors will be allowed to take 2 college campus visit days under the following conditions:

- Visits must be before May 1st and not immediately before or after a school holiday without special permission.
- The school counselor must approve the visit at least 2 days in advance.
- Arrangements for make-up work should be made with teachers.
- Upon return to school, a verification letter from the college should be submitted to the school counselor.

COMMUNICATIONS

In order to ensure teachers and parents are to be more informed and have an opportunity to express concerns; the following guidelines should be followed:

- 1) If there is a problem or concern with an individual teacher or coach, the first contact should be with the individual involved. If a solution cannot be reached, the Headmaster should be informed.
- 2) If there is a problem or concern with an entire class or grade, both the teacher and the Headmaster should be informed.
- 3) If there is a problem, concern, or need that affects a school (elementary, junior high, or high school), it should be taken to the Headmaster.
- 4) Parents should never interrupt a class to talk to a teacher or deliver an item to a student. All parents should go to the office to contact the teacher.

COMPUTER CLASSES OR USE

All students who take a class involving the use of computers or use computers at school will be required to sign a computer contract. This will ensure that students will abide by the rules involving the use of computers.

CORPORAL PUNISHMENT

- 1) There is always a choice on corporal punishment.
- 2) Corporal punishment will be determined by the type and degree of offense.
- 3) Corporal punishment will be administered by the Headmaster, the Dean of Students, Athletic Director, or next in charge in the absence of the aforementioned, with a witness present. NO female student will receive corporal punishment.
- 4) Corporal punishment will be administered with a flat paddle. NO student shall receive more than (3) three strokes per offense.
- 5) Parents must give permission before corporal punishment will be administered.

DEFACING SCHOOL PROPERTY

The student must replace/repair damaged property, and vandalism could result in expulsion. This includes books, desks, walls, lockers, etc. Senior pranks will result in not being able to participate in graduation ceremonies.

DETENTION HALL POLICY

Break Detention - Detention Hall will be held during break in an assigned room. Students who fail to attend assigned Detention Hall will be given two (2) extra days in addition to the one (1) missed. When a student has five (5) detentions at one time, they will be suspended for one (1) day, and the detention will start over.

DISCIPLINE

The following types of discipline will be administered by the Headmaster when required:

- 1) Conference - with individual student and/or parents.
- 2) Corporal Punishment - by the administration (see corporal punishment policy, p. 7).
- 3) Work Assignments - supervised (inside and outside) AM, PM, or Saturday.
- 4) Detention Hall - at break or after school (see detention hall policy, above).
- 5) Suspension from school - the administration can suspend a student for no more than ten (10) consecutive days. (see suspension policy, p.19).
- 6) Recommended expulsion from school - with Board of Trustees approval.

DRESS CODE

APPROPRIATE DRESS FOR BOTH BOYS AND GIRLS IN GRADES K3-5

- I. All students should dress neatly and cleanly in a manner that is not distracting.
- II. Students are allowed to wear shorts that are not athletic shorts. The type of shorts permitted will be as follows:
 - a) The inseam of shorts should not be less than 3 inches.
 - b) Shorts that have a drawstring (athletic shorts) or athletic pants will not be considered appropriate for school wear. Normal khaki shorts with a drawstring are okay for elementary ages.
- III. Students are not allowed any visible piercings (including gauges).
Exception: Girls are allowed ear piercings.
- IV. All clothing must be free of holes
- V. Clothing must not advertise products illegal for student consumption or have suggestive words, slogans, statements, or pictures.
- VI. No sweatpants, pajama pants, athletic shorts, or biking shorts may be worn.
- VII. Shirts should not have spaghetti straps, thin straps, no off the shoulder, no strapless, no one-shoulder. Two finger rule should apply to width of strap. Undergarments such as sports bras should not be visible.
- VIII. No unnatural hair colors.

