

# BULLOCH ACADEMY

*Challenging, teaching, and nurturing tomorrow's leaders today*



**Student Handbook  
2021-2022**

## **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](http://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 steal 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 into 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 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 \$900. If the Applicant for Pre-Kindergarten is admitted the following year into Kindergarten, \$450 of the Application/Registration/Testing Fee will be applied to 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 \$450 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 "B" on most recent report card or transcript from the 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. The 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 with 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 1<sup>st</sup> 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 1<sup>st</sup> 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 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 \$900. If the Applicant for Pre-Kindergarten is admitted the following year into Kindergarten, \$450 of the Application/Registration/Testing Fee will be applied to 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 of \$500 due by December 1.
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.
6. A tuition assistance plan is offered, when funds are available. 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. Families interested in any type of tuition assistance must follow all guidelines for each type of financial aid available. Please contact the Business Office to inquire.

## 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.
3. Students whose tardies and absences exceed the maximum number of days to receive credit for a class will be required to complete "make-up" hours as determined by the administration prior to gaining a Carnegie Unit.

### B. **DROP/ADD.** Any schedule changes must be discussed with, and approved by, the Head of School or Assistant 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 and/or any disciplinary infractions. Students who wish to participate in extracurricular 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, and Mathematics. 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 extracurricular 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 or Assistant 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>1<sup>st</sup> 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:

<b>SUBJECT AREAS</b>	<b>REQUIRED UNITS</b>
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 Core/Career elective	1
<b>Total Minimum Units</b>	<b>2</b> <b>3</b>

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 4<sup>th</sup> science (Anatomy and Physiology or Dual Enrollment 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, and/or Core/Career elective

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 Dual Enrollment program offers one (1) credit/Carnegie Unit for one semester. For more information on offerings and requirements, please see the School Guidance Counselor.

**H. DUAL ENROLLMENT.**

Bulloch Academy offers opportunities for dual enrollment at institutions of higher learning, including Georgia Southern University, East Georgia College, and Ogeechee Technical College. **Permission to drop classes at OTC/GSU/EGSC must be obtained from the institution and Bulloch Academy.** For more information regarding offerings and requirements, please see the School Guidance Counselor.

- a) Students will meet with the Guidance Counselor prior to scheduling dual enrollment classes to have Bulloch Academy class schedule in place. Students are expected to schedule dual enrollment classes so that there is no conflict with Bulloch Academy schedule.
- b) Students must submit dual enrollment schedules to the Guidance Counselor prior to the beginning of classes.
- c) School absence and tardy policies will be followed for classes missed due to dual enrollment.

**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, Assistant 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 or Assistant 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.

#### **BEHAVIORAL/DISCIPLINARY PROBATION**

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. Students may also be immediately placed on behavioral/disciplinary probation for major school policy violations, such as multiple infractions, as deemed by the Administration. This type of probation is to bring the parents, student, teacher and administrators together to formulate a plan to help the student be successful.

## **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 grading period assessment test 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.

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, 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 10<sup>th</sup> grade.
  - (b) A student must have earned twelve (12) units to enter the 11<sup>th</sup> grade.
  - (c) A student must have earned eighteen (18) units to enter 12<sup>th</sup> grade.
- vi) Students in the 9<sup>th</sup> Grade are required to take the PSAT. Students in the 10<sup>th</sup> grade are offered the opportunity to take the ACT. Students in the 11<sup>th</sup> and 12<sup>th</sup> 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 PARENT PORTAL**

- 1. The school year consists 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. Parent Portal 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 Portal 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 on either the Parent Portal or main website at [www.bullochacademy.com](http://www.bullochacademy.com). For issues with your Portal accounts please contact Anne Williamson at [awilliamson@bullochacademy.com](mailto:awilliamson@bullochacademy.com). If Portal (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 the Portal.

