

TALLULAH FALLS SCHOOL

2011-2012 STUDENT PARENT HANDBOOK

expectations • guidelines • policies

- Middle School grades 6 - 8
- Upper School grades 9 - 12

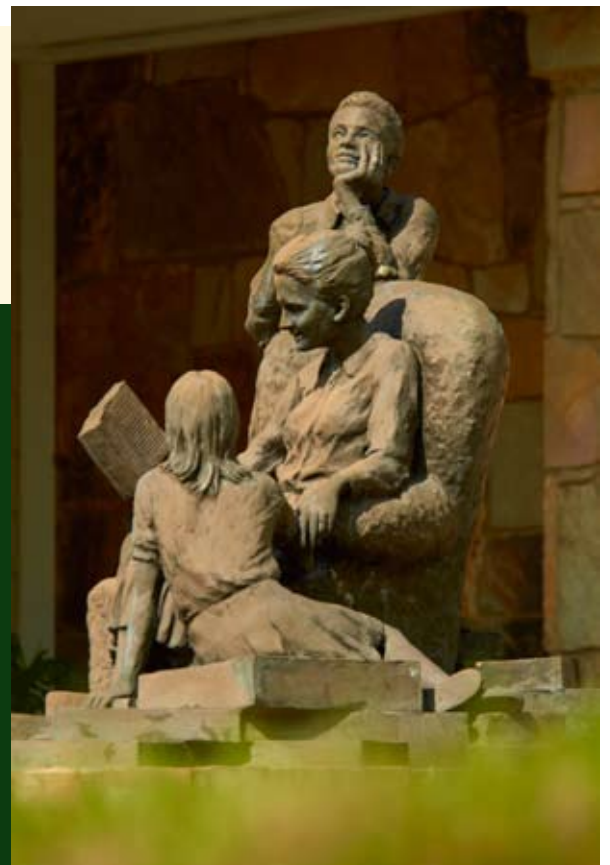


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Welcome to the Future

by Larry A. Peevy
President and Head of School



The Tallulah Falls School campus has often been a quiet and serene place in the summertime. Not so this summer, with the sounds of bulldozers, cranes, jackhammers, welders, carpenters, plumbers, roofers, electricians and other professionals working diligently to complete another phase of our Academic Complex Renovation, while simultaneously re-purposing our new state of the art Middle School Campus and laying miles of fiber optic cable to keep our communication capabilities second to none. Welcome to the future! These are the happy sounds of progress and positive change.

But even happier sounds - the sounds of footsteps, laughter, and conversation - now fill our classrooms and hallways. Our students have returned from their summer vacation, joined by new students who are experiencing Tallulah Falls School for the first time.

Students, you are the finest 330 young people Tallulah Falls School has ever assembled, and you represent the largest enrollment in the school's history. You are the best and the brightest. You come from as far away as Saudi Arabia, Italy, and China, and from as nearby as Clarkesville, Clayton, and Tallulah Falls. You are filled with the natural wonder and exuberance of youth and an eagerness and curiosity to learn. You proudly wear the Tallulah Falls School crest on your blazers, proclaiming to all that you are a part of our close-knit school family. I challenge each of you to strive for excellence in everything you do, never settling for less than your very best efforts. Believe me when I say that those efforts will be rewarded.

Parents and guardians, thank you for entrusting Tallulah Falls School with the task of educating your most prized possessions, your children. We do not take this trust lightly. We will do everything in our power to ensure that your children thrive in our supportive college preparatory environment, growing and developing into successful and caring people. At Tallulah Falls School, students are our number one priority. We appreciate your continuing support and patience as campus renovation continues. The benefits to be gained by these improvements, both for your children and for future generations of students, far outweigh any minor and temporary inconveniences. Returning parents, I cannot thank you enough for your positive vocal endorsements of Tallulah Falls School in your local communities. Everywhere I go people are talking in glowing terms about our school! A school can have no better advertising than the unsolicited praise of highly satisfied current parents.

Our *Student-Parent Handbook* outlines our basic expectations, guidelines, and policies. It is important for both students and parents to read and understand this document. If you have questions or need clarifications, please do not hesitate to contact us. We are extremely excited about this year, as a great school, great students, and great parents come together in a mutually beneficial partnership where the sky is truly the limit! Welcome to the future...

