

BULLOCH ACADEMY

Student Handbook

2014-2015

Parents and students:

Please be sure to note changes that are highlighted in yellow and reminders are highlighted in blue.

I. INTRODUCTION

This Handbook has been prepared to aid students, parents, administrators and faculty in gaining a clear understanding of the general policies and procedures of Bulloch Academy. The policies of Bulloch Academy are subject to change from time to time and changes may occur during the academic year. An updated copy of the Handbook may be obtained on the school website (www.bullochacademy.com) or by requesting a copy of recent changes from the upper school office.

II. MISSION STATEMENT

The Mission Statement of the Academy is “Challenging, Teaching and Nurturing Tomorrow’s Leaders Today.”

III. PHILOSOPHY

Bulloch Academy believes in the uniqueness of each student and that each student should be afforded the opportunity to develop his or her potential to the fullest. Students, parents and all members of the Bulloch Academy community are expected to respect one another as individuals and to assist one another in the pursuit of excellence. Students, parents and all members of the Bulloch Academy community are expected to do their best to optimize the educational process and to conduct themselves in accord with ethical principles, highest moral standards and the laws of our society. We expect our students, parents and community members to act as ladies and gentlemen and portray a positive image of our school at all times.

IV. HONOR CODE AT BULLOCH ACADEMY

At Bulloch Academy, we believe that a profound sense of honor and personal integrity are among the most important traits our children can possess. It is our hope that learning to live under the Honor Code will have a significant, positive impact on our students for the remainder of their lives. For the Code to be effective, each member of the Bulloch Academy community must uphold the principles upon which the system is based.

The Honor Code

- A. Students are honor bound to refrain from lying, cheating or stealing.
 - 1. Lying is the intentional falsification or denial of fact.
 - 2. Cheating is giving, receiving or attempting to give or receive unauthorized assistance on any school work. Cheating also includes plagiarism. Plagiarism, as defined by Webster's Collegiate Dictionary, Tenth Edition, is "to seal and pass off the ideas or words of another as one's own without crediting the source."
 - 3. Stealing is taking anything without the consent of the owner.

- B. Any student who is aware of an honor code violation has a duty to take action.

Such action may include speaking with the offender, urging the offender to turn himself or herself in to the appropriate teacher or administrator or reporting the offense to the appropriate teacher or administrator.

V. **ADMISSION AND ENROLLMENT**

A. **ADMISSION PROCEDURES AND POLICIES FOR GRADES K-12**

1. During the Admissions Process, Bulloch Academy seeks to ensure an appropriate match between a prospective student/student's family and the mission and philosophy of Bulloch Academy. During this Process, Bulloch Academy respects and affirms the dignity and worth of each individual. In order to complete the Admissions Process, the attached and accompanying Application for Admission must be completed in full by each Applicant and his/her parent(s)/guardian(s)/legal custodian(s). In addition, in order to be considered for Admission and in order for this Application to be considered by the Admissions personnel at Bulloch Academy, an Application/Registration/Testing Fee of \$450.00 is required from each applicant for Admission for Grades K-12. For Priority Admission into Pre-Kindergarten for students wishing to attend Bulloch Academy in Kindergarten, each applicant may remit an Application/Registration/Testing fee of \$650. If the Applicant for Pre-Kindergarten is admitted the following year into Kindergarten, \$200 of the Application/Registration/Testing Fee will be applied to the first month's tuition. All Application/Registration/Testing Fees must be submitted to Bulloch Academy with the respective Application for each Applicant. (If the Applicant is not admitted to Bulloch Academy, \$100 of the Application/Registration/Testing Fee will be refunded to the Applicant.)

An Applicant can only be admitted to Bulloch Academy upon receipt of all previous school records, along with any other materials required by the Admissions personnel at Bulloch Academy, and it is the responsibility of the Applicant and/or his/her parent(s)/guardian(s)/legal custodian(s) to provide all materials required for Admission to Bulloch Academy. In addition to any other requirements for Admission to Bulloch Academy, the Admissions personnel at Bulloch Academy may require that the Applicant and/or his/her family/guardian(s) be interviewed in order to determine if the Applicant

and his family/guardian(s) are an appropriate match with the mission and philosophy of Bulloch Academy.

2. Requirements for Students Transferring to Bulloch Academy: The following shall be minimum admission requirements for a prospective student transferring from another school seeking admission to Bulloch Academy:

- a. Overall grade average of at least "C" on most recent report card or transcript from previous school.
 - b. Minimum test scores of 50th percentile in reading AND 50th percentile in math on nationally normed standardized tests during the previous academic year. Students who do not meet this requirement may appeal to the Admissions Committee for a "Probationary Admittance." The Admissions Committee is the only entity that may grant a "Probationary Admittance" and will do so only in extraordinary circumstances.
 - c. Admissions Committee has the prerogative of accepting students on a probationary status for a specific length of time due to academic performance or behavior. Such probationary acceptance shall be considered on a case by case basis.
 - d. Any prospective student currently under suspension, or who has been suspended from any school in the current school year, can only be admitted to Bulloch Academy upon recommendation by the Head of School and approval by the Executive Committee of the Board of Trustees.
3. Contacting Prospective Students/Parents/Guardians: Parents of the prospective student may be contacted by the Head of School, counselor or other appropriate personnel to discuss matters pertaining to the prospective student's past educational experience. Such discussion may include the following topics:
- a. Whether the child has received a failing grade in any class or subject, been placed on academic probation or had any academic problems or difficulties within the past two years.
 - b. Whether the child has been subject to any disciplinary action during the past two years and/or whether the child has ever been the subject of any disciplinary action during his or her school years.
 - c. Whether the child has ever received special education services or had a written individualized education program.

4. Interviewing Prospective Students/Parents/Guardians. The Admissions committee may interview the prospective student or his or her parents or legal guardians. The parents or legal guardians shall be present at any such interview with the Admissions committee. In such cases, the Admission Committee shall make the decision whether to accept the prospective student for admission to Bulloch Academy. If accepted, the applicant shall be enrolled upon payment of all required fees and tuition. If a grade is already at capacity, such applicant may be placed on the waiting list.

5. **Recommendations Regarding Testing for Learning Disabilities and Special Needs.**

a. The Admissions Committee in accordance to guidelines established by the Academic Committee and approved by the Board may exclude any student who does not comply with an official request for testing for learning disabilities and special needs within a specified three month time deadline at the proposed student's expense. Testing must be done by a certified testing service acceptable by the school.

b. Bulloch Academy may request that students be tested for learning disabilities or other special needs. Parents must comply with this request within three months. Students who are not tested within the three month period may be excluded by the Admissions Committee. There will be no accommodations made for untested students.

c. Once a student has been tested and found to possess a learning disability or other special need, the school will then determine whether or not reasonable accommodations can be made to meet that student's needs. If the school is unable to accommodate the student's documented disabilities, a conference will be scheduled with the Admissions Committee.

d. Individualized instruction will not be provided by Bulloch Academy. Individualized instruction must be arranged and funded by the parents, outside of regular class hours.

B. **ADMISSION PROCEDURES AND POLICIES FOR K4 AND K5**

1. Admission to K4: The child must be four (4) years old by September 1st of the current school year. The child must have accurate and current immunization records. A copy of the child's birth certificate must be furnished to the school. In the event that there are more applicants than spaces available in the K4 program, such spaces shall be assigned in accordance with Bulloch Academy policies and Georgia state law.

2. Admission to K5: The child must be five (5) years old by September 1st of the current school year. The child must have accurate and current immunization records and provide a current eye, ear and dental examination report. A copy of the child's birth certificate must be furnished to the school. The child must be toilet trained prior to admission.

A kindergarten readiness test shall be administered to each prospective K5 student during the K4 year or prior to admission to the Bulloch Academy K5 program. Bulloch Academy reserves the right to deny admission to any prospective K5 student based on the results of such test.

- C. **NOTICE OF NONDISCRIMINATORY POLICY.** Bulloch Academy admits students of any race, color, gender, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Bulloch Academy does not discriminate on the basis of race, color, gender, national or ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and athletic and other school administered programs.

D. AGREEMENT FOR ENROLLMENT

1. Bulloch Academy relies on tuition and fees to fund its operating expenses. It is essential that each student's tuition account remain current. In the event a student's tuition account is more than thirty (30) days in arrears, a child may not be allowed to attend classes. It is the policy of Bulloch Academy that no grade reports, final grades or transcripts of credits will be released if tuition or fee payments are outstanding. Bulloch Academy reserves the right to charge a fee for any checks returned for insufficient funds. In the event that the school receives two or more returned checks in any school year, Bulloch Academy may place the account on a "cash only" basis requiring that all future payments be made by cash, certified check or money order.
2. The school will have a pre-enrollment period for currently enrolled families during the month of February each school year. Pre-registration of your child is very important to our school. In order to hire staff, to order instructional materials and to determine space requirements, the school must know how many students we will have for the upcoming school year and know as early as possible. To hold a place for your child, a \$350.00 **non-refundable** registration fee is required. The registration fee after February pre-enrollment is \$450.00 per child. For Priority Admission into Pre-Kindergarten for students wishing to attend Bulloch

Academy in Kindergarten, each applicant may remit an Application/Registration/Testing fee of \$650. If the Applicant for Pre-Kindergarten is admitted the following year into Kindergarten, \$200 of the Application/Registration/Testing Fee will be applied to the first month's tuition.

3. Open enrollment for new students will begin March 1st of each year. Any class slots not filled by current families during the pre-enrollment period in February will be available to qualifying new students and their families. Registration fee for new parents enrolling their child is \$450.00 per child.
4. Each family of a Bulloch Academy student is required to participate in the annual school wide fundraiser.
5. As an incentive for full payment of tuition for the school year, any family that prefers to pay the full tuition amount by June 1 will receive a 4% discount per child per yearly total and full tuition amount paid by August 1 will receive a 2% discount per child yearly total.
6. A tuition assistance plan is offered. Bulloch Academy does not guarantee financial assistance to all that apply, and qualification for tuition assistance is evaluated each academic year. The plan is based on the need of the family, the class space available, the existence of funds, and is available only for students in grades 1-12. The school has contracted with **Development Testing Services** to process all applications for tuition assistance. Since all types of assistance require an evaluation of your family's need, a *Tuition Assistance Application* must be completed. Applications may be accessed online at www.online-cfa.com.