If your Portal 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 the Portal 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. Bulloch Academy students can exempt Semester Exams based upon the following criteria:
  - 9<sup>th</sup> grade students can exempt 1 course per semester, 10<sup>th</sup> grade can exempt 2 courses per semester, 11<sup>th</sup> grade can exempt 3 courses per semester and 12<sup>th</sup> grade students can exempt all courses.
  - 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 be 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 based on the date of registration.
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**

The Student Council consists of presidents of Grades 9- 12. The 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.
8. Bulloch Academy Virtual School is reserved for those diagnosed with COVID and those who have a serious injury or illness that requires an extended period of time away from school. Vacations are not eligible for virtual learning. BA values face-to-face learning and places the highest priority to this educational experience. All Virtual Learning MUST be approved by an administrator.

## 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).
  - o 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.)
  - o 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.
  - o **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. The number of courses a student takes off campus or involvement with extra-curricular activities at the school are irrelevant in determining the STAR Student.
2. **Take the two-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 two-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, evidence-based 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 are inducted into the National Honor Society at the end of their 9<sup>th</sup> grade year for participation in the 10<sup>th</sup>-12<sup>th</sup> grades. In order to be inducted into the National Honor Society,

- Students must have a cumulative average of 90 *or above*.
- Students 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.
- NHS members in good standing for all three years in grades 10-12 will be invited to wear the NHS honor cords at graduation
- In order to be in good standing, NHS members must:
  - Participate in club meetings and activities.
  - Complete and submit all community service hours each year of high school to equal at least 15 hours per year.
  - Maintain an overall GPA of 90 or above throughout high school.

6. **TRUSTEES AWARD:**

The Trustees Award is awarded at Honors Day to the 5<sup>th</sup> 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 8<sup>th</sup> Grade student with the highest yearly grade point average.
2. High School Trustees Award is awarded to the 9<sup>th</sup>-12<sup>th</sup> 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, EGSC or OTC or four (4) classes at Bulloch Academy.

3. College courses for which dual enrolled 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.

## 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 Head of School or Assistant Head of School.

Requirements for a standard 178-day school year follow.

1. The school year consists of 178 instructional days. To receive credit, students must attend at least 168 days of each 178-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 arrival will void perfect attendance. Not recognized for the 2021-2022 school year due to continuation of the COVID pandemic.~~
3. The first ten (10) absences may be excused, approved, unexcused, or a combination. All absences beginning with the eleventh (11<sup>th</sup>) must be excused or approved.
4. Students whose tardies and absences exceed the maximum number of days to receive credit for a class will be required to complete “make-up” hours as determined by the administration prior to gaining a Carnegie Unit.
5. 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 if it is a planned absence. If it is an unplanned absence, the teachers must be notified within two days of the student’s return to school. 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, appointments not related to an illness, illness in which a doctor’s appointment is not needed, 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 for 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-** Freshmen, 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. Make up of school work missed during unexcused absences may be approved only with the permission of the Head of School or Assistant Head of School after consultation with the teacher(s) concerned.

**B. ARRIVAL AND DEPARTURE TIMES**

1. The K4 school begins at 7:55 a.m. with the first bell and the tardy bell rings at 8:00 a.m.. Parents will be asked to leave the building at 8:00, as classes will begin. The day will end at 2:30 p.m.
2. The K5 – 12<sup>th</sup> grade school day begins at 7:55 a.m. with the first bell and the tardy bell rings at 8:00 a.m. Parents will be asked to leave the building at 8:00, as classes will begin. Ending times are staggered and are listed below.
  - K5-2<sup>nd</sup> grades – 2:40 p.m.
  - Grades 3<sup>rd</sup>-5<sup>th</sup> – 2:50 p.m.
  - MS – 2:55 p.m.
  - HS – 3:05 p.m.

Times are subject to change depending on construction and will be confirmed by mid July.