Larry A. Peevy
President and Head of School

I. INTRODUCTION

Mission Statement: Challenging Preparation for College and Life

Tallulah Falls School's mission is to provide quality coeducational middle school and high school programs for both boarding and day students. Emphasis is placed on the development of the intellect, character, and the social well being of each student. With this special emphasis on the student, the school sees itself as a partner with the parent/guardian in achieving the success of the student.

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS, FACULTY, AND STAFF

Tallulah Falls School does not discriminate against students on the basis of race, color, national, or ethnic origin, religion, disability, or any other characteristic which is protected by federal or state law and affords equal opportunity to all students to all rights, privileges, programs, and activities generally accorded or made available at our institution. Tallulah Falls School does not discriminate against students on the basis of race, color, national or ethnic origin, ancestry, religion, disability, gender, sex, or any other characteristics which are protected by federal or state law and affords equal opportunity for all students to all educational policies, admissions' policies, scholarships, loan programs, and athletic and other school-administered programs.

Tallulah Falls School is an equal opportunity employer and will recruit, hire, promote, train, and make all other employment decisions without regard to race, color, national or ethnic origin, ancestry, religion, disability, pregnancy, gender, sex, age, veteran's status, or any status which is protected by state and federal law.

Philosophy and Goals

Benjamin Disraeli, former prime minister of Great Britain, once said, "the secret of success is constancy to purpose." These words are especially significant and meaningful for Tallulah Falls School. For a century Tallulah Falls School has existed to meet the educational and emotional needs of young people. While the apparatus for implementing this basic philosophy inevitably has changed in the intervening decades since the school's founding, the philosophy itself remains as relevant today as it was in 1909. The extent to which we are able to match individual student needs with the services that we provide will largely determine our present and future success as an institution of living and learning.

Statement of Philosophy. We believe that education is interactional and multidimensional, involving both societal and human factors, including such variables as the school environment, the home environment, peer interaction, and student motivation. When one or more of these factors become a limiting influence on student learning and growth, students will not be able to achieve all that they are capable of achieving in school or in life. Our aim as an independent school is to provide our students with opportunities to enable them to experience success.

At Tallulah Falls School the classroom and dormitory environments are carefully structured to provide students with a wide range of experiences. A great deal of emphasis is placed on personal development. The character development, academic experience, recreational experience, work experience, and dormitory experience of learning to get along and to cooperate in a group setting, as well as with a roommate, are all parts of the larger experience of growing up. What is exciting and challenging for school employees is the realization that student success in one area may lead to greater overall efforts in other areas. A student who experiences success acquires confidence and, as a result, generally becomes willing to tackle larger developmental tasks. The concept of self-image cannot be overemphasized. Students who feel good about themselves interact and respond positively with others. It is also apparent that students' overall success should not be measured in terms of how they compare to their peers but rather in terms of individual progress. Every student cannot be excellent in all areas, but each student is capable of making an excellent effort.

Living away from home necessitates that a student assumes a certain amount of personal responsibility. Operating within clearly defined behavioral expectations, specifically outlined and consistently applied by all employees, students develop value systems and respect for authority. Emphasis is placed on ways to be "a positive and a productive student" rather than on "what not to do as a student." Students are encouraged to establish and to work toward realistic personal goals.

Students who benefit from the Tallulah Fall School educational environment come from diverse academic, religious, social, and economic backgrounds. This diversity provides students with opportunities for healthy peer interaction and exposes them to a broad range of outlooks and opinions. Another outcome of diversity is that our students have different postgraduate educational goals and consequently the school curriculum is flexible. Through guidance and counseling, students are encouraged to think realistically about the future and to prepare accordingly for their next step after graduation.

Tallulah Falls School, while striving for success as an institution, seeks to instill the desire to achieve success in its students. In bringing together the ingredients necessary to accomplish this aim, we must look beyond facilities, curriculum, and competent employees. **Students who find personal success within our structured environment are those students who want to be here and who are willing to make the efforts necessary to be successful.**

Statement of Objectives. A major objective of Tallulah Falls School is to enroll students who benefit from the educational atmosphere which Tallulah Falls School provides with the limitation that Tallulah Falls School does not have the staff or program of instruction available for the student who is emotionally disturbed, mentally challenged, or has severe learning disabilities or severe Attention Deficit Disorder. Prospective students must be in good standing with respect to behavioral patterns with the school in which they are currently enrolled or have previously attended.