VI. **ACADEMIC POLICIES & PROCEDURES**

A. **CARNEGIE UNITS (HIGH SCHOOL).**

1. A student who passes one semester of a **Full Year Core Curriculum Course**, but fails the other semester may be awarded one unit of credit if, when the two semester grades are averaged together, the average is 70 or above. If the average of the two semesters is less than 70, the 1/2 unit of credit for the semester passed is awarded.
2. Students will not repeat semesters of courses that they have passed. Exceptions to the practice will be made only in extenuating circumstances. For example, if a student passes first semester of Algebra I and fails second semester, but the

average is not 70, the Head of School may approve the student's repeating the entire course because there would be little chance of success otherwise. Exceptions will be considered by the Head of School on an individual basis.

B. **DROP/ADD.** Any schedule changes must be discussed with, and approved by, the Head of School and Counselor. No class may be dropped or added after the first ten (10) school days of a semester unless at the recommendation of the instructor or Head of School.

C. **EXTRA-CURRICULAR ACTIVITIES:**

1. Students are encouraged to participate in activities outside the classroom. Officers in any student organization can be removed from office for conduct problems. Students who wish to participate in extra-curricular activities (athletics, one-act play, debate, literary, cheerleading, etc.) must satisfy the following standards:
 - i. **REQUIREMENTS ESTABLISHED BY GEORGIA INDEPENDENT SCHOOL ASSOCIATION (GISA):** A student who has passed in 5 unit subjects for the first semester (approximately one-half of the academic school year) is eligible for the second semester. A student who passes in 5 unit subjects or their equivalent for the second semester or for the year is eligible for the following year. Of the 5 unit subjects, 3 units **MUST** be in the following subject areas: Language, Science, Social Studies, Mathematics, and Business Education. Excluded from any credit are the following: teacher's aide; office aide; or their equivalent. Courses taken in summer school will be counted as a part of the second semester.
 - ii) Students that participate in a sports event or other extra curricular activity must be present at school at least 1/2 of the day they are to participate. Any exceptions will be at the discretion of the Head of School.
 - iii) If a fine or any type of monetary obligation is incurred by Bulloch Academy in its course of operation based upon the action or inaction of a student, parent and/or guardian, the student, parent, and/or guardian is responsible for reimbursement and shall reimburse Bulloch Academy in the amount incurred within thirty (30) days of expense being incurred.

D. **GRADES**

1. Report card and progress report grades will be recorded by number and letter grades as reflected on the grading scale below:

<u>Grades 2-12</u>	<u>1st Grade</u>	<u>Kindergarten</u>
A= 90-100	E=Excellent (90-100)	M= Mastery
B=80-89	G=Good (80-89)	P=Partially Mastered
C=70-79	S=Satisfactory(70-79)	N=Not Yet Mastered
F=Below 70	U=Unsatisfactory	

2. Incomplete grades indicate that a student has satisfactorily completed a substantial portion of course work, but circumstances beyond the control of the student or teacher prevent the completion of course requirements during the quarter. An “I” will be recorded on the report card until the final grade is established, no later than ten (10) days after report cards are issued. The incomplete is assigned only when a student has arranged with the teacher the specific procedure for fulfilling the course requirements.
3. AP courses in the high school shall be weighted by 5 points on the end of each nine weeks average. Pre-AP or Honors courses in the high school shall be weighted by 3 points on the end of each nine weeks average.

E. GRADUATION REQUIREMENTS: The following are the minimum requirements to obtain a diploma from Bulloch Academy:

SUBJECT AREAS	REQUIRED UNITS
English	4
Mathematics	4
Science	4
Social studies	3
Health & P.E.	1
Foreign Language	2
Locally required electives	4
Computers, Fine Arts, and/or Spanish III	1

Total Minimum Units

23

4 units of English, including: 1 unit of 9th grade literature and composition; 1 unit of American literature and composition; 2 additional units.

4 units of Math, including: Algebra I & II, Geometry, and 1 unit of a higher level math

4 units of Science, including: 1 unit of Biology; 1 unit of Physical Science/Physics; 1 unit of Chemistry, Earth Systems, Environmental Science or AP; 1 unit of a 4th science (Anatomy and Physiology or Accel courses).

3 units of Social Studies, including: 1 unit of World History; 1 unit of US History; ½ unit of American Government/Civics; ½ unit of Economics.

1 unit of PE/Health

1 unit of Computers, Fine Arts, Spanish III, and/or Modern Language

6 units of electives (including 2 units of the same foreign language)

F. GRADUATION POLICY.

A senior will be allowed to "walk" at graduation if, at the end of the first semester, he/she appears to be meeting school requirements and is "on track" to graduate no later than the end of the summer. In order to be issued a Bulloch Academy diploma, a student who has failed to meet the requirements at the time of graduation will have until the end of the summer to do so. In order to earn a diploma from Bulloch Academy, a maximum of 4 correspondence courses can be taken. Students will not be issued diplomas until all the requirements for graduation have been completed.

G. ADVANCED PLACEMENT (A.P.) COURSES.

Advanced Placement courses are offered at Bulloch Academy. The "Senior to Sophomore" program offers one (1) credit/Carnegie Unit for one semester. For more information on offerings and requirements, please see the School Guidance Counselor.

H. JOINT ENROLLMENT.

Bulloch Academy offers opportunities for joint enrollment at institutions of higher learning, including Georgia Southern University and Ogeechee Technical College. **Permission to drop classes at OTC/GSU must be obtained from the institution and**

Bulloch Academy. For more information regarding offerings and requirements, please see the School Guidance Counselor.

I. MAKE-UP TESTS AND ASSIGNMENTS:

1. HIGH SCHOOL MAKE-UP WORK POLICY:

- a.** Any student who is going to miss any or all of a class due to an athletic event or another school sponsored event must see the teacher (before or after school, not during class time) and get all assignments **prior** to the date of the event.
- b.** If a student knows in advance that they are going to miss school, (out of town trip, college visit, etc.) they must present a written note from parents to the school office and must check with all teachers **prior** to the day(s) missed and get all assignments for the period of time they will be absent. Any quiz, test, lab, etc. missed during their absence must be made up within the proper time frame (1 day out – work must be made up the day they return; 2 days out – work must be made up within 2 days of their return; 3 days out – work must be made up within 3 days of their return, etc.).
- c.** If a student is absent due to illness, doctor’s appointment, etc., a written note must accompany the student upon their return to school. Students must obtain their assignments from all teachers as soon as possible upon their return and any quizzes, test, labs, etc. missed during their absence must be made up promptly.
- d.** In the event of an illness or other extenuating circumstance that prohibits the student from completing his/her assignments as stated in the policy set forth above, the parent or student should contact the teacher or school administration to arrange a make-up date for any missed work or test to be completed.
- e.** For any absence, it is the student’s responsibility to make arrangements with their teachers for dates and times that make up work can be administered.

2. MAKE UP TEST POLICY

- a. Any make-up test that is given to a student who is absent on the original test date may be different in format than the original test at the discretion of the instructor.
- b. Make-up tests will be given after school or at the discretion of the teacher so that students will not miss additional class time and they will be supervised properly.
- c. Make-up tests will be given for excused absence and if the student is absent on the day of the test, or is absent for more than one day prior to the test.
- d. If leaving school early for an extracurricular event, the assigned test will be given in a session the day of the extracurricular event or at the discretion of the teacher.

J. PHYSICAL EDUCATION

Health and physical education are required courses for graduation at Bulloch Academy. These courses are taken during the freshman year of High School. A student must have a medical condition that would not allow him or her to participate in physical education in order to be exempt from this requirement. A doctor's statement must be on file in the student's permanent record before the student will be allowed to exempt physical education. In the event a student cannot participate in physical education, he/she will be scheduled into an academic class. With a note from their parent or doctor, students will be allowed to be excused for three (3) days of non-participation due to illness. A schedule will be made as needed. Physical Education and Athletic Bags must be kept in assigned locker rooms, not in classrooms or restrooms. All participants in P.E. classes must wear athletic shoes for safety.

K. ACADEMIC PROBATION/BEHAVIORAL PROBATION

1. Students who are failing two or more core curriculum courses at the end of the first nine weeks grading period and each grading period thereafter (including progress reporting periods) will be placed on Academic Probation. These students and their parents will receive an official letter from the Head of School or Counselor and an Academic Improvement Plan will be written. Students and their parents will be reminded at the onset of the Academic Probation period that the plan is largely their responsibility. The student will also be reminded that it is a privilege to remain at Bulloch Academy. Kindergarten students can be placed on Academic Probation if after the first semester the student has the

majority of scores at partial or not met for each area of evaluation. First grade students can be placed on Academic Probation based upon receiving below 70% in two content areas.

3. The Academic Improvement Plan Committee will consist of the Head of School, school counselor, teachers, parents, and the student. Plan components and suggestions may include, but would not be limited to, the following: short-term school counseling; a list of outside referral agencies for counseling and/or testing, without monetary assistance from BA; tutoring at the parent's expense; a homework contract between the student, parents, and teachers; assignment of a peer buddy; or schedule accommodations.
4. If the student fails three consecutive or five total grading periods (including progress reports) following the Academic Probation placement, the Admissions Committee will meet to determine whether the student will be excluded from attending Bulloch Academy.
5. Students will be placed on Behavioral Probation after three office referrals by the classroom teacher for classroom disruptions. Students who receive three Behavioral Probation must automatically be reviewed by the Admissions Committee for possible exclusion.