APPROPRIATE DRESS FOR BOTH BOYS AND GIRLS IN GRADES 6-12

- I. All students should dress neatly and cleanly in a manner that is not distracting.
- II. Students are allowed to wear shorts. The type of shorts permitted will be as follows:
 - a) The length of the shorts shall be no higher than (4) four inches above the knee. This rule applies to boys as well (no short shorts....ex-Chubbies)
 - b) Shorts that have a drawstring will not be considered appropriate for school wear.
- III. Students are not allowed any visible piercings (including gauges).
Exception: Girls are allowed ear piercings.
- IV. Students are not allowed any visible tattoos.
- V. All clothing must be free of holes
- VI. Students are allowed to wear T-shirts only on Fridays, and should only be "Terrell Academy" t-shirts.
- VII. Clothing must not advertise products illegal for student consumption or have suggestive words, slogans, statements, or pictures.
- VIII. No sweatpants, pajama pants, or biking shorts may be worn.

RULES SPECIFIC TO GIRLS:

- 1) Girls should not wear mini-skirts (4 inch rule), tank tops, halter tops, spaghetti straps, one-shoulder or strapless tops. Straps have a three-finger rule for the width on the shoulders.
- 2) Under no conditions should the midriff be seen.
- 3) No excessively tight pants or jeans should be worn.
- 4) Girls may wear leggings or footless tights only under clothing that is within dress code. Under no conditions should any spandex be worn as a pant.
- 5) No unnatural hair colors

RULES SPECIFIC TO BOYS:

- 1) There will be no low-riders or baggy pants permitted. Pants must fit properly on the waist. A belt is advised. (NO SHORT SHORTS)
- 2) All shirts must have sleeves and a collared shirt is required for Monday through Thursday.
- 3) All shirttails must be tucked in.
- 4) No hats are to be worn inside the buildings, at P.E., or at any time throughout the school day.
- 5) Boys should be clean-shaven. There will be no mustaches, goatees, or beards. Sideburns must be neat and trimmed and stop at the lower earlobe.
- 6) Hair must be neatly kept and not touch the shirt collar, must not be below the eyebrows and must not cover the ear lobes.
- 7) No unnatural hair colors.

Athletic Exception: Students who participate on Terrell Academy athletic teams shall be permitted to wear school issued attire in a manner as allowed by the Headmaster and Head Coach of the various sports. Examples include: Football players being able to wear their jerseys on game days, and basketball players being allowed to wear school issued pants, sweatshirts, etc.

Any student who wears inappropriate clothing must call his/her parents for a proper change of clothes or must wear a garment provided by the office for the remainder of the day. The parent(s) of any student's appearance not deemed appropriate or in good taste by the Headmaster will be given notice from the Headmaster.

DRUGS

The use of drugs is a very serious offense and will be treated as such.

Illegal Drug Policy - Discipline will apply to all Terrell Academy students, at school or at a school function - home or away.

A separate drug policy must be signed and returned by all students in junior high and high school.

ELIGIBILITY

Eligibility requirements for students representing the school in any activity include the maintaining of passing grades in at least five (5) academic subjects during the preceding semester (as stated by the GISA Constitution and By-Laws) and attendance at school on the day of the activity (see attendance policy, p. 4).

EXAMINATIONS

- 1) Semester exams will be given at the end of each semester. The Semester exam will count for 20% of the semester grade.
- 2) A student will be exempt from one semester exam if he/she has a 90 overall average for the semester in a subject.
- 3) A student may exempt two semester exams with a 90 average if he/she is a member of the National Honor Society.
- 4) A student may not exempt an exam in any class that he/she has missed 10 or more days.
- 5) Seniors may exempt last semester finals with a 90 average.
- 6) All students in the 9th, 10th & 11th grade must take the PSAT.
- 7) All students planning on attending college should take the SAT or ACT at least two (2) times. All students are required to take the SAT or the PSAT at least once before the start of their senior year, and once during their senior year, for a total of 2 times.
- 8) All students in grades 1-8 will take the Stanford Achievement Test.

EXTRA-CURRICULAR ACTIVITIES

All students will abide by the rules and regulations of Terrell Academy, the State Board of Education, and GISA. (To be carried over from year to year.)

FIGHTING

The following policy will be followed concerning fighting (at school, on school grounds, on buses, or at any school function). Students who are victims or who are defending themselves will be handled by the Headmaster. The discipline for fighting can be more serious depending on the nature of the fight and the circumstances.

1st Offense – Student Conference; 3 (three) Days Detention; and, Parents Called.

The 1st offense punishment is at the discretion of the Headmaster and may be changed to corporal punishment.

2nd Offense – Parent Conference and 2 (two) Days Suspension.

3rd Offense – Expulsion.