Objectives of the Academic Program:

1. To provide an atmosphere conducive to learning that is structured in such a way that students have opportunities to achieve their full level of ability, thus allowing students to perform without frustration and with growing confidence in their ability to learn.
2. To achieve personalization of learning through small classes.
3. To use the tutoring period for enrichment activities for the talented students, for review of classroom material for those students needing remedial work, or for modification of subject matter when necessary.
4. To provide a curriculum which includes a broad range of academically challenging college preparatory courses including courses in music and the arts, foreign language, and physical education.
5. To integrate computer technology into the academic program as an instructional tool to enhance and enrich curriculum content.
6. To utilize up-to-date visual media technology to supplement traditional methods of instruction.
7. To assist students, through guidance and counseling in dealing with distractions that may be interfering with the learning process.
8. To offer career guidance and to help students plan a realistic future step beyond graduation.

Objectives of the Boarding Program:

1. To build students' capacity to cooperate, solve conflicts, and interact with a roommate and with other students.
2. To help students to learn responsibility and discipline by making decisions within a structured framework.
3. To provide the environment of a family as the student develops relationships with other students and responds to the leadership and authority of the dormitory counselor.
4. To build a sense of belonging in the students as they feel confident that they are accepted by their peers and by all employees.
5. To develop an awareness of and wise use of time.

Objectives of the Recreation Program:

1. To utilize on-campus facilities to maximum advantage to help students to develop skills and to have fun while participating in individual and team sports and in recreational activities.
2. To provide opportunities for outdoor activities, such as off-campus hikes, camping trips, fishing trips, and white water rafting to help students to develop an appreciation for nature.
3. To offer trips to a wide range of cultural and athletic events to give students a broader perspective of the world around them.
4. To clearly differentiate between the recreational needs of both middle school and high school students and to provide appropriate recreational experiences for each group.
5. To obtain student input regarding the types of recreational experiences that they would enjoy and to provide them with flexibility in making individual choices as to how they spend their leisure time.
6. To encourage students to participate in weekend activities, and to interact socially with other students in order to further develop a sense of belonging to the school family.

Objectives of the Work Program:

1. To provide students with a role as important and contributing members of the school family by participating in the necessary, day-to-day operations and care of the school's facilities.
2. Secondary to the overall goal is the objective to provide students with practical experience in a wide range of job assignments which require them to be punctual and productive and to stay with tasks until they are completed.
3. To help students to feel responsible for the general care and respect of the facilities which are available to them at Tallulah Falls School.
4. To instill a sense of pride in the school and in self.

Objectives of Tallulah Falls School's Character Development:

1. To provide students with the opportunity to fulfill their character development needs.
2. To emphasize the need to understand oneself on the physical, mental, and spiritual levels.
3. To offer guidance to students who are in search of spiritual direction.

II. ACADEMICS

Academic Building Visitors

During school hours all visitors must report to the Academic Office.

Academic Schedule

See schedule posted on page 50.

Academic/Athletic Expectations

It is the desire of Tallulah Falls School for every student to achieve high academic standards. Tallulah Falls School also believes that students should be well rounded. We encourage our students to participate in many extra-curricular activities including athletics.

In order to continue to ensure student academic success, the following guidelines have been put in place:

Middle School

All grades will be reviewed after the first six weeks of school. Any student athletics with a grade of 70 or below in one or more classes will be given a warning from the office of the Academic Dean. Students will be given one week to raise their grade.

If after one week the student's grade has not improved to a passing grade, the following conditions will apply:

- 1 week-Students will not travel with their teams.
- 2 weeks-Students will not travel or participate in team games.
- 3 weeks-Students will not participate in practices or games.

Upper School

All grades will be reviewed after the first six weeks of school. Any student athletics with a grade of 70 or below in two or more classes will be given a warning from the office of the Academic Dean. Students will be given one week to raise their grade.