L. COMMUNITY SERVICE HOURS

1. Students in grades 9-12 must have a minimum of 15 volunteer hours per year. Each student must log, verify, and file the Community Service Log Form with the upper school counselor in order to participate in the next grade level activities. Until community service hours are turned in to the guidance office, students may not participate in grade level activities. **A maximum of 10 hours may be obtained through school related functions.**
 - a. Community Service is classified as any service that directly benefits the community. Examples include:
 - any off-campus agency from the list in the guidance department
 - church; mentoring roles (teaching Sunday School or youth group) or working in the nursery
 - work with any non-profit agency
 - hospitals, nursing homes, schools, or shelters

2. Determining Hours
 - a. Ask yourself if what you did was part of a community organization. If it was, did you spend time planning something, bettering the community in some way (such as picking up litter, raising funds for a non-profit, etc.)?
 - b. Conferences count as service if your attendance helps the population of Bulloch Academy.
 - c. Service Trips, such as mission trips, count as service.
 - d. If there is pay at all, the activity cannot count as service.
3. Forms and Tracking Hours
 - a. The tracking form to record service hours will be available from the Guidance Office and on the school's website.
 - b. Turning in Forms: Hours will only be accepted if prior approval has been granted by the counselor.
 - c. Each student is responsible for getting the forms, keeping track of the hours, the correct completion of the forms, and turning in his/her own form.

M. PROMOTION POLICIES

The school reserves the right to make promotion decisions. Parents have the right to an appeal process with the Admissions Committee if they so choose. Students recommended for retention more than once would be referred to the Admissions Committee.

1. *From K4 to K5:* The child must master certain skills in order to advance to kindergarten. Teacher's recommendation, 70% satisfactory results on Assessment sheet for Kindergarten Readiness, and satisfactory Children's Progress Test results will determine recommendation for promotion or retention.
2. *From K5 to First Grade:* Teacher's recommendation and the child's achievement test scores will be used to determine proper placement of the child.
3. *Grades 1-5:*
 - i) Teacher's recommendation.
 - ii) Yearly cumulative average of at least 70 in reading, language arts and math.
 - iii) If a student fails to satisfy either of the first two criteria, then the student's continued enrollment at Bulloch Academy will be evaluated by

the school administration on an individual basis and the conditions of the student's continuation will be defined in a parent conference.

- iv) If a student fails a core class (reading, language arts, or math), summer school/tutoring must take place. A content area test will be administered prior to admission to the next grade. Should a student fail to comply with the policy or should a student not pass the standardized testing, he or she will be referred to the Admissions Committee for evaluation.

4. *Grades 6-8:*

- i) Teachers' recommendations.
- ii) Yearly average of at least 70 in all academic subjects.
- iii) If a student fails to satisfy either of the first two criteria, then the student's continued enrollment at Bulloch Academy will be evaluated by the school administration on an individual basis and the conditions of the student's continuation will be defined in a parent conference.
- iv) If a student fails a core class (language arts/reading, math) summer school/tutoring must take place. A standardized test will be administered prior to the admission to the next grade. Should a student fail to comply with the policy or should a student not pass the standardized testing, he or she will be referred to the admissions committee for evaluation.
- v) Students in the 8th grade are required to take the EXPLORE test offered at the school at the expense of the student. The EXPLORE Score Report gives information about the student's knowledge, skills, interests, and plans. The results can be used to plan high school coursework.

5. *Grades 9-12:*

- i) Teachers' recommendations.
- ii) Yearly average of at least 70 in all academic subjects.
- iii) The student must have taken the PSAT, SAT, PLAN or ACT at least once during the school year, and the school must have received at least one SAT or ACT score by May of the current school year.
- iv) If a student fails to satisfy any of the first three (3) criteria, then the student's continued enrollment at Bulloch Academy will be evaluated by the school administration on an individual basis and the conditions of the student's continuation will be defined in a parent conference.
- v) Students are classified at the beginning of the fall semester each year.
 - (a) A student must have earned six (6) units to enter the 10th grade.
 - (b) A student must have earned twelve (12) units to enter the 11th grade.
 - (c) A student must have earned eighteen (18) units to enter 12th grade.

- vi) Students in the 9th Grade are required to take the PSAT. Students in the 10th grade are required to take the PLAN. Students in the 11th and 12th grades must take the SAT or ACT at least once each year, unless they have already been accepted into a postsecondary institution of their choice. Students who fail to take the required test for their grade level will not be allowed to participate in class grade level activities for the following year until the required test is taken. Privileges are assigned by grade level homerooms; i.e., senior privileges outlined in Section IV – P are for those students enrolled in senior level homerooms.

N. REPORT CARDS, PROGRESS REPORTS, AND EDLINE

1. The school year is comprised of Four (4) Quarters (marking periods) of nine (9) weeks each. A Semester consists of Two (2) Quarters and represents one-half of a school year.
2. Edline is computer technology available 24 hours a day, 7 days a week for students in grades 6-12 and parents with students in grades K-12. There is no extra fee for Edline accessibility. Teachers update assignments, tests, quizzes, grades etc. weekly. This enables parents to know the course averages and the assignments, test, and quizzes from which the grades were derived. Important school information, school calendar, grade level activities, news, etc. are also available Edline. For issues with your Edline accounts please contact Anne Lomax at alomax@bullochacademy.com. If Edline (grades) are not being updated regularly, please notify an administrator. Students are responsible for all assignments and tests/quizzes whether or not they are posted on Edline.

If your Edline account is blocked from viewing grades, please contact the Business office.

3. *Report Cards* will be printed each quarter and sent home with students in grades K-12. Kindergarteners shall receive a progress report at the end of each nine weeks.
4. *Progress Reports* will be available on Edline at the mid-point of each quarter for students in grades 2-12
5. *Report Cards and Progress Report dates will be indicated on the school calendar.*

O. SEMESTER EXAMINATIONS (HIGH SCHOOL)

1. Semester exams will consist of an extended period for each exam with two (2) exams per day for three (3) days.
2. **All** Bulloch Academy students can exempt Semester Exams based upon the following criteria:
 - Students must have an A (90% or higher) in the course they wish to exempt.
 - Students may have a combination of seven (7) approved/unexcused absences/tardies or fewer per semester per class in order to be eligible to exempt the exam. (*See Attendance Policy section of handbook for definition of EXCUSED, APPROVED, AND UNEXCUSED.)
 - Tardies and absences stand per class for consideration of exemptions.
 - Also in order to exempt, students must bring their school issued textbook with them for a book check at least one week prior to exams. If the book has been lost, then students must pay for a replacement in order to be exempt from the exam.
3. **EXAM EXEMPTIONS will be communicated to the student one day prior to the beginning of semester exams. Students will still be responsible for any graded material to be handed in prior to the beginning of exams.**

P. SENIOR PRIVILEGES

1. Seniors will have priority in student parking areas.
2. Seniors may eat at the picnic area outside during lunch.

The privileges listed above may be amended, revised, or revoked on an individual or class basis depending upon the responsibility shown by members of the Senior class.

Q. STUDENT COUNCIL

Student Council consists of presidents of Grades 8- 12. Student Council will meet on a regular basis to discuss students' concerns and interests.

R. SUMMER SCHOOL/CORRESPONDENCE SCHOOL/VIRTUAL SCHOOL POLICIES

1. A student must re-take any course failed during the school year the summer following the failure.
2. Students will go to the appropriate level of public summer school, if the course is offered, regardless of how it affects his/her summer plans.
3. Students who cannot schedule a course must enroll in a correspondence course/virtual school and must set up a schedule

for completing that course. The course then must be completed within the time frame agreed upon.

4. Students may take courses that are above the requirements for the track in which he/she plans to graduate.
5. A student may take courses that would make it possible for him/her to graduate at the end of the summer (and which he/she could not take during the regular school year).
6. Permission to take correspondence courses (including virtual school) can only be granted by the Admissions Committee. The Administration of Bulloch Academy will maintain a list of all students taking correspondence courses. This list will include the student's name, the course, the deadline assigned by the Admissions Committee for completion, and the status of the student. Extensions of correspondence course deadlines may only be granted by the Admissions Committee.
7. All questions regarding summer school, correspondence courses and/or virtual school policies shall be referred to the Upper School Guidance Office.

S. **ACADEMIC HONORS**

1. **HONOR GRADUATES:**

In order to qualify as an Honor Graduate from Bulloch Academy, a student must have attained a non-rounded 90 or better average for the four (4) years of High School. All transfer grades must have been from either a SACS or Georgia Accrediting Commission approved school or the equivalent. There are no residency requirements concerning the qualifications of Honor Graduates. Grades will be calculated as of the end of the third nine weeks during their Senior year.

2. **HONOR ROLL & HEAD OF SCHOOL'S LIST:**

- a. Honor Roll and Head of School's List for grades 6-12 will be recognized by the Quarter (nine weeks) based on the qualifications set forth below.
- b. Yearly Headmaster and Honor roll will be calculated at the end of the third nine weeks grading period.
- c. (i) Middle School Honor Roll: Cumulative grading period average of 90 or above in all academic courses. P.E. grades will not be included in this average.

- (ii) High School Honor Roll: Cumulative grading period average of 90 or above in all academic courses, including P.E..
- d. (i) Middle School Headmaster's List: Cumulative grading period average of 95 or above in all academic courses. P.E. grades will not be included in this average.
- (ii) High School Headmaster's List: Cumulative grading period average of 95 or above in all courses, including P.E.
- e. **Because the computations on the report card already reflect a rounding of the class averages for the quarter, NO rounding will be done on the average for Head of School's List and Honor Roll.**

3. HONORS DAY AWARDS:

Each year awards and honors are presented at Honors Day. All parents and students will be invited to Honor's Day or Night.

4. STAR STUDENT:

Each year a qualifying student is selected from the senior class to be nominated as Bulloch Academy's Star Student. The Professional Association of Georgia Educators (P.A.G.E.) determines the criteria used in making this selection. The student selected as Star Student selects a Bulloch Academy teacher to serve as his/her Star Teacher. Only by taking the S.A.T. by the STAR deadline of the senior year can one qualify. As of July, 2009, STAR student will be a "recognition only" award from the state.

STAR student nominees must satisfy all of the following requirements:

1. Be a **legally enrolled senior** in an accredited Georgia public or private high school. The school must be accredited by the Georgia Accrediting Commission (GAC), Southern Association of Colleges and Schools (SACS) and/or the Georgia Private School Accreditation Council (GAPSAC).
 - A legally enrolled senior is a student who has registered – and been accepted – as a student in the school and will graduate with the senior class. Seniors who are jointly enrolled in high school and college are eligible for STAR honors if all other requirements are met. (College and high school grades are averaged to determine rank.)
 - Seniors who complete graduation requirements prior to the end of the school year and who will graduate with the current year's graduating class are eligible for STAR honors if they meet other requirements.
 - **NOTE:** The STAR Program is designed to recognize high school seniors who have the highest SAT score in their graduating class and meet all the other program

requirements. How many classes a student takes off campus or how involved the student is with extra-curricular activities at the school are irrelevant in determining the STAR Student.