3. Students are allowed to arrive on campus beginning at 7:30 a.m., unless reporting for study hall or other school related or sanctioned activity. Lower school students who arrive prior to 7:40 a.m. must report to the cafeteria. ALL STUDENTS who require after school care will be sent to childcare at 3:05 p.m.
4. Students of all ages are to leave campus immediately upon the dismissal bell unless attending school-sponsored activities or unless enrolled in afternoon childcare. **EVERY EFFORT SHOULD BE MADE TO PICK YOUR STUDENT UP BY 3:15 P.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 designated drop off and pick up areas. 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 8:00 a.m. Students arriving in their first assigned classroom after the 8:00 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 Dean of Students or Assistant 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.
4. Students whose tardies and absences exceed the maximum number of days to receive credit for a class will be required to complete “make-up” hours as determined by the administration prior to gaining a Carnegie Unit.

**LOWER SCHOOL UNEXCUSED TARDY POLICY**

All students must be **in the classroom in the morning by the 8:00 a.m.** tardy bell; otherwise, they are tardy to school. **Students tardy to school must have a parent or adult sign the student in the lower school office and receive a tardy pass before being admitted to class.** Any parent/student that does not abide by this procedure may result in the student being counted absent for the day.

**LOWER SCHOOL PARENT CONTACT PROCEDURES DURING A NINE WEEKS:**

- |     |   |
|-----|---|
| 1-4 | Tardies   |
| 5   | Teacher contact   |
| 6   | Letter from Registrar                                   |
| 7   | Administration contact                                  |
| 8+  | Required parent meeting with teacher and administration |

## **MIDDLE & HIGH SCHOOL STUDENTS UNEXCUSED TARDY POLICY**

**Unexcused tardies will be checked daily.** Discipline will be assigned as follows:

- Each day a student in middle or high school is tardy, they will be assigned lunchroom clean up for that day.

### **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 8:00 a.m. and 3:00 p.m. 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.

**Bulloch Academy is a Closed Campus. Students may not sign-out of school for lunch.**

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/school nurse/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. Any student who is ill shall NOT attend school. Students with conjunctivitis (pink eye) and other contagious conditions should remain out of school until cleared by a physician to return. **If a student has a fever (temperature of 100.4 or higher), they must remain out of school until they are fever free for at least 24 hours (without fever reducing medications such as tylenol, ibuprofen). This applies to students who have NO increased risk of contracting COVID-19.**

2. **Regarding COVID-19 exposure and/or infection, students will follow DPH guidelines regarding testing, isolation, and quarantine.**
3. If a student is too ill to attend class, the student must go to or be taken to the school nurse 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.
4. Any student required to take medicine during the school day must leave their medication in the School Nurse'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 (Ibuprofen, 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. Parental contact information for the Disaster Alert System is the information provided by parents each year on **the enrollment contract**. Alerts are sent to you via text, email, and/or voicemail. It is imperative that you contact the Registrar with any contact information changes at [bcollins@bullochacademy.com](mailto:bcollins@bullochacademy.com) or 912-764-0715.

**F. DRIVING ON CAMPUS**

1. Only students possessing 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 into 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 date of registration. Seniors will park closest to the building, then Juniors, 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 do not have a pass will be assigned 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 office or administration.**
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.
9. Operating School Owned Equipment – It shall be the policy at Bulloch Academy that students shall not operate any motorized equipment owned

by Bulloch Academy. This will include any buses, golf carts, utility vehicles, lawn mowers, etc. Any person operating said equipment shall be an employee, full or part time of Bulloch Academy and given authorization by a supervisor to operate the equipment.

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 homeroom teachers assign lockers to middle and upper school students during Open House. 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. Middle and 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, unless the teacher plans for students to use cell phones for part of the lesson. 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** – Students 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 or make recordings (audio, video or otherwise) 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. The administration may seize and search any cell phone reasonably suspected of containing inappropriate or unauthorized content. 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. 42).