If after one week the student's grade has not improved to a passing grade, the following conditions will apply:

- 1 week-Students will not travel with their teams.
- 2 weeks-Students will not travel or participate in team games.
- 3 weeks-Students will not participate in practices or games.

Grades reviews will take place on three week increments throughout the school year.

If at any point a student's grade is above a 70, the student will resume normal team activities.

The Academic Dean and the Athletic Director may review students on a case by case basis and make any changes that benefit the student's academic success.

Academic Probation

Tallulah Falls School wants every student to be academically successful. At the end of each semester all grades will be formally reviewed. However, if a student's GPA is below 2.0 for the semester or if the student fails more than one class for the semester, the student will be immediately placed on academic probation. If a student remains on academic probation at the end of the following semester, the student may be dismissed from Tallulah Falls School. A final meeting with the student's advisor, the Principal, and the President of the school - will convene to determine the student's continued status with Tallulah Falls School.

Advisory Program

Tallulah Falls School seeks to educate "the head, the hands, and the heart" of each individual: the mental, physical, and spiritual aspects of the student.

To this end, the school places great emphasis on the Advisory Program. This program's primary focus is the facilitation of relationships that are necessary for healthy development and learning. During each school day, time is set aside for the students to meet with their faculty advisors. These groups, which consist of a small number of students and one faculty member, discuss developmentally appropriate issues and plan service/learning projects.

Further, the Advisory Program serves as an additional support service wherein students can discuss personal and academic concerns. Within this formation of family-type groups, students have the opportunity to receive an extra measure of personal attention from a caring adult, assuring that no student's needs go unnoticed or unattended. Further, students and teachers establish a relationship of respect and trust outside of the formal confines of the classroom. This foundation enables the faculty advisor to assist the child with his/her general school welfare, study habits, social relations, personal issues, and overall adjustment to the boarding school.

To the students our faculty members are not just teachers, but also advisors, mentors, coaches, and sponsors who are dedicated to student success and achievement.

Class Attendance

Class attendance is vital to the successful and smooth operation of Tallulah Falls School. Student absences from class are disruptive to both the student and the academic program. Tallulah Falls School requests that parents and guardians refrain from requesting that students miss academic time.

Routine medical appointments should be handled when students are on official leave from school. Any appointment made before or immediately following a break will be unexcused. Appointments made during school time will be excused only if the Principal is notified no less than three days before the absence. The Principal determines which absences are excused or unexcused.

If a student is absent due to illness, injury, or family emergency, the student may be excused. If a student has an excused absence, the student can make up work that is missed. It is the responsibility of the student following an excused absence to consult with the teacher immediately upon returning to class to find out what work needs to be made up. The student has three school days to make up any work missed. If a student is absent from class due to sporting events, extra-curricular or field trips, assignments are due the following day.

If a student's absence is unexcused, the student cannot make up any work missed during the absence and will receive zeroes for every assignment missed. The student may also be subject to disciplinary action as deemed appropriate by the Principal or the Dean of Special Services. If a student is absent excused or unexcused seven days in any class during any semester, the student may not receive credit for the class. Parents may appeal any decisions regarding credit being withheld due to absences to the President of Tallulah Falls School.

Seniors may have three days of absence to tour colleges. This absence is excused if the visitation is cleared by the Guidance Office no less than seven days before the scheduled college visit.

Class/School Activities Tardiness

Much like excessive absenteeism, tardiness is disruptive and impedes a student's development in the classroom. Students are expected to appear for class and for all school activities at the assigned time. Excessive tardiness subjects a student to disciplinary measures.

Contacting School Employees

With ever-increasing computer technology and the use of cell phones, the following are suggested ways of contacting Tallulah Falls School employees in addition to sending a letter via the post office.

E-Mail. Most employees of Tallulah Falls School have an e-mail address that they check daily. In order to contact an employee by e-mail, you must enter the employee's first initial, last name, and the school address. Example: jdoe@tallulahfalls.org

Telephone Directory. The last page in this handbook contains a listing of telephone extension numbers, fax numbers, and mailing addresses for school offices.