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- 2. **Take the three-part SAT on any national testing date** before the November test date of the current year.
- 3. Score highest **on a single test** date (scores may **not** be combined from two or more test dates) on the three-part SAT among qualified seniors in the school. Nominees' SAT scores must be equal to or higher than the latest available national average on the math, critical reading and writing sections.
- 4. Be in the **top 10 percent or be among the top 10 students numerically**, whichever category provides the largest number of eligible students in the school. A student must meet the "top 10" requirement based on cumulative high school (grades 9 through 11) grade average numerically computed by utilizing the system normally utilized by the school. Calculation should be on cumulative grades through the junior year.
If the student with the highest SAT score does not meet the top 10 criterion, the student with the **next highest SAT score who does meet the criterion** becomes the nominee.

5. NATIONAL HONOR SOCIETY:

Students must have a cumulative average of 90 *or above*. They are chosen on the qualities of leadership, character, and scholarship. A GPA of 90 does not automatically qualify a student for National Honor Society. An advisory committee of teachers makes final selections.

6. TRUSTEES AWARD:

The Trustees Award is awarded at Honors Day to the 5th Grade, Middle School and High School student with the highest yearly grade point average. Specific qualifications include:

1. Middle School Trustees Award is awarded to the 8th Grade student with the highest yearly grade point average.
2. High School Trustees Award is awarded to the 9th-12th grade student with the highest grade point average who has taken the most rigorous courses available to his or her grade level.

7. VALEDICTORIAN/SALUTATORIAN:

To be eligible for Valedictorian or Salutatorian (which is determined at the end of the third nine-weeks grading period):

1. A student must have been enrolled at Bulloch Academy for the entire junior/senior year, at a minimum. No student who enrolls later than the 10th day of first semester will be eligible for either honor.
2. A student must carry a minimum of two (2) classes at Bulloch Academy and one (1) at GSU or OTC or four (4) classes at Bulloch Academy.
3. College courses for which joint credit is awarded will be averaged into the student's GPA.
4. A student must enroll in a minimum of three (3) AP courses during the junior and senior year or a student must enroll in a combination of four (4) AP and Honors courses during the junior and senior years.

T. ENRICHMENT

Enrichment is for studying, College Representative Meetings, Literary practice, Math Team practice, Clubs, Class Meetings, CLP, etc. Taking full advantage of enrichment allows students to fulfill their outside-class obligations. Students and teachers will maintain an enrichment environment that is conducive to studying when other events are not in progress.

Release from Enrichment – A student must have a note requesting he/she to go to another teacher for help during the Enrichment Period PRIOR to Enrichment period. If a student fails to do so, or does not stay in the designated area, he or she will be reported to the administration.

Behavior in Enrichment – Enrichment is for studying, quiet reading or other scheduled activities. Students will not disturb or distract other students who are studying. There will be no listening to music or playing computer games. Socializing will be kept to a minimum and, in all cases, will be quiet and non-distracting. Computers may only be used with permission from the Enrichment teachers, and only for class projects, papers, etc. Students are required to bring all books to Enrichment as they will not be allowed trips to their locker.

VII. ATTENDANCE, TARDY AND EARLY DISMISSAL POLICIES

A. ATTENDANCE POLICY

Students are counted present only when they are in school, on homebound instruction, or present at an activity authorized by the Headmaster. Requirements for a standard 177-day school year follow.

1. The school year consists of 177 instructional days. To receive credit, students must attend at least 167 days of each 177-day year course, as well as meet all minimum requirements for each course. Accrued student absences may not exceed ten (10) days during the school year. Any absence in excess of ten (10) days may cause a student to lose credit for the year.
2. For a student to earn Perfect Attendance recognition, the student will be present each school day, all day. Early release or late arrive will void perfect attendance.
3. The first ten (10) absences may be excused, approved, unexcused, or a combination. All absences beginning with the eleventh (11th) must be excused or approved.
4. Bulloch Academy absences fall into one of three categories:
 - a. **EXCUSED ABSENCES**- Excused absences are defined as absences resulting from illness with a doctor's note (**note must be handed in within two (2) days of doctor's visit or absence will be approved and NOT excused**), death in the family (note from parent must be handed in within two (2) days of funeral), or school-sponsored activities. Students will be able to make up work, teachers will assist students with missed instruction, and these absences do not count against the exam exemption record.
 - b. **APPROVED (BUT NOT EXCUSED) ABSENCES** – Approved absences are for the convenience of the student and/or family and are not in any of the categories above in the description of “Excused”. Any time a student anticipates being absent from school, he/she or the parent should speak to the teacher and notify the office of the absence with a note or email. The student is responsible for obtaining all assignments BEFORE the absence and turning in the assignments according to the makeup policy. However, these absences count against the student's allotted number of unexcused absences for the purpose of exam exemptions. Examples of approved absences are family trips, appointment not related to an illness, etc.
 - c. **UNEXCUSED ABSENCES** – Unexcused absences occur either when a student is absent without permission or when he/she does not follow the procedure above

for anticipated absences. Unexcused absences can occur when a student is not in school for the whole day or if he/she is absent from a class during the day without a valid reason. In these cases teachers are not required to make up the missed work with the student.

A student who has more than ten (10) unexcused absences in one school year will be reported to the Department of Motor Vehicles, and could possibly lose his/her license.

Suspension is not to be counted as an unlawful absence for truancy purposes.

A student is considered truant once a student has three unlawful absences in a row or five unlawful absences during a school year.

5. **High School Credit-** In order to receive one Carnegie unit of credit, 150 hours of instructional time must be delivered. Regardless of the number of days missed, students whose absences are approved should be allowed to make up any work missed in order to satisfy the 150-hour requirement.
6. **College visitations-** Sophomores, Juniors and Seniors are allowed up to three (3) excused absences each school year to visit colleges. Absences will be considered excused only if the student completes a college visit form at least three (3) days prior to the visit and returns the form signed by the appropriate college official (preferably an Admissions Counselor) as proof of a campus visit. The student is responsible for making up any missed work according to the rules stated in the School Handbook. Please see the school counselor to obtain a form.

A. Procedure for Makeup Work

1. Provision for make up of school work missed during excused absences shall be worked out with the teacher(s) concerned at the earliest time possible, but should not exceed five (5) school days after the student returns to school.
2. Make up of school work missed during unexcused absences may be approved only with the permission of the Headmaster after consultation with the teacher(s) concerned.

B. **ARRIVAL AND DEPARTURE TIMES**

1. The K4 school day begins at 8:05 a.m. and ends at 2:30 p.m.
2. The K5 – 12th Grade school day begins at 8:05 a.m. and ends at 3:00 p.m.

3. Generally students are to arrive on campus after 7:30 a.m., unless reporting for study hall or other school related or sanctioned activity. Lower school students who arrive prior to 7:45 a.m. must report to the cafeteria. Lower school students who require after school care will be sent to childcare at 3:15 p.m.
4. Students of all ages are to leave campus immediately upon the dismissal bell unless attending school-sponsored activities or unless enrolled afternoon childcare. **EVERY EFFORT SHOULD BE MADE TO PICK YOUR STUDENT UP BY 3:15P.M. DAILY.** Enrolled childcare ends promptly at 6:00 P.M. Monday – Friday. A fee will be charged for pick-ups after 6:00 p.m.
5. For safety reasons, students must be picked up from the building of the school that they are attending (i.e., lower school building or middle/upper school building). Due to traffic and safety concerns, students cannot be allowed to walk to other buildings during afternoon pick-up time.
6. Parents are asked to use the area in front of the lower school and gym for dropping off or picking up children only. Please **DO NOT PARK** in these areas except to wait for your child. Remain in a single file line only and wait in your car for your child. If you need to exit your vehicle, please find a designated parking spot. Parents are requested not to enter the building prior to the last bell in the afternoon.
7. Parents of children in day care should pick up their children from the school cafeteria. All children must be signed out by a parent, legal guardian or other person having written permission on file with the school to pick up the child.

D. TARDIES; LATE ARRIVALS.

1. All students should arrive in time to be in their assigned classroom by 8:05 a.m. Students arriving in their first assigned classroom after the 8:05 a.m. bell are considered tardy and should report to the office to obtain a tardy slip. Middle and Upper School students who are tardy to class, will be marked so by the individual teacher. Repeated tardies shall be reported to the Head of School who shall take appropriate action, including, but not limited to, morning or afternoon study hall, detention, work duty or other disciplinary action.
2. Accumulation of six (6) tardies equals one (1) absence.

3. Each ten (10) or more minutes unexcused tardy to class will count as one (1) absence for that class.

UNEXCUSED TARDY PENALTIES FOR HIGH SCHOOL STUDENTS

Unexcused tardies will be checked at the end of each month. Discipline will be assigned as follows:

1. Students with 4 unexcused tardies in one month will serve one day of break detention or work detail.
2. Students with 5 unexcused tardies in one month will serve one day of silent lunch.
3. Students with 6 unexcused tardies in one month will serve one morning of detention or work detail from 7:15 a.m. to 8:00 a.m.
4. Students with 7 or more unexcused tardies in one month will serve one day of break detention or work detail, one day of silent lunch, and one morning of detention or work detail from 7:15 a.m. to 8:00 a.m.

E. EARLY DISMISSAL

In order to provide a safe and secure environment, once a student has arrived on campus, he or she may leave before the end of the school day only upon written permission of a parent or legal guardian, or upon direct contact between the school and the parent or the legal guardian. A sign-out record is maintained in the main office, and students must check out through the main office. No student is to leave campus between 8:05 and 3:00 without the school's knowledge. Leaving campus without permission from the school will result in disciplinary action. If a student is leaving early and riding with another student, parent, sibling, etc., a note must be provided to the Upper School Office Secretary at checkout.

On the occasion that Bulloch Academy hosts a state playoff game and decides to allow high school students to attend as spectators, students MUST hand in a note one day prior to the absence in order for it to be excused. This procedure will allow the office time to compile a list that will be checked at the entrance of the event. Student spectators will be required to stay at the event until the completion of the event or 3 p.m. The administration will make the decision on which events this policy will apply.