FIRE DRILL PROCEDURES

Fire drills will be held at regular intervals throughout the year. The signal for a fire drill will be a continuous sound of the fire horn. The signal for returning to the building will be two (2) or three (3) short rings of the period bell. In the event of an alarm, students should march as quickly as possible out the exit. No talking is permitted since unnecessary noise may obscure directions which will be given in the event of a fire. Teachers should close the doors and bring the roll book showing a list of all students in that class.

FUND RAISING OR SOLICITATION

All projects involving the collecting of money at school or using the school's name must be approved by the Headmaster and/or the Board of Trustees. All fund-raising will be done under the supervision of a Terrell Academy faculty/staff member.

GAMBLING

Students are not allowed to gamble or have gambling devices at school. If a student is caught gambling, the gambling devices and/or money will be confiscated. The student will be punished at the discretion of the administration.

GOOD CITIZENS/JR. HIGH GOOD CITIZENS

Good Citizens are the one girl and one boy who best exhibit the characteristics of dependability, leadership, service, and patriotism. Nominations of 3 girls and 3 boys are made by popular vote by the high school/junior high faculty. Final selection is decided by popular vote by the high school/junior high student body.

GRADE POINT AVERAGE (GPA)

The Terrell Academy average for a school year is determined by adding both semester grades and dividing by the number of grades. Five points will be added to the final semester grades for each dual enrollment MOWR class before dividing. This average determines honor graduate status.

Each semester course grade is converted to a 4.0 grade scale and then averaged. The final high school GPA is determined by adding all semester grades (9-12) and dividing by the number of grades. Dual enrollment MOWR courses will be awarded 1 quality point.

HOPE GPA is calculated by the Georgia Student Finance Commission. Each semester grade for core courses is converted to a 4.0 scale and then averaged.

GRADING SYSTEM

- 1) 90-100=A 80-89=B 70-79=C Below 70=F.
- 2) All quarterly grades will be numerical grades.
- 3) All numerical grades will be rounded off to the next highest number. The only exception to this rule is that a 99 cannot be rounded up. In order for a student to receive a semester 100, he/she must achieve a 100 on the first and 2nd quarter grades of each semester.

GRADUATION REQUIREMENTS

Graduation requirements for students who enrolled in 9th grade during the 2008-2009 school year and subsequent years (class of 2012 and future graduating classes):

English I, II, III, IV.....	4 units
Math (Algebra I & II, Geometry, Trigonometry).....	4 units
Social Studies (American History, World History, Bible History, Government/Economics).....	4 units
Science (Physical Science, Biology I & II, Chemistry).....	4 units
Health/P.E.....	1 unit
Foreign Language (Spanish I & II).....	2 units
Fine Arts, Computer.....	1 unit Electives
(1 unit must be career related or a fine arts class).....	3 units

Total Units.....23 units

All students must fulfill these requirements to graduate from Terrell Academy with a high school diploma.

Beginning with students who graduate in 2012, the career tech diploma is no longer an option per GA Department of Education.

Any student who has not met full requirements for graduation will not be allowed to participate in graduation exercises. It is the responsibility of every student to make sure he/she is "on track" to receive the appropriate diploma.

GRADUATION USHERS

Graduation ushers will be the top six junior students (based on GPA). Ushers must have attended school for one full calendar year. The top six students are required to attend graduation as an usher.

HOMEcomings QUEEN & KING

The Homecoming Queen and court must be members of the Academy in good standing. The queen must have attended Terrell Academy for two (2) semesters of her junior year in order to be eligible. The Homecoming Court will be selected as follows:

Homecoming Court: The freshman, sophomore, and junior classes will each elect one (1) girl from their class to represent them on the Homecoming Court. The senior class will elect three (3) girls to represent them. One of these seniors will be elected Homecoming Queen by students in grades nine through twelve.

Homecoming King: Grades 9-12 will nominate three (3) senior boys who have attended Terrell Academy for two (2) semesters of their junior year to represent them. One of these seniors will be elected Homecoming King by the high school students.

HOMEROOM CLASSIFICATION

9th Grade - 0-3 units
10th Grade - 4 units
11th Grade - 10 units
12th Grade - 16 units

HONOR GRADUATES

To be an Honor Graduate at Terrell Academy, a student must maintain a cumulative A average for four years of high school work. The average for a school year is determined by adding both semester grades of academic classes and dividing by the number of grades. Five points will be added to the final semester grades for each dual enrollment Accel class before dividing.