**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.**

**Lower and 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. This policy applies to Apple Watches, Gizmos, and any other watch or device that can be used for communication. 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.

**3<sup>rd</sup> infraction** – Students 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 or make recordings (audio, video or otherwise) 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. . The administration may seize and search any cell phone reasonably suspected of containing such picture(s) or recording(s). 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. 39).

**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, iPads, tablets, 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 or Assistant 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.39).
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.39).

**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. OPERATING SCHOOL OWNED EQUIPMENT

It shall be the policy at Bulloch Academy that students shall not operate any motorized equipment owned by Bulloch Academy. This will include any buses, golf carts, utility vehicles, lawn mowers, etc. Any person operating said equipment shall be an employee, full or part time of Bulloch Academy and given authorization by a supervisor to operate the equipment.

#### L. 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. **9<sup>th</sup> and 10<sup>th</sup> graders of Bulloch Academy may attend prom by invitation only;** or

b) Others who have not yet attained the age of 21.  
Prom will begin at 7:30 p.m. and end at 10:30 p.m.

2. 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. **9<sup>th</sup> Grade:** Freshmen class fees are used to fund decorations for all end of year programs. The Freshmen class is also responsible for the Homecoming dance. **A class fee of \$75 is due by October 1st** for each member of the 9th grade class. All proceeds will go toward their Junior year fundraising responsibilities for Prom as well as their Senior year expenses and Senior gift.

2. **10th Grade:** The Sophomore class is responsible for a class fundraiser, which will go toward their Prom fundraising proceeds. **A class fee of \$75 is due by October 1st** for each member of the 10th grade class. All proceeds will go toward their Junior year fundraising responsibilities for Prom as well as their Senior year expenses and Senior gift.
3. **11th Grade:** The Junior class is responsible for fundraising, decorating, and clean-up for the Prom, which includes the BA Pageant. **Each Junior is assessed a \$130 Prom Fee in two payments. The first \$65 is to be paid by the first grading period on October 1st and the remaining \$65 is to be paid by February 1st of each year.** All proceeds will go toward their Senior year expenses and Senior gift.
4. **12th Grade:** The Senior class is responsible for senior fees related to graduation expenses such as: cap and gown regalia, decorations for graduation which includes 2 roses per senior, diplomas, etc. The graduation venue expenses will be paid out of the senior account. **Each senior is assessed a graduation fee of \$200 in two payments. The first \$100 is to be paid by October 1st and the remaining \$100 is to be paid by February 1st of each year. All proceeds will go toward the Senior gift. If fees exceed \$200, an additional fee will be assessed by May 1st.**

#### 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.

#### M. **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 to 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 Administration. 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 the 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 or Assistant 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 a 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.

Teachers are asked not to reply to emails or texts during the school day, except during their planning time, lunch, before or after school. If a parent needs to get a message to a student during the school day, please call the upper school office at 912-764-6297 or the lower school office at 912-764-0713 to leave a message for the teacher/student.

## IX. DRESS CODE

It is Bulloch Academy's belief that developing good character includes being disciplined in the area of personal appearance and dress. We believe that the dress of a student has a direct influence on, and relationship to, his/her attitude and conduct. The appropriateness and modesty must reflect the highest standards of our school environment. If necessary, a parent will be required to bring appropriate clothing to the student. Parental support of these standards is expected. Students should be in appropriate dress code upon their arrival at school. Clothing, hairstyles and accessories should not be disruptive, immodest or compromise student safety.