VIII. DAILY POLICIES AND PROCEDURES

A. ACCIDENTS

The teacher and/or office staff handles accidents requiring first aid. In the event of an emergency requiring hospital treatment, the student will be transported to the local hospital and parents will be notified immediately.

B. ILLNESS; MEDICATIONS

1. No student who is ill shall attend school. Students with conjunctivitis (pink eye) and other contagious conditions should remain out of school until cleared by a physician to return. **A student should be “fever free” for at least twenty-four (24) hours before returning to class.**
2. If a student is too ill to attend class, the student must go to or be taken to the school office and appropriate measures will be taken to assist the student and limit the student’s contact with other students. Students are not to remain in restrooms or other campus areas while ill. Parents will be contacted to determine the best method of resolving the situation.
3. Any student required to take medicine during the school day must leave their medication in the School Secretary's office. Parents must notify the school if their child is taking medication and should complete a medical form which furnishes dosage information. No medications (Aspirin, Tylenol, etc.) will be given without parental permission. All medications must be in their original containers.

C. BIRTHDAY PARTIES.

In the Lower School, birthdays may be celebrated in the classroom on a date approved in advance by the teacher, provided that such celebrations commence no earlier than 30 minutes prior to the end of the school day and are simple in nature (i.e., a drink and snack). Birthday parties are not held in the Middle School or Upper School.

Invitations to private parties outside of school must be mailed if all students in the class are not invited.

D. DELIVERY OF GIFTS TO THE SCHOOL.

Any flowers or gifts delivered to students at Bulloch Academy will be held in the office until the end of the school day.

E. DISASTER ALERTS.

The safety and well being of our students is our greatest concern at Bulloch Academy. Bulloch Academy has a system for Disaster Alerts and all teachers will review and be made aware of evacuation and emergency procedures.

F. DRIVING ON CAMPUS.

1. Only students possessing a valid drivers' licenses shall be allowed to drive on campus. Students must have their parent's permission to drive a car on campus.
2. A student should get a Certificate of Attendance form from the office, complete his or her portion, turn it in to the office, and return in two days to pick it up. This form is needed for the learner's and driver's permit. ADAP cards are also needed for these licenses. Students having summer birthdays should obtain the necessary forms in May prior to the end of the school year.
3. **Students must register their vehicles with the office within 10 days of entering school. Students must furnish a photocopy of their driver's license, a photocopy of their car insurance policy card, the make, model, and year of their car, and the car's license tag number. Parking passes issued from the main office must be displayed at all times on the rear view mirror. Parking passes will match the numbered parking space assigned to the students by random drawing of numbers. Seniors will park closest to building, then Junior, Sophomores, and Freshmen. Students cannot "trade" parking spaces, and they must be parked in their space during school hours. Students should turn in parking passes at the end of the year. If a student does not turn in the parking pass from the previous year, they will be charged a \$10 fee to replace the pass. Passes will be checked once a month, and students who repeatedly not have a pass will be assign detention, silent lunch, or work detail.**
4. Students must not exceed the speed limit of 15 MPH and must obey all signs directing traffic while on school property. Safety must be the first priority.
5. Students must park in designated parking areas.
6. Students are not allowed to return to their cars at any time during the school day without permission from the Head of School.

7. The school reserves the right to inspect vehicles that are located on the campus when school officials suspect that students have items or substances in their vehicles which are illegal, dangerous, or prohibited by the school. By driving a car to school, a student subjects himself or herself to this right of search.
8. *HAVING A CAR ON CAMPUS IS A PRIVILEGE THAT CAN BE REVOKED IF A STUDENT DOES NOT ABIDE BY THE SCHOOL REGULATIONS.* Lesser consequences for breaking rules range from a financial penalty to suspension of privilege.

G. **FUNDRAISING**

Any fund-raising project initiated by parents or students must be approved in advance by the Head of School. No project will commence without the Head of School's approval. The Board of Trustees specifically prohibits students in pre-kindergarten through fifth grade from being involved in door-to-door fundraising activities.

H. **LOCKERS**

1. The School Secretary assigns lockers to middle and upper school students. Students are allowed to go to their lockers before school, between classes, during break and lunch, and after school. Students are not to share lockers.
2. Lockers of middle school students are to remain locked at all times. High school students may obtain a school-issued lock from the office, if they choose to do so. **Bulloch Academy is not responsible for any lost or stolen items.**
3. The lockers and locks are the property of the school. Student use of them is a privilege. School officials reserve the right to inspect lockers when suspicion exists that a student has an item or substance in a locker that is dangerous, illegal, or prohibited by the school, or when suspicion exists that a student possesses property that belongs to someone else. School officials have a master key for all school-issued locks. Students may not use locks on their lockers that are not furnished by the school.

I. **CELLULAR TELEPHONES, GAMING DEVICES AND OTHER ELECTRONICS.**

1. **Cell phones:**

High School Students may have cellular telephones in their possession during the school day. However, the students must turn the phone to the “off” position and place the phone in a holder, provided by the teacher, before each class. If a student is caught with a phone in their possession during class the phone will be taken and the student will be reported to the appropriate school official. The following is a list of consequences for not following the cell phone policy.

1st infraction – Take up phone, and parent will be called to pick up phone from office

2nd infraction – Work detail or detention for five (5) days

3rd infraction – Student will not be allowed to bring his/her phone to school for the remainder of the school year.

Cell phones or other electronic devices capable of doing so, are not to be used to take pictures of other individuals on Bulloch Academy campus, when participating in school events off campus, or when riding transportation provided by Bulloch Academy without the permission of the person(s) being photographed. Students in violation of this policy are subject to disciplinary **action that shall include, but not be limited to the Penalties for Violation of Disciplinary Policy or School Rules (p. 38).**

STUDENTS ARE NOT ALLOWED TO POST PICTURES, VIDEOS, OR OTHER MATERIAL TO SOCIAL MEDIA WEBSITES DURING SCHOOL HOURS. DISCIPLINARY ACTION WILL BE TAKEN IF SCHOOL OFFICIALS FIND POSTINGS.

Middle School Students may have their cellular telephones in their possession during the school day. HOWEVER, such telephones must remain in the “off” position (not vibrate or airplane modes) and must remain out of sight (in a book bag, purse, or locker for the *entire* day. If students need to contact their parent during the school day on their cell phone, they must first ask a teacher for permission to use their phone in the presence of the teacher and immediately put the phone away before leaving the teacher. They may not ask permission during a class, only between classes, at break, or during lunch.

1st infraction – Take up phone, parent will be called to pick up phone from office, and student will receive work detail for two (2) days.

2nd infraction – – Take up phone, parent will be called to pick up phone from office, and student will receive work detail for five (5) days.

3rd infraction – Student will not be allowed to bring his/her phone to school for the remainder of the school year.

Cell phones or other electronic devices capable of doing so, are not to be used to take pictures of other individuals on Bulloch Academy campus, when participating in school events off campus, or when riding transportation provided by Bulloch Academy without the permission of the person(s) being photographed. Students in violation of this policy are subject to disciplinary action.

STUDENTS ARE NOT ALLOWED TO POST PICTURES, VIDEOS, OR OTHER MATERIAL TO SOCIAL MEDIA WEBSITES DURING SCHOOL HOURS. DISCIPLINARY ACTION WILL BE TAKEN IF SCHOOL OFFICIALS FIND POSTINGS.

2. IPODS, MP-3 players, handheld gaming systems and other electronic devices shall not be used by students during the school day. Any first violation of this policy shall result in confiscation of the device and notification of the student’s parents to pick up the device from the school office. Any subsequent violation of this policy shall result in confiscation of the device and the device being held by the Head of School until the end of the school year. However, any severe violations such as inappropriate content on device, repeated use of device without teacher approval, etc. shall include but not be limited to the Penalties for Violation of Disciplinary Policy or School Rules (p.38).
3. IPads, Kindles, Nooks, and other tablets may be used on campus for educational purposes if prior approval is obtained from the classroom teacher in which the device will be used. Bulloch Academy is not responsible for the safety of these items. Students assume all risks associated with loss and/or damage when bringing personal items on campus. However, any severe violations such as inappropriate content on device, repeated use of device without teacher approval, etc. shall include but not be limited to the Penalties for Violation of Disciplinary Policy or School Rules (p.38).

J. OFFICE AND FACULTY AREAS.

Faculty workrooms and office areas are limited to faculty and staff only and should not be entered or used by students, unless given explicit permission by a

member of the faculty and staff. Telephones and copy machines are for business use and not student use. Using the telephone is not an acceptable excuse to be tardy to class and consequences will be assigned in this matter. Lower school students may obtain permission to use the telephone in the lower school office from their teacher. It is in the teacher's discretion when student use of the telephone is appropriate.

K. PROM/HIGH SCHOOL GRADE LEVEL RESPONSIBILITIES

A. PROM

1. The school prom is held in the spring and may be attended by Bulloch Academy students in grades 11 – 12 with their dates. Dates must be:
 - a) Students of Bulloch Academy or other schools in grades 9 -12. **9th and 10th graders of Bulloch Academy may attend prom by invitation only;** or
 - b) others who have not yet attained the age of 21.
2. Prom will begin at 7:30 p.m. and end at 11:00 p.m.
3. Everyone attending must sign a contract indicating their commitment to follow all school rules. Anyone who leaves the prom will not be permitted to return.

B. HIGH SCHOOL GRADE LEVEL RESPONSIBILITIES

1. **9th Grade** It is the responsibility of the members of the Freshmen class to decorate for Honors Day and Graduation. The Freshmen class is also responsible for the Homecoming dance. A class fee of \$50 is due by October 10th for each member of the 9th grade class. All proceeds will go toward their Junior year fundraising responsibilities for Prom.

2. **10th Grade** The Sophomore class is responsible for the Boston Butt fundraiser, which will go toward their Prom fundraising proceeds. It is also the responsibility of the Sophomore class to provide refreshments for and clean up after the Prom if the Prom is held at a location that does not include any such services in its rental fee. A class fee of \$50 is due by October 10th for each member of the 10th grade class. All proceeds will go toward their Junior year fundraising responsibilities for Prom.