Summa Cum Laude 97-100
Magna Cum Laude 93-96
Cum Laude 90-92

The Valedictorian is the student who holds the highest academic average. The Salutatorian is the student who holds the second-highest academic average.

INDEBTEDNESS TO SCHOOL

1) No student can enroll who is indebted to Terrell Academy (tuition, fees, etc.) from the previous year.

2) No student who is indebted to the school (tuition, fees, etc.), will receive a report card or transcripts

3) Students who are eligible to graduate must not be indebted to Terrell Academy (tuition, fees, etc.). Those who are indebted will not be allowed to participate in the graduation ceremonies.

The school will not issue a transcript, diploma, or final report card to any student who is indebted (fees, books, dues, etc.) to the school until all debts are paid.

INTERROGATIONS

The Headmaster or his/her authorized representative possesses the authority to conduct reasonable interrogations.

KINDERGARTEN ADMISSION

Before entering Kindergarten, a child must be five years old by September 1 and make an acceptable score on the K-5 readiness test.

JUNIOR-SENIOR PROM

The junior class will host a prom for the members of the junior and senior classes of Terrell Academy and their dates. All expenses will be paid by the junior class. All decorations and arrangements will be handled by the members of the junior class and their parents under the supervision of the 11th grade homeroom faculty member. All extra proceeds will be used to purchase caps and gowns for graduation, and will then roll into the TAP account for school improvements.

LEAVING CLASS AND SKIPPING CLASS

No student will be permitted to leave class without teacher permission except in the case of physical emergency. Misuse of a hall pass will be treated the same as skipping class.

1st offense - 3 days detention

2nd offense - 1 day suspension

LEAVING SCHOOL DURING THE DAY

All pupils are required to remain at school at all times during the school day unless given permission to leave by the Headmaster. Parents may request for pupils to leave school through the Headmaster. All such requests, however, should be in keeping with the attendance regulations. The Headmaster will not release any pupil to any individual without specific request from the parent. Parents are encouraged not to check students out unless it is an emergency or illness.

LOCKERS

Lockers will be provided to students. It will be the responsibility of each student to keep a lock on his/her locker at all times.

LOST AND FOUND

All articles found (books, jewelry, clothing, etc.) should be turned in to the main office. Students who have items lost or found should notify the office at once.

LUNCHES

Students must bring own lunch or eat in the lunchroom. Lunch cannot be delivered by parents. If lunch is forgotten, student will be served from the lunchroom.

MAKE-UP WORK FOR COURSES FAILED

- 1) A student who fails a course and would like to take a summer school course must receive permission from the Headmaster.
- 2) Only accredited summer schools or night school may be attended.
- 3) A limited number of online course schools may be considered for make-up work, but these must be pre-approved by the Headmaster.
- 4) No student may be allowed to earn more than four academic credits during his/her high school career through summer/night school to fulfill graduation requirements.
- 5) During any one year's summer school, a student can take one full unit and one-half unit or take two one-half units. Students cannot take three one-half units during one summer school.

MARRIED OR PREGNANT STUDENTS

Terrell Academy students who are pregnant, married, or have become a parent shall be dismissed from school at such time as he or she is determined to be in one of the aforementioned categories.

MORNING REPORT

The morning report will be read to all students during the first or second period class. Students will be responsible for all information read.

MR. & MISS TERRELL ACADEMY/MR. & MISS TERRELL ACADEMY JUNIOR HIGH

Mr./Miss are the one boy and one girl who best represent Terrell Academy and its ideals of scholarship and excellence. Faculty members will nominate 3 girls and

3 boys with a B average or above to be voted on by the students. Selection is by popular vote by high school/junior high student body. Restrictions apply, see handbook

NATIONAL HONOR SOCIETY/JUNIOR HONOR SOCIETY

A student of good character who maintains an A cumulative average (non-rounded) will be inducted into the Honor Society. The first eligible period for high school induction is after the first semester of the sophomore year. The first eligible period for junior high induction is after the first semester of the 7th grade year. Specific rules and regulations are set forth by the National Honor Society's National Office.

POSTERS AND ANNOUNCEMENTS

Students must have permission from the administrator before placing posters and announcements in the school. Posters must be related to school activities.