### A. LOWER SCHOOL DRESS CODE POLICY.

#### **Students in Grades K4-5 will follow these dress code guidelines:**

- T-Shirts/Sweatshirts/Sweaters – Students are allowed to wear BA, college insignia, Christian emphasis, and other appropriate T-shirts. Shirts with offensive or suggestive language or logos are not permitted.
- Shorts/Skirts – Shorts and skirts will be hemmed (not cut off or unraveled). **Shorts or skirts must be an appropriate length to completely cover the student; even when bending over, arms raised, or sitting.**
- Dresses/Skirts/Tops – Dresses should cover the chest, back, and shoulders. Dresses of sheer fabric and/or low necklines should not be worn. Mini-skirts, sheer or halter tops, strapless tops, low necklines, or tops that bare any part of the midriff are not permitted. Shirts must cover chest, back, and midriff at all times, including the seated, kneeling, and arms-raised positions. Shirts of sheer fabric and/or low necklines are unacceptable.
- Pants – Dress slacks, jeans, and capri pants may be worn. Please ensure that the pants are not too tight or revealing.

- Hats – Students will not wear hats during the school day, unless approved by the school, such as for dress up day or special events.

## B. MIDDLE AND HIGH SCHOOL DRESS CODE POLICY

### **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). Midriff and back are not to be exposed when sitting, bending or stretching.
3. A dress of appropriate length.
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 tops must be fingertip length, all the way around – no high/low tops.

#### **NOTE: Appropriate length**

Dress or skirt – fingertip length with shoulders in relaxed position and skirt waistband positioned at the waist.

Shorts – fingertip length with shoulders in relaxed position and waistband positioned at the waist.

Shirts – Sleeves must be 2 inches in width.

#### **Young ladies may not wear (or have):**

1. Any clothing that allows undergarments to be exposed.
2. Any clothing that exposes the midriff and back when sitting, bending or stretching.
3. Hats or sunglasses. (May be worn during spirit weeks.)

4. Extremes in hair color or style.
5. Skirts, dresses, or shorts that are too short.
6. Clothing that is too tight, too loose, or otherwise revealing.
7. Pants or jeans that have holes above fingertip length.
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 are appropriate in length.
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.) They should be left in lockers or stored in a book bag.
4. Extremes in hair color or style.
5. Clothing that is too tight, too loose, or otherwise revealing.
6. Pants or jeans with holes above fingertip length.
7. Earrings or any other visible piercing.
8. Any visible tattoos.
9. Shabby or disheveled clothing

10. Bedroom shoes or slippers. (May be worn during spirit weeks.)

11. Bathing suit bottoms

Earbuds may not be worn during the school day without permission from a teacher.

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 the 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 the 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.

## **X. 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, vape (or similar)

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 any time 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 nunchuck, 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. CLASSROOM MISCONDUCT**

Bulloch Academy reserves the right to discipline or dismiss students who intentionally and/or recklessly disrupt the learning environment at Bulloch Academy.

**E. HONOR CODE VIOLATIONS**

Bulloch Academy reserves the right to discipline or dismiss students who violate the Honor Code.

**F. 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 Administration, 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.

G. PENALTIES FOR VIOLATION OF CLASSROOM MISCONDUCT

Disciplinary action for a student violating the Classroom Misconduct Policy shall be in the discretion of the Head of School or her designee and shall include, but not be limited to, the following:

- 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 meet with teachers, administrators, and the student 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 or Assistant 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.

Students who violate the Classroom Misconduct Policy shall be subject to the disciplinary action listed within this paragraph/subparagraph; however, based upon the nature of the misconduct, the Head of School/Assistant Head of School

reserves the right to impose any penalties for Classroom Misconduct as for any violation of Disciplinary Policy or School Rules as listed below in Paragraph I.

#### H. PENALTIES FOR VIOLATION OF HONOR CODE

If a student is suspected of Honor Code violations, he/she will be taken to the Head of School or Assistant Head of School's Office immediately, and the parent(s) are to be notified and are encouraged, if available, to attend proceedings in the office. Violations of the Honor Code (plagiarism, cheating, lying or theft) shall result in the following disciplinary action. Consequences for multiple Honor Code violations can be disciplined under Penalties for Violation of Disciplinary Policy and School Rules due to severity (in terms of nature and/or quantity of violations/infractions) of the infraction deemed by the administration (Section I hereof (p. 40 et seq.)).