3. **11th Grade** The Junior class is responsible for fundraising and decorating for the Prom, which includes the BA Pageant. Each Junior is assessed a \$100 Prom Fee in two payments. The first \$50 is to be paid by the first grading period on October 10th and the remaining \$50 is to be paid by February 5th of each year.

L. **BOY/GIRL RELATIONSHIPS**

Students should show respect for themselves as well as for their fellow students. Students are expected to exhibit proper moral behavior at all times. Public displays of affection will not be permitted. Bulloch Academy has a “no touch” policy with regard to public displays of affection.

L. **FIELD TRIPS**

Students must be in good behavioral standing in order to participate in class field trips. Students who have more than 2 discipline referrals or who have been suspended during the current year may be excluded from field trip participation. The exclusion of field trip activities will be determined at the discretion of the administration and classroom teachers.

1. On all Bulloch Academy field trips, students shall adhere to all curfews and remain in the hotel once returning for the night. Students must be on time for all field trip events and shall remain with the group at all times.
2. Students shall not cause disturbances at the hotel or be out of their assigned rooms after curfew. Destruction of property shall not be permitted.
3. Any child committing a major infraction shall be sent home at the parents’ cost and expense.

4. Only collect and credit card calls shall be made from hotels. Students may bring cell phones, but the cell phones are to be turned off during the day, unless permitted by the supervising teacher while traveling or at other approved times.
5. Unless specifically stated by the supervising teacher in the information letter for the field trip, school dress code rules apply.
6. Each student shall be responsible for his or her own luggage and should not bring more than he or she can comfortably carry. Be sure that each item is inscribed with the student's name. Please keep money divided, carrying no more than \$20.00 or so at any time. There is no need for a credit card; the chaperones and Bulloch Academy will not be responsible for these under any circumstances.
7. Bulloch Academy students are expected to conduct themselves at all times in such a way as to bring honor on themselves, their families, and their school. Courteous attention is expected at all field trip events.

N. FOOD AND DRINKS.

Students are not to have food at times other than break and lunch except for curriculum-related activities approved by the Head of School. Middle and high school students may have non-carbonated drinks in sealed containers. Middle and high school students have breaks at designated times each day, and any food and drinks will be consumed in designated areas at designated times only. Classes will be assigned clean-up duties at lunch.

O. VISITORS

For purposes of student safety, all visitors to our campus *including parents* must report to the main office of their child's school. Visitors will be required to sign in, state the purpose of the visit, and obtain a visitor badge. Upon completion of the visit, the visitor should sign out in the office and return the badge. In order to keep classroom interruptions to a minimum, money, sports equipment, messages, etc. should be left in the office where the student can retrieve them between classes. Should your student wish to have a peer attend classes with him or her, a note must be sent and approved by the Head of School in advance of the visit.

P. QUESTIONS REGARDING SCHOOL MATTERS

At Bulloch Academy, we strive to have open lines of communications between our teachers and administrators and parents and students. In the event that a

question arises regarding a student's school experience, if possible, please first direct such question to the applicable teacher. In the event that the issue cannot be resolved at this level, students and parents of students should contact an administrator. The Head of School is responsible for the administration and day to day operations of the Academy.

IX. DRESS CODE

A. THE SCHOOL ADMINISTRATION RESERVES THE RIGHT TO JUDGE WHAT IS AND WHAT IS NOT APPROPRIATE.

The general rule for dress and grooming is that students should dress as young ladies and young gentlemen, and that students are expected to observe proper health habits and standards of decency concerning their physical appearance. Bulloch Academy's goal is to set a standard of excellence in all areas of school life.

Young ladies may wear:

1. Pants with length **below** the knee.
2. A shirt or top with sleeves (void of distasteful logos). Midriffs are not to be exposed when sitting, bending or stretching.
3. A dress of appropriate length. (Appropriate length is within 4 inches of the knee.
4. A skirt or shorts of appropriate length even with leggings.
5. Leggings can be worn, as long as they are not see through and your top provides coverage of your bottom.

NOTE: Appropriate length

- Dress or skirt – 4 inches above knee (measurement will be taken with both knees on ground.**
- Shorts – must have 6 inch inseam**
- Shirts – Sleeve must be 2 inches in width.**

Young ladies may not wear (or have)

1. Any clothing that allows undergarments to be exposed.
2. Hats or sunglasses. (may be worn during spirit weeks.)
3. Sweat pants. (The student can wear a wind suit or pants.)
4. Extremes in hair color or style.
5. Skirts, dresses, or shorts that are too short. (Appropriate length is within 4 inches of the knee for skirts and dresses. Shorts must have a 6 inch inseam.)
6. Clothing that is too tight, too loose, or otherwise revealing.
7. Jeans that have holes in them.
8. Shabby or disheveled clothing.
9. Bedroom shoes or slippers. (may be worn during spirit weeks.)
10. Any visible piercing other than in the ear.
11. Any visible tattoos.

Young gentlemen may wear:

1. Long pants or shorts with length at or below the knee.
2. Shorts that have pockets.
3. Shirts with sleeves (void of distasteful logos).

Young gentlemen may NOT wear (or have):

1. Any clothing that allows undergarments to be exposed.
2. Hats, caps, hoods, or sunglasses cannot be worn during the school day. (may only be worn during spirit weeks.)
3. Sweat pants. (Students may wear a wind suit or wind pants.)
4. Extremes in hair color or style.
5. Clothing that is too tight, too loose, or otherwise revealing.
6. Jeans with holes in them.
7. Gym or athletic shorts that **do not** have pockets.
8. Earrings or any other visible piercing.
9. Any visible tattoos.
10. Shabby or disheveled clothing
11. Bedroom shoes or slippers. (may be worn during spirit weeks.)

Events Outside of School Day: The dress code will be enforced for Athletic Awards Ceremony, Honor's Night, and other school related events.

Exceptions: Homecoming, Prom, and other formal events.

Violations

A staff member who notes a Dress Code violation will issue a written warning and will report warning to the appropriate school official (parent will also be notified). Any subsequent violation of this policy will result in the student being sent to office (or home) to wait for or to retrieve a change of clothing. The student will receive a zero (0) for daily grades and a reduction of two letter grades for assessments such as quizzes and tests for all class work missed while getting him/herself properly dressed for school. A student who repeatedly violates this policy is subject to In-school Suspension, Probation, Suspension, or Expulsion. Caps/hats taken up more than three times will be kept until the end of the school year.

(All Grade Levels)

Shoes must be worn at all times. For the safety of your child, athletic shoes must be worn at P.E. While athletic shoes are preferred on the playground, shoes that are rubber-soled with enclosed heel and toe are also allowed. Flip-flops or sandals may be worn to school, but are not appropriate for physical activities.

IX. CONDUCT AND DISCIPLINE

A. ALCOHOL AND DRUGS

1. All prescription drugs must be registered with and kept in the office. A medical dispensation form will be supplied to each family at the beginning of each school year. This form should be filled out and returned to the school office in order for medications to be administered in compliance with school rules.
2. Possession, consumption, or sale of tobacco products, alcoholic beverages, illegal drugs, or prescription drugs (without a valid prescription) is prohibited on the school campus and at school activities by any student of Bulloch Academy. We strongly discourage any member of the B.A. family from using tobacco on our campus or off-campus when representing Bulloch Academy. The possession, consumption, or sale on the school campus or at a school activity of a drug of any description that is believed to be or represented to be illegal is prohibited. Moreover, the sale or transfer of any drug including, but not limited to, a controlled substance, a prescription item, and over-the-counter product, or a homemade item, drug paraphernalia, or the attempted sale or transfer of any such item on the school campus or at a school activity is prohibited. "Illegal drug" shall include, but shall not be limited to, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, cocaine, anabolic steroid, and/or other controlled substance as defined under Georgia law or any intoxicant of any kind.
3. A student shall not be present on the school campus or at a school activity while under the influence of any alcoholic beverage or other controlled substances as defined by Georgia law.

Bulloch Academy has the right to require a student suspected of using a controlled substance or alcohol to be evaluated at anytime by a physician, medical technician, or law enforcement officer or to submit to laboratory tests such as breath, urine, hair follicle, blood, or other analysis at the sole discretion of school officials., Results of the drug test(s) are submitted and reviewed by the Head of School or her designee. Offenders are subject to dismissal

Bulloch Academy is required by state law to report to law enforcement authorities any student who is reasonably believed to use, purchase, sell, or otherwise have control of marijuana or any other controlled substance. (See OCGA Section 20.2.1184).”

B. COMMISSION OF VIOLENT CRIMES.

Any student who has engaged in or has been convicted of a violent crime (felony) such as rape, aggravated assault, robbery, etc., whether or not the student's actions were on the school campus or at a school activity or during the school day, shall be recommended for expulsion. It is the opinion of the Board of Trustees and the school administration that such a student may constitute a threat to others on the school campus and/or that the presence of such a student on the school campus may be immediately detrimental to the on-going program of the school.

C. POSSESSION OF A WEAPON

1. Knives, guns and other items considered to be weapons are expressly prohibited anywhere on Bulloch Academy's campus. Pursuant to O.C.G.A. § 16-11-127.1 it is unlawful for any person to carry, possess or have under control, any weapon at a school building, school function or on school property or on a bus or other transportation furnished by the school.
2. The term "weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any Dirk, Bowie knife, switchblade knife, ballistic knife, any other knife having a blade of three or more inches, straight-edge razor, spring stick, metal knuckles, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a way to allow them to swing freely, which may be known as a nun chuck, or fighting chain, throwing star or oriental dart. Ammunition of any description, bat, club, or other bludgeon-type weapon or article (baseball bats, hockey sticks, or other sports equipment possessed by competitors for legitimate athletic purposes are not included or prohibited if they are in the possession of a student at a time and place which is appropriate or related to the use of these items for athletic purposes by a student), or any weapon of like kind.

D. OTHER DISCIPLINARY OFFENSES

1. **USE OF PROFANITY.**

Student use of profane, vulgar, indecent, or obscene writing, speech, or gestures or suggestions thereof will not be tolerated.