Food and Drinks in the Classroom Building

Students are prohibited from bringing food (including candy), drinks, and chewing gum into the classrooms. Students are permitted to have a water bottle in the classroom building.

Grade Classification

Students are classified in grade levels at the beginning of the first semester. Class status may be adjusted at the end of the first and/or second semesters. The fall classification is used to determine participation in any student activity unless a higher class status is earned at the end of the first or second semesters.

The grade level is determined by the total units which are earned in the ninth through the twelfth grades as follows:

9th Grade - Completed 8th Grade
10th Grade - Five (5) Units

11th Grade - Ten (10) Units
12th Grade - Sixteen (16) Units

Students entering Tallulah Falls School from home schools or other alternative schooling are placed in a grade or class through appropriate testing in subject areas. A student requesting credit for an advanced grade level must pass the final for each course with a grade of "C" or higher.

All students graduating from Tallulah Falls School must have earned twenty-two units with the incoming Class of 2012 and beyond completing twenty-three units.

Grades

Tallulah Falls School believes that all its students can academically perform at least at the average level. The scale which Tallulah Falls School uses for grading is as follows:

A = Excellent/Superior.....	90-100.....	4 Quality Points
B = Good/Above Average.....	80-89.....	3 Quality Points
C = Fair/Average.....	70-79.....	2 Quality Points
F = Unsatisfactory/Below Average.....	Below 70.....	0 Quality Points

Students obtaining an "A" in all courses are eligible for the Trustees' Honor Roll. Students obtaining an overall average of 3.5 quality points are eligible for the President's Honor Roll. Students passing all courses and obtaining an overall average of 3.0 quality points are eligible for the School's Honor Roll.

The student may participate in interscholastic group/team events if he or she is passing five or more classes and is on track for graduation in accordance with GHSA guidelines.

Graduation Requirements for College Preparatory Curriculum

Tallulah Falls School requires the following courses to graduate with a college preparatory diploma: **Graduating Classes of 2012 - 2014.** All students graduating from Tallulah Falls School must have earned twenty- two (22) units with the incoming Class of 2012 and students beyond completing twenty-three (23) units.

Course	Number of Required Units
English	4 Units
Foreign Language	2 Units
Mathematics	4 Units
Physical Education/Health	1 Unit
Science	4 Units
Social Studies	3 Units (2015 and beyond - 4 units)
Other	5 Units

Some colleges may require additional courses other than those itemized above. Students should contact the colleges of their choice for specific requirements.

Honor System

“Honor, respect, and trust” are values that embody the moral and ethical foundation of the mission of Tallulah Falls School as well as its Honor System and Honor Code.

Honor System Values. The school’s “Honor System” is the structure which defines and promotes the values of “honor, respect, and trust” that have been adopted within the school community. The honor system is one method of student self-government and self-discipline. The system also familiarizes students with issues of academic integrity and provides a forum for students to explore and debate issues and transmit them to others. However, the honor system is not intended to replace the school’s regular system of discipline.

One of the chief goals of teaching is to develop in students the ability to think for themselves and to learn independently. As our students acquire these skills, the honor system helps them to recognize when to give credit to the ideas and words of others. In the process, students become more aware of their own originality - a result which fosters self-esteem and pride in intellectual achievement.

Honor Code. The “Honor Code’s Pledge” states, “I promise not to lie, steal, cheat, or support such behavior” and represents the highest ideals of moral development, academic integrity, and achievement as well as respect for the ideas, work, and property of others. All students must honor and agree to this pledge. The “Honor Code” represents the school’s commitment to fostering integrity in our students and to teaching and promoting honor, trust, and respect within our community.

Honor System Terms and Definitions

Whenever a student has any questions about the “honor” terms of an assignment, as well as any questions about how to document sources and avoid honor violations, the student must assume the responsibility of asking the teacher to clarify the matter.

The following terms and definitions explain in detail the actions which are considered breaches or violations of the “Honor Code.” However, this is not intended to be an exhaustive list and does not attempt to identify each and every potential violation of the “Honor System.”

Cheating. Cheating is the giving/receiving of unauthorized help on class assignments. This includes copying from a fellow student, plagiarizing, acquiring unauthorized advance knowledge of the contents of a test or assignment, or violating the rules and conditions of any academic or other school projects.