##### 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.

Students who violate the Honor Code Policy shall be subject to the disciplinary action listed within this paragraph/subparagraph; however, based upon the nature of the misconduct, the Head of School or her designee reserves the right to impose any penalties for Honor Code Violation as for any violation of Disciplinary Policy or School Rules as listed below in Paragraph I.

## **I. 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 or her designee 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, Assistant Head of School, Dean of Students, or Lower School Administrator 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 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.

J. Bulloch Academy shall have the burden of proving a violation or violations of any rules or policies contained in this Handbook, and the burden of proof shall be by a preponderance of the evidence.

K. **RIGHTS OF APPEAL FROM DISCIPLINARY ACTION (All time-frames exclude holidays and weekends)**

1. Parents have the right to appeal any disciplinary action by submitting a written request for a conference with the Head of School. The written request must be submitted to the Head of School by hand delivery no later than 24 hours from the date and time of the disciplinary action being imposed. Both the parent and the student shall meet with the Head of School and other administrators 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. The Head of School must issue his/her decision regarding the disciplinary action within 24 hours of receiving the written request for a conference with the Head of School.
2. In the event that resolution is not reached following the conference with the Head of School, the parent shall have the right to appeal any disciplinary action to the Disciplinary Tribunal. In the event of an appeal to the Disciplinary Tribunal, written notice of such appeal must be delivered to the Head of School no later than 24 hours from the Head of School's decision referenced in Paragraph 1 herein. The Disciplinary Tribunal shall consist of one member of the Board of Trustees appointed by the Chairman of the Board, the Head of School, 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. The Disciplinary Tribunal shall be held within 72 hours of the receipt of the parent's written request for Appeal to the Tribunal. 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. A parent and/or legal counsel may be present at the tribunal and make a statement and/or may present any relevant evidence to the Tribunal, but they will not be allowed to question any members of the tribunal or the Head of School.

3. A parent shall have the right to appeal any decision of the Disciplinary Tribunal to the Board of Trustees of Bulloch Academy. In order to effect such an appeal, written notice of appeal must be delivered to the Head of School within 24 hours of the Tribunal issuing its decision. In such event, a student shall appear before the Board of Trustees with his or her parent(s) or guardian(s), and the Hearing before the Board of Trustees shall be held as soon as possible to convene a quorum of the Board of Trustees, but in no event shall the appeal be set for a time/date beyond seven (7) days from the Head of School's receipt of the written notice of appeal. 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. The Board shall consider all evidence presented to the Tribunal. The Head of School or his/her designee shall be responsible for presenting the matter to the Board. The student and/or his representative (parent, guardian, and/or attorney) shall be allowed to address the violation(s) by making a statement and/or presenting any evidence regarding the violation, and/or shall be allowed to address the punishment being imposed and/or requested. 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 administrative rights of appeal.

**L. 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 any item 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; or any item or device that is being used to violate and/or circumvent any rule and/or policy of Bulloch Academy. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action to include expulsion as set forth herein and below.

2. Personal Searches: A student's person and/or personal effects (e.g., purse, book bag, cell phone, laptop, electronic devices, 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 or Assistant 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 or Assistant 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.
10. Seizure of Unauthorized Materials: If a properly conducted search yields Unauthorized Materials, such Unauthorized Materials shall be retained by the Head of School or Assistant Head of School to be utilized in any Disciplinary Proceeding and then properly disposed of. If the Unauthorized Materials are located on or within the belongings of a Student, then the belongings of the Student will be returned to the Student once the Unauthorized Materials are removed and secured and the Disciplinary matter has concluded (unless the Materials and Belongings are turned over to proper legal authorities as set forth hereinabove)

# GEORGIA INDEPENDENT SCHOOL ASSOCIATION CODE OF GOOD BEHAVIOR

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 is 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 school's 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)."