2. **VIOLENCE.**

- a. Violent behavior in the form of fighting, making threats, or other inappropriate physical aggression will not be tolerated.
- b. The term "fighting" which is prohibited by this section shall include any physical contact between students which is motivated or brought about by any danger or bad feelings including punching, pushing, hitting, kicking, etc.
- c. If the Head of School, after reviewing the facts, determines that one of the participants was clearly the victim and did not instigate the fight, the victim shall not be disciplined or may be disciplined less severely than the instigator.

3. SKIPPING CLASSES OR SCHOOL ACTIVITIES.

Any student attending school who, without permission, is not in his/her assigned place during school hours is considered skipping.

4. THEFT

Students will refrain from taking the property of others.

5. DANGEROUS ITEMS

Items such as matches, lighters, fireworks, knives (even toy knives), guns (even toy guns), stink bombs, smoke bombs, or any like explosive, and/or any items considered dangerous, potentially harmful, and/or inappropriate items deemed by the administration are not allowed on campus at any time. Offenders are subject to disciplinary action up to and including permanent dismissal from the Academy.

Pursuant to state law, Bulloch Academy must report violations of this policy to law enforcement authorities. (See OCGA Section 20.2.1184)

6. THREATENING STATEMENTS/ACTS

Bullying or hazing, whether committed in person or through electronic sources such as cell phones or computers (social networking sites, instant messages, email, etc.), are considered severe infractions and will not be tolerated.

Sexual harassment of any kind: verbal, sexual, racial or physical will not be tolerated at Bulloch Academy.

Any type of discriminatory actions or statements will not be tolerated.

7. VANDALISM

Students are responsible for the care of school property by helping to maintain the cleanliness of the school grounds and buildings. Any damage (including vandalizing, breaking or graffiti) to school property is the student's (and parent's) responsibility to repair or to replace. School property includes, but is not limited to, the following: textbooks loaned to students, desks, walls, heat/ac units, carpet, floors, telephones, wall signs or posters, lights, ceilings, lockers, athletic uniforms and equipment, computers.

8. DISCREDIT TO BULLOCH ACADEMY

Bulloch Academy reserves the right to discipline or dismiss students who are involved on or off campus in an activity that reflects in a negative way on the Academy. This includes the posting of any type of inappropriate material on the internet that can bring discredit to the Academy. Such internet postings will not be tolerated and will be addressed immediately.

E. PENALTIES FOR VIOLATION OF DISCIPLINARY POLICY OR SCHOOL RULES

Disciplinary action for a student violating school Disciplinary Policy and/or classroom or school rules shall be in the discretion of the Head of School and shall include, but not be limited to, the following:

1. Student and/or Parent Conferences.

The student, either with or without his or her parents, may be called before the Head of School or Lower School Director for a conference. Such conference may or may not include other counselors, teachers, coaches or administrators.

2. Before School or After School Detention and/or Work Detail.

Students may receive before school or after school detention. Detention may also include before school or after school or Saturday work details. A student assigned to detention during any school practices or activities

shall miss such practices or activities. A failure to fulfill assignment punishment will result in an increase in the severity of the punishment.

3. Suspension

Students may be suspended (in-school suspension or out-of-school suspension) for serious violations. Suspensions will vary in length from one (1) day to ten (10) days. Students shall not come onto the campus during the school day when they are suspended out-of-school (unless accompanied by their parents), and in both cases they shall not be eligible to participate in athletics or other activities while they are suspended. Classwork made up due to suspension is subject to a reduction by two letter grades. Parents may be charged a fee for supervision of their student during in-school suspension.

4. Expulsion.

Students may be expelled from school in extreme cases of student misconduct and/or when illegal actions occur.

As stated above, any student who commits a violent felony shall be recommended for expulsion. Additionally, any student who has engaged in, or who has been convicted of a drug-related crime, or drug-related criminal activity to include possession, sale, transfer, manufacture, or use of illegal drugs or controlled substances as defined by Georgia law, whether or not the student's actions were on the school campus or at a school activity or during the school day, shall be recommended for expulsion, it being the opinion of the Board of Trustees and the school administration that such a student may constitute a threat to others on the school campus and/or that the presence of such a student on the school campus may be immediately detrimental to the on-going program of the school.

5. Referral to Law Enforcement.

In the case of illegal drugs and weapons and other serious offenses, a student may will be referred to the appropriate law enforcement authorities in accordance with the Official Code of Georgia. Drug and weapons charges carry stiff financial consequences and possible imprisonment.

6. Classroom Conduct.

- a. Students who receive office discipline referrals for disrupting the learning environment will be placed on behavioral probation and intervention will begin. These students and their parents will receive an official warning letter from the Head of School and a Behavioral Improvement Plan will be written. Students and parents will be reminded at the onset of the probation period that the plan is largely their responsibility. Students and parents will also be reminded that it is a privilege to remain at Bulloch Academy. The Behavioral Improvement Plan Committee will consist of the Head of School, school counselor, teachers, parents, and the student. Parents and the student must take an active part in the solution process, One component of the plan may include a mandatory termination of all extra-curricular activities including class trips for a period to be determined by the school.
- b. Students who receive three Behavioral Probation periods must automatically be reviewed by the Admissions Committee for possible exclusion

7. Honor Code Violations.

Violations of the Honor Code (plagiarism, cheating, lying or theft) shall result in the following disciplinary action. If a student is suspected of these violations, he/she will be taken to the Head of School's Office immediately, and the parent(s) are to be notified and are encouraged, if available, to attend proceedings in the Head of School's office.

If a student is found guilty of an Honor Code violations, the penalties are as follows:

- a. Plagiarism
 - i) First Offense: Teacher to review how the student plagiarized and use the opportunity to further educate the student about plagiarizing. The student shall redo the assignment, and the teacher shall drop a letter grade.
 - ii) Second Offense: Zero on test and three days of in-school or out of school suspension.
 - iii) Third Offense: Subject to expulsion.

b. Cheating or Lying

- i) First Offense: Zero on test or assignment and five days of detention/work detail.
- ii) Second Offense: Zero on test and three days of in-school or out-of-school suspension.
- iii) Third Offense: Subject to expulsion.

c. Theft

- i) First Offense: Restitution and five days of detention/work detail.
- ii) Second Offense: Restitution and three days of in-school or out-of-school suspension.
- iii) Third Offense: Subject to expulsion.

F. RIGHTS OF APPEAL FROM DISCIPLINARY ACTION.

1. Students have the right to appeal any discipline action by submitting a written request for a conference with the Head of School. Both the parent and the student shall meet with the Head of School at a designated time to discuss the situation if the Head of School deems such a conference appropriate. The Head of School may consult with the Admissions committee for advice on any disciplinary action.
2. In the event that resolution is not reached following the conference with the Head of School, the student shall have the right to appeal any disciplinary action to the Disciplinary Tribunal. The Disciplinary Tribunal shall consist of one member of the Board of Trustees appointed by the Chairman of the Board, the Headmaster, three teachers and one coach of the Academy. The three teachers shall be from the lower, middle and upper school, respectively, and the teachers and coach shall be selected by the appointed Board member. The Board member shall act as the Hearing Officer for the Disciplinary Tribunal and shall only vote in the case of a tie. Decisions of the Disciplinary Tribunal shall be by majority vote with all members present and voting. At the Disciplinary Tribunal, the student shall have the option of selecting a member of the faculty of the Academy to appear with the student and to act as his or her advocate during the proceedings.

3. A student shall have the right to appeal any decision of the Disciplinary Tribunal to the Board of Trustees of Bulloch Academy. In such event, a student shall appear before the Board of Trustees with his or her parent or parent or guardian(s). The Board Member who served as Hearing Officer for the Disciplinary Tribunal may engage in any discussions of the Board of Trustees but shall abstain from voting on the matter. Notice in a timely fashion must be given to both sides if either side requests an attorney be present. Decisions of the Board of Trustees shall be by majority vote with a quorum (excluding the abstaining Board member who served as Hearing Officer) present and voting. Decisions of the Board of Trustees shall be final and binding, with no further rights of appeal.

G. SEARCH AND SEIZURE POLICY

1. To maintain order and discipline in the school, and to protect the safety and welfare of our students and school personnel, school authorities may search a student, student lockers, or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission, or process of the school, or any item described as unauthorized in school rules available beforehand to the student. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.
2. Personal Searches: A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a pat-down search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness present when feasible.
3. If the school official has reasonable suspicion to believe that the student has on his/her person an item imminently dangerous to the student or to others a more intrusive search of the student's person may be conducted. Such a search may only be conducted in private by a school official of the same sex, with an adult witness of the same sex present and only upon the prior approval of the Chairman of the Board of Trustees, unless the health or safety of students will be endangered by the delay which might be caused by following these procedures.

4. A student who refuses a reasonable request by the Head of School to submit to a personal search shall be suspended from school for ten (10) school days and the Head of School shall recommend his/her expulsion from Bulloch Academy.
5. Locker Searches: Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. School authorities for any reason may conduct periodic general inspection of lockers at any time without notice, without student consent, and without a search warrant.
6. Automobile Searches: Students are permitted to park on the school campus as a matter of privilege, not right. The school retains authority to conduct routine patrols of student parking lots and inspection of the exteriors of student automobiles on school property as well as inspections of items in plain view in the interiors of student automobiles on school property. Automobiles may be opened and the interiors of student vehicles may be searched or inspected more thoroughly whenever a school official has reasonable suspicion or belief that illegal or unauthorized materials are contained inside. Such reasonable suspicion may arise from the school official having seen something in plain view through the vehicle's windows or in any other area of the vehicle which gives rise to the reasonable suspicion that illegal or unauthorized materials are contained inside the vehicle. Patrols of student parking lots or parking areas and inspections of student vehicles may be conducted without notice, without student consent, and without a search warrant.
7. A student who refuses a reasonable request of the Head of School to cooperate with the search of his/her automobile shall be suspended for ten (10) school days and the Head of School shall recommend his/her expulsion from Bulloch Academy.
8. Searches by Drug-Sniffing Canines: In the continuing effort to maintain a drug-free campus, student lockers and vehicles located on campus shall be subject to a drug-sniffing canine at any time and under any circumstances deemed by school officials to be appropriate, to include, but not limited to, those occasions where school officials have reasonable grounds to believe that drugs or other like contraband or improper substances are on campus.