PROMOTIONS

Grades K4-K5 – Promotions determined by teacher.

Grades 1-5 – To be promoted, a student may not fail more than one subject. A student may also not miss more than 20 days for the school year.

Junior High - No Junior High School student shall be promoted who fails more than one of the following courses: Reading, English, Science, Math, or Social Studies or who misses 20 days.

High School – To be promoted in grades 9-12 students must earn the following units:

- 9th Grade – minimum of 4 units
- 10th Grade – minimum of 10 units
- 11th Grade – minimum of 16 units
- 12th Grade – minimum of 22 units

RE-ADMIT/TARDY SLIPS

Re-admit and tardy slips will be given to students by their homeroom teacher. If there is a concern by the homeroom teacher, students should be sent to the Headmaster. Students late to school after homeroom should report to the office

for re-admit and tardy slips. Students who are late for school should either bring a note from parents stating the reason for the tardy or have the parent call the school.

RESTROOMS

Our restrooms are open for the convenience of the students. Please do not litter or socialize in the restrooms. Students share a certain amount of responsibility for keeping their restrooms clean and in working order. Any student found deliberately littering or abusing the restrooms in any way will be referred to the administration for disciplinary action. No use of cell phones in restrooms.

SCHOOL BELL

The ringing of the bell determines tardiness. The teacher dismisses the class, not the bell.

Homeroom begins promptly at 8:00 a.m., and school dismisses at 3:15 p.m.

SEARCHES

Terrell Academy endeavors to provide a safe and secure environment for all students. The board authorizes reasonable searches of students directed to that end by authorized school officials. Searches based on reasonable suspicion may proceed without hindrance or delay, but they shall be conducted in a manner, which ensures that students are not arbitrarily stripped of personal privacy.

The Headmaster or his/her authorized representative possesses the authority to conduct inspection of students' school lockers, automobiles parked on campus, or articles carried upon their person. Such searches shall be based on a reasonable suspicion of the presence of deleterious items. Examples of deleterious items shall include, but are not limited to: secret noisemakers, water guns, contraband drugs, alcoholic beverages, handguns, or other dangerous weapons. Lockers are subject to inspection and search by school officials. In the event that a search of a student's person, his/her personal possessions, or his/her locker reveals that student is concealing material possession which is prohibited by federal, state, or local law, local law enforcement authorities may take appropriate action.

SENIOR LUNCH

Seniors who are tardy to school must remain on campus for the class or lunch period following the time that other seniors are dismissed.

SENIOR WITH DISTINCTION

To be a Senior with Distinction, a student must accumulate 50 activity points, maintain an A cumulative average, and be ranked in the top 10% of the senior class. Restrictions apply, see handbook.

SKIPPING SCHOOL - LEAVING SCHOOL WITHOUT PERMISSION

To leave school during the day at any time, and for any reason, a student must sign out through the office. Any student who leaves the school without properly signing out will face discipline by the Headmaster.

1st offense - Discipline by the Headmaster

2nd offense - 1 day suspension; parent conference.

If a student skips school or any class, it is considered an unexcused absence and (0s) zeros will be given for any graded work including tests.

SOCIAL MEDIA

Students are responsible for and may be disciplined for any unacceptable use of social media. (Including, but not limited to Facebook, Twitter, Vine, Snapchat, e-mails or text messages).

SMOKING AND TOBACCO PRODUCTS

Students are not allowed to have cigarettes or any form of tobacco products (including smokeless tobacco) in their possession at school, on school buses, or while representing the high school. Possession will be treated the same.

1st offense: 1 day suspension; parent conference.

2nd offense: 3 days suspension; meet with Board of Trustees.

STAR STUDENT

To be named STAR Student, a senior must have the highest SAT score in the senior class and be ranked as one of the top 10 students numerically. Specific guidelines are set forth by the Professional Association of Georgia Educators.

STEALING

Stealing is a very serious offense that may result in suspension or expulsion and notification of law enforcement officials. Punishment will be determined by the administration (two (2) days suspension, minimum).

STUDENT PARKING

Once a student drives on campus, he/she cannot leave without permission (this includes before school). The parking area is off-limits during the school day. Students are expected to park in the area assigned (by grades).