## **Bulloch Academy Technology and Internet Usage Policy**

Students at Bulloch Academy are provided with access to a Local Area Network and a wide variety of software and hardware while on campus. The use of the network is a privilege, not a right. Inappropriate use will result in discipline in the same way as for other forms of vandalism, cheating, or theft, and suspension or cancellation of network access. Ethical use of all technology and protection of the equipment is expected. Any student who uses the computers or technology equipment in a manner that is inconsistent with policies mentioned in this policy may lose technology privileges.

It is the ultimate responsibility of the parents, and guardians of minors to set and convey the standards that their children should follow when using any media or information sources, this would include text messaging, instant messaging, and online journaling including but not limited to Facebook, Twitter, and Instagram. Information and inappropriate postings on these sites and other social forums/apps is considered public and therefore subject to school disciplinary measures.

Bulloch Academy has taken good faith steps to restrict access to inappropriate materials. However, given the dynamic nature of Internet content, it is impossible to totally block all inappropriate materials. BA technology can be used for completing school assignments, obtaining information for school assignments, scholarly research, college and career planning and other appropriate educational activities as assigned and monitored by school personnel on school premises.

### **Bulloch Academy Internet Use Policy**

- Acceptable Use – The purpose of the computer network allowing access to educational resources and access to the Internet is to support research and education at Bulloch Academy. The use of technology must be in support

of education and research and consistent with the education objectives of the school. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening, harassing, obscene or pornographic material, material protected by trade secret, or for any purpose intending to alter academic records or activity intending to cheat in any academic endeavor.

- Privileges – The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of that privilege. The system administrators (in concert with the faculty, administration and board of directors) will determine what is considered inappropriate use and their decision is final.
- Use/Care of school equipment – It is the student’s responsibility to care for the equipment while in their use. Students should handle the computers, both hardware and software, with care. All equipment must be checked out and returned to the assigned location.
- Account Use – Students will be assigned their personal username and password. Using another user’s account or trespassing in other folders, work or files is unacceptable.
- Use of Resources – Students should use school resources sparingly and with care. Intentionally wasting limited resources, including the downloading or printing of large files without prior teacher approval is unacceptable.
- Internet Activity – Internet Activity is monitored by a subscription based service. Sites are blocked by various criteria including specific subjects, words, keyboards, or media. Should you find a blocked site that is relevant to your work or classroom, please submit it for review. If there is no reason for it to be blocked, access may be allowed. Inversely, if a site is currently accessible and should be blocked contact the Technology Department.
- Network Etiquette – Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
  - Be Polite – do not be abusive in your messages to others.
  - Use appropriate Language – do not swear, use vulgarities or any other inappropriate language.
  - Sending or receiving inappropriate messages or pictures is prohibited.
  - 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.

- Illegal activities are strictly forbidden – illegal activities include (but are not limited to) the following: downloading and storage for the purpose of sharing any intellectual property (software, music, movies, e-books, photos, etc.), which deprives the owner of fair compensation for their work.
- Do not reveal any personal information – including but not limited to: your personal address, phone number or phone numbers of students or colleagues, credit or financial information, etc.
- Private E-mail Account Access – Users are welcome to access their private e-mail account via WEB-BASED interface only. Use of outlook express with a private e-mail account is prohibited.
- Security – Security on any computer system is a high priority, especially since the system involves many users. If or when a security problem on the Internet is identified, the Bulloch Academy Technology Administrator or another Bulloch Academy Technology employee should be notified. Do not demonstrate the problem to other users.
  - Do not use the network in such a way that would disrupt the use of the network.
  - All communications and information accessible via the network should be assumed to be the property of Bulloch Academy.
  - Do not send photos of others during the school day. Best practices are to not distribute pictures of yourself or anyone else to unknown persons. Any photos of others must have written consent for you to distribute.
  - The use of tools or software designed to disguise or hide an individual's identity are prohibited. This includes MAC address cloning or altering the IP address to something other than the system generated address.
  - Do not use another individual's account under any circumstance. This includes the use of Advanced Technology and Yearbook special accounts that should only be used during that class time. Should the need arise to access information on another individual's PC (i.e. in their absence) please contact the Bulloch Academy System Administrator.
- Vandalism – Computer Vandalism will result in the cancellation of technology related privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or any of the

above listed agencies or other networks that are connected to any of the Internet backbones. This includes (but is not limited to):