9. **Seizure of Illegal Materials:** If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

GEORGIA INDEPENDENT SCHOOL ASSOCIATION

CODE OF GOOD BEHAVIOR

PREAMBLE

While the preponderant majority of schools, and all associated with each school, clearly and consistently exhibit appropriate sportsmanship year-in and year-out, it is incumbent upon each to continue to insure that all are aware and attempt to stimulate fair play, friendly rivalry, and good sportsmanship among contestants, schools and communities. Toward that end-goal, the Georgia Independent School Association provides the following guidelines to help each school attain these goals, especially with respect to establishing norms of exemplary sportsmanlike behavior during all association events.

1. All school personnel (i.e., coaches, assistants, students, teachers, etc.) are expected to set a positive example of good sportsmanship by both their demeanor, personal example, and leadership at all times.
2. Each year (and more often, if necessary) students and all other fans (especially, parents) should be informed what behavior is acceptable and that which is not acceptable during all competitive school events.
3. Every student athlete, coach, and official are to be treated with honor, dignity, and respect before, during, and after each athletic or literary event.
4. Fans (including students) are encouraged to cheer and applaud the accomplishments of their favorite team. (This can be done in so many wholesome ways without use of profanity or other improper language, harassment, gestures, or other actions that can cause embarrassment to the school).
5. When the contest is over, it is over. **Period.** Any complaints must be filed according to the association rules and regulations.
6. It is the host schools responsibility to provide (and insure) that all participants, fans, officials can attend any event in safety without undue or improper harassment, etc. from opposing school fans, police, etc.
7. Persons who do not behave properly (or who have violated, this code or broken laws, etc.) are to be warned and asked to leave the premises. (In case of law violations, these matters need to be handled by the security personnel, taking appropriate action as may be deemed necessary. Ultimately, the school head is at all times (home and away) totally responsible and accountable for all actions of his/ her teams, coaches, students, and fans. With proper leadership, all associated with the school are expected to know and exhibit

good sportsmanship, proper acceptable behavior, and manners becoming a host or guest at any event.

8. The new Georgia Independent School Association (GISA) rule now in effect reads as follows: "If a player or coach is ejected, that player or coach will be automatically suspended from that game and the next game regardless of the sport, whether it is regular, region or state play-off and, further, the school will be issued a mandatory fine of least \$50.00 per occurrence. Any fan or other person who is associated with the school and is ejected from a game will also require the school to pay a mandatory \$50. 00 fine and suspend that person from at least one game for each ejection (when a player, fan or coach is ejected, that person must be removed from the playing and seating area of the gym, stadium, or ball field, etc.) and must not be seen or heard during the period of suspension)."

Student Handbook Agreement

☐ THE POLICIES OF BA ARE SUBJECT TO CHANGE. CHANGES MAY BE MADE DURING THE ACADEMIC YEAR. IT IS THE RESPONSIBILITY OF THE STUDENTS AND PARENTS TO KEEP ABREAST OF CHANGES VIA THE SCHOOL WEBSITE (WWW.BULLOCHACADEMY.COM) OR BY REQUESTING A COPY OF RECENT CHANGES FROM THE SCHOOL OFFICE.

☐ THE BOARD OF TRUSTEES OF BULLOCH ACADEMY HAS APPROVED THIS HANDBOOK.

THIS IS TO CERTIFY THAT I HAVE READ THE 2013 – 2014 BULLOCH ACADEMY SCHOOL YEARHANDBOOK CAREFULLY AND THOROUGHLY AND AM AWARE OF AND IN AGREEMENT WITH THE POLICIES AND PROCEDURES OUTLINED THEREIN.

Please sign and return this sheet to the school.

Student's Signature

Parent's Signature

Date: _____

Please return this completed form to your homeroom by the end of the first week of school!

BULLOCH ACADEMY COMPUTER AND INTERNET USE POLICY

Bulloch Academy has instituted Internet connections for a limited educational purpose. The term “educational purpose” includes classroom activities, and limited high-quality self-discovery activities. Teachers will employ the same supervision and care in determining appropriate use of the Internet as is used with other instructional materials.

All students who return a suitably signed Internet Agreement Form will be allowed access to the World Wide Web information resources through the media center, and some school labs under the following conditions. All Internet access in individual labs will be limited to classroom instructional use only. Likewise, the internet may be used in the media center only with a signed and dated permission form that is issued by a classroom teacher and states the specific educational objective being explored. This form must be presented to the media specialist and approved before students will be allowed to log on.

The internet is provided for stakeholders to conduct research and communicate with others as members of a class group. Students will not be allowed to access private e-mail accounts or participate in chat rooms through school computers; however a classroom account may be set up to meet specific educational objectives set forth by the teacher. In such cases, students and parents will be required to review and agree to additional school policies designed to ensure the legality of actions and personal safety of all students. Teachers and other adult users of the Internet at Bulloch Academy will confine their use to school purposes.

Computer storage areas may be treated like school lockers. Bulloch Academy faculty and staff may review files and communications to ensure that the system is being used responsibly. Users should not expect that files stored on computers would always be private. Sites accessed will be logged and recorded through the school network.

The following actions are considered unacceptable uses of the Internet:

- Sending or displaying offensive messages or pictures.
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers or computer systems, both hardware and software
- Violating Copyright laws
- Using others' passwords
- Trespassing in others' folders, work or files

☐ Intentionally wasting limited resources, including the downloading of large files without prior teacher approval.

☐ Employing the network for commercial purposes

☐ Posting personal contact information about you or other people. This includes addresses, telephone numbers, etc.

☐ E-mail will not be used at school by students

☐ Plagiarizing works that are found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.

☐ Students will not use any type of program over the Internet that requires you to log on such as YahooMessenger, MSN Messenger, etc.

Students are responsible for good behavior on school computers, just as they are in the classroom or school hallways. General school rules for behavior and communications apply. Access is a privilege, not a right. Inappropriate use may result in the cancellation of internet privileges. Access entails responsibility.

Students who mistakenly access inappropriate information should immediately tell their teacher. This will act as an indication that the student has not intentionally violated this policy. Parents should instruct students if there is additional material that they think would be inappropriate for access by their child. Students are fully expected to follow parents' instructions in this matter.

The student and/or the student's parents of legal guardians are responsible for compensating Bulloch Academy for any losses, costs or damages incurred by the school relating to or arising from any violation of this Acceptable Use Policy. This may include, uploading or creation of computer viruses.

Staff members will become familiar with this policy and will enforce the rules concerning appropriate use when their duties include supervision of students using the Internet. If they become aware that a student has violated this policy, they will apply the following sanctions:

☐ First occurrence: Verbal correction and note to parents.

☐ Second occurrence: Verbal correction, note to parents, and suspension of Internet privileges throughout the school for one month.

☐ Third occurrence: Verbal correction, note to parents and suspension of all Internet privileges for the rest of the academic year.

BULLOCH ACADEMY COMPUTER AND INTERNET USE POLICY AGREEMENT LETTER

We are pleased to offer all stakeholders in Bulloch Academy access to the internet through school computers. Students, parents, teachers and other individuals associated with the school who wish to gain access must read the attached Internet Acceptable Use Policy, sign this form and return it to the Media Specialist. Access to the Internet will allow students and educators to explore thousands of libraries and databases. Parties should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people.

While our intent is to make Internet access available to further educational goals and objectives, individuals may find ways to access other materials as well. We believe the benefits from Internet access, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, Bulloch Academy supports and respects each family's and individual's right to decide whether or not to apply for access.

Internet User Agreement and Parent Permission Form

As a user of the Bulloch Academy computer network, I hereby agree to comply with all stated rules – communicating over the network in a reliable fashion while honoring all relevant restrictions. I understand the potential consequences for exceptions to these policies.

As the parent or legal guardian of the individual signing above, I grant permission for my son or daughter to access the Internet at Bulloch Academy. I understand that some materials on the Internet may be objectionable, but I accept responsibility for conveying standards for my daughter or son to follow when selecting, sharing or exploring this media. I also recognize that it is impossible for Bulloch Academy to restrict access to all objectionable material and I will not hold the school responsible for materials acquired through school computers.

Student Signature

Date / /

Grade

Parent Signature

Date / /

Home Telephone Number

Faculty/Staff/Other Signature

Please return this completed form to your homeroom by the end of the first week of school!

STUDENT-OWNED COMPUTER USE POLICY

Bulloch Academy will allow students in grades 9-12 the opportunity to bring their personal laptops to school for educational use. Students will only be permitted to use productivity software (Microsoft Word, Excel, PowerPoint or Notepad or other pre-approved programs) at school. Use of the laptop in class will be at the discretion of the teacher.

The student laptop will be subject to inspection by any Bulloch Academy employee at anytime. Students should only have school appropriate material saved on the laptop. Laptops will not be able to connect to the school network or Internet. Student privileges can be revoked at anytime for misuse/abuse while on school property.

Bulloch Academy will not be responsible for loss or damage of student's laptop. Parents must complete the form below and return to the school acknowledging the student's responsibility for laptop use.

Please sign and return to the office.

Permission Form for Student-Owned Computer Use

I (parent, guardian) have read and agree to the above restrictions on student-owned laptop use at Bulloch Academy. I give permission to my student to bring his/her laptop to school for approved use in classrooms. I understand the responsibility is on the student to follow teacher directions for use in each classroom and that permission must be granted each day by the teacher before use.

Parent name (please print)

Parent signature

I (student) have read and agree to the above restrictions on student-owned laptop use at Bulloch Academy. I understand the responsibility is on me to follow teacher directions for use in the classroom and that permission must be granted each day by the teacher before use.

Student name (please print)

Student signature

Date

(Student grade and homeroom teacher)

ALMA MATER

*In The Midst Of Georgia Pines There Stands A School So Rare,
Full Of Students And Of Teachers, They All Really Care.
Bulloch, Bulloch, Our Academy, We Do Love You So.
We Will Never Lose Our Memories Anywhere We Go.*

*High Values We Will Carry With Us As We Seek Life's Goals,
Fond Emotions Linger Ever Deep Within Our Souls.
Bulloch, Bulloch, Our Academy, We Do Love You So.
We Will Never Lose Our Memories Anywhere We Go.*