AUTOMOBILES

Automobiles are to be parked in the designated areas and operated in accordance with state and local laws, common rules of courtesy, and consideration for others. Loud, blaring radios and racing car engines are very inconsiderate and will not be tolerated. Radios should be turned down as you enter campus. Students are neither allowed to sit on parked cars, nor congregate in the parking lot around cars and motorcycles. Any misbehavior with a car may result in the suspension of a student's right to drive on campus.

No one may drive on campus without a valid driver's license. Students must register cars with office.

SUMMER SCHOOL

Before a course can be made up in summer school, a student must have maintained a 60 average for one of the semesters in the immediately preceding school year. The summer school grade will be averaged with the highest semester and must be a 70 average.

SUSPENDED/EXPELLED STUDENTS

Students who are suspended from school are not allowed to attend school functions and should come on campus only when requested by proper personnel. Class work cannot be made up while suspended/expelled. Students suspended from school may not represent Terrell Academy at a GISA sponsored activity held that day.

SUSPENSION

All suspensions will be consecutive days and will be administered as soon as possible. In addition:

- 1) The student will have 10 points deducted from his/her daily average in each class for each day suspended.
- 2) The student can turn in reports, term papers, book reports, etc.
- 3) The student is allowed to get homework assignments from classmates during suspension in order to keep up. Students suspended from school may not represent Terrell Academy at the next GISA sponsored event unless the student missed an event the day of the suspension. Students must realize the severity of suspension which can have a drastic effect on

their grades. Therefore, students should avoid any disciplinary problems that would warrant suspension.

TARDY TO CLASS OR SCHOOL

Students will be placed in detention hall on their fourth unexcused tardy and each time thereafter during a quarter (nine weeks). This includes tardiness to school or class. Tardy is tardy - to school or to class! A homeroom bell will ring at 8:00. All other classes start at time designated by bell schedule. Five tardies equals an absence.

TELEPHONE

The school phone must be used for emergencies only. Students must receive permission from the office before using the telephone. Students are to use the phone in the main office to make calls. The school telephone will be used to give a student permission to check out. The school telephone or fax machine is not to be used as a proxy signature for tests, permission slips, etc.

TRANSFER STUDENTS

Every student who transfers to Terrell Academy will be placed on probation for one (1) semester. At the end of the semester, the Headmaster, Guidance Counselor, and the student's teachers will decide if the student:

- 1) Comes off probation;
- 2) Remains on probation; or
- 3) Is recommended for a student transfer.

The probation committee will consider academic progress, social adjustment, and the student's best interest as well as the best interest of Terrell Academy.

Terrell Academy will not give credit for any class that was not credited at another school. No semester grades below 70 will be accepted as passing from transfer students. Seniors will not be allowed to transfer to Terrell Academy without a change in residence or approval by Headmaster or his representative. Transfer seniors are not eligible for Homecoming Queen or King, Mr. or Miss Terrell Academy, TA Good Citizen, STAR Student, Valedictorian, or Salutatorian.

TRAVEL POLICY FOR ALL EXTRA-CURRICULAR ACTIVITIES

All participants will ride to and from all events on approved transportation provided by the school; however, students may be excused to ride home with his or her parent(s) with permission from the Headmaster or the Head Coach.

TUITION POLICY

Tuition is due by the 5th of each month. After the 15th of each month, a late fee of \$50.00 will be charged against your account. If you become one (1) month behind in payments, your child/children will not be allowed to return to school the second month until a tuition payment is paid along with late fees. Tuition must be current to receive grades. Tuition payments are set up either on ten (10) month (August-May) or twelve (12) month (June-May) installments.

When school is out in May, you have completed your obligation of payments for the current year.

Each family will be responsible for a \$200.00 Registration Fee for children grades K3-12. Each student must pay a \$50.00 book fee per year (\$75 for 6-12 graders), and each family must pay a \$50 activity per year.

VISITORS

Students are NOT TO INVITE visitors to school. All visitors must report directly to the main office. Official business by outsiders must be authorized by the Headmaster's office.

WITHDRAWAL PROCEDURES

Students who leave during the school year should pick up a withdrawal form from the office at the beginning of his/her last day. Upon withdrawal, all books and materials must be returned. All obligations (lost books, fees, dues, fines) must be cleared before the student's record can be forwarded to another school.

-Revision 08-17-