- The uploading or creation of computer viruses
- Downloading malicious software (I.E. Spyware)
- Changing system options, network settings, display settings
- Any attempt to disrupt the use of a specific computer on the network
- Any attempt to alter or disguise the user's computer or user's identity on the network.
- Use of the network or any network device without express permission of the technology department. This includes but is not limited to: switches, routers, wireless access points, etc.
- Any attempt to circumvent or bypass the Internet content filtering software to gain access to restricted websites shall be considered a violation of the Bulloch Academy Acceptable Use Policy and may result in loss of network privileges and/or other disciplinary action deemed appropriate by Bulloch Academy administrators.

**Use of personal computers or devices on the Bulloch Academy Campus** – The use of non-school issued devices such as laptop computers, Ipads, Macbooks, Chromebooks, etc. on the Bulloch Academy network is subject to the approval of the Bulloch Academy Technology Department. Use of personal PCs will have some minimum requirements and certification prior to allowing network access.

Students in the High School levels are permitted to use approved personal electronic devices for educational purposes under the direction of a classroom teacher. BYOD (Bring your own device) activities are implemented at the discretion of classroom teachers. When electronic devices are used to enhance learning in the classroom, students without a personal device will be provided access to an appropriate school owned or leased digital device.

Violations of any board policies, regulations, or school rules involving a student's personal electronic device may result in the loss of use of the device in school and/or disciplinary action. The school reserves the right to inspect a student's personal electronic device if there is reason to believe that the student has violated board policies, regulations, school rules or has engaged in other misconduct while using their personal electronic device.

The use of an approved personal electronic is a privilege, and students may be

denied access at any time. Students wishing to participate in the “bring your own device” program must comply with the following guidelines and procedures.

Students:

- Must abide by the Bulloch Academy’s Acceptable Use Policy and are subject to all student code of conduct restrictions and disciplinary consequences relating to use or misuse of technology.
- Are responsible for ensuring the safety of their own personal devices. The school is not responsible for the loss or theft of a device, nor are they responsible for any damage done to the device while at school.
- Will use approved devices only for an educational purpose, and only when directed by a classroom teacher or administrator.
- Must keep devices turned off when not directed to use them.
- May not use the camera feature to capture, record, or transmit audio, video or still photos of other students, faculty or staff without explicit permission given by the subject of the photo or video.
- Are not to use the device in a manner that is disruptive to the educational environment.
- Exhibiting harassing, intimidating behavior or found bullying through the use of a personal electronic device are subject to discipline under the Bulloch Academy Student Handbook, Conduct & Discipline Section E.
- Are responsible for servicing their personal electronic devices. The school will not service, repair or maintain any non-school owned technology brought to and used at school by students.
- All devices must be set to silent or vibrate mode, with audible signals disabled during all in-school use.
- Speaker settings must be turned off. Audio content must be delivered by means of earphones or headsets to prevent any disruption of school activities.
- Students will access only files and Internet sites that are relevant to the curriculum.

BYOD permissions may be suspended at any time in keeping with rules surrounding the implementation of standardized tests or other specialized school activities.

Students and staff should be cautioned BYOD connectivity cannot be guaranteed at any location all the time.

## **STUDENT-OWNED COMPUTER USE POLICY**

Bulloch Academy will allow students in grades 7-12 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 any time. 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 any time for misuse/abuse while on school property.

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



**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.*