Lying. Lying is a distortion of the truth, whether it is verbal or written. It is any attempt to convey a false impression. This includes concealing facts with the intent to mislead.

Stealing. Stealing is the taking of property, ideas, and work from another without permission. Borrowing without permission is considered stealing.

Plagiarism. To steal and pass off the ideas or words of another as one’s own or without crediting the proper source.

Supporting Behavior. All members of the Tallulah Falls School community are expected to observe and support the “Honor System” and to report all violations that may occur. Violations may be reported to any employee of Tallulah Falls School.

Tallulah Falls School takes the “Honor System” very seriously and realizes that it will function only with the full cooperation of every student and employee of Tallulah Falls School. Students are expected to exercise common sense, good judgment, and ethical principles at all times. Any violation of the “Honor System” may result in disciplinary action up to and including dismissal.

Interscholastic Athletics Program and Activities

Mission

The mission of TFS athletics is to develop GREAT character, competence, and competitiveness.

Vision

The vision of our athletic program is distinct and vibrant. We will be Together and Fierce as we Sacrifice for the betterment of the team, program, and school. Our athletes will be Champions who Choose GREAT Character! We will raise the BAR: Our Beliefs will compel Action ending in positive Results.

Eligibility

All participants in GHSA interscholastic activities are subject to the GHSA guidelines (www.ghsa.net), the TFS Athlete’s Pledge, and the Varsity Lettering Criteria (for high school sports). Every athlete - middle and high school - must have a GHSA physical examination form on file at TFS before being permitted to participate in athletics. Forms can be received from our web site <http://www.tallulahfalls.org/files/895852PhysicalEvaluation.pdf>, from the nurse’s office, or from admissions.

Athletes requiring special tutorial are allowed to be late for practice.

High school students may participate in interscholastic group/team events if the student is passing five or more classes and is “on track” for graduation in accordance with GHSA policies. All athletes are subject to TFS academic standards concerning practices, activities, and games.

Contact Information

Check the tallulahfalls.org web site for any schedule changes as well as pertinent team information (team standards, banquet information, etc.). Any changes in game plans, whether home or away, will be promptly communicate through our web site under announcements.

Chain of Command

If a question, concern, or conflict arises, consult with the appropriate coach as the initial step in the clarification process. If the issue is not satisfactorily resolved, the issue will go to the athletic director.

Policy for Signing a Letter of Intent

When it is known an athlete will “sign” or compete in collegiate athletics, immediately contact the TFS AD who will contact the athletic office at the college for pertinent details. The school will set up an announcement ceremony in which to honor the athlete. Normally, the athlete, parents, and coach(es) will be accompanied by at least one administrative personnel (President, Athletic Director, Principal) at the ceremony. The actual ceremony may take place at a banquet, assembly, or other special recognition place. We wish to celebrate this time. Under no circumstances should a coach be a part of a ceremonial signing without AD approval. Instruct parents to our policy with the idea that it is to rightly honor the athlete for their accomplishment.

Tallulah Falls School Athletic Transportation and Day Student Pick-Up Policies (revised 7-22-11)

Pick up of Day Student Athletes After PRACTICES

To enhance safety, reduce vehicle congestion, and improve traffic flow, parents of day students should pick up their child after practice at the day student parking lot next to Giddings Cottage (museum).

Athletes at the field may be picked up at the practice/event site; however, students may NOT wait for a ride at the field. Once the coach releases the team, the next step is to be picked up at the day student parking lot or the respective dorm upstairs.

DO NOT PARK ON THE UPPER ROAD NEXT TO THE GYM OR STUDENT CENTER.

Pick up of Day Student Athletes After GAMES

To ensure supervision, DAY students should be picked up at the respective dorms upper floor lobby after away games. Please contact the particular coach to determine return time.

Team Travel

We highly encourage parents, friends, and TFS community to support our teams, both home and away; however, transportation to and from contests on TFS vehicles is for team members.

Athletic Student Transportation Policy:

- Students are allowed to go home with their parent after a contest if checked out directly from the coach to the parent.
- A student may ride with another parent IF BOTH parents request in writing ahead of time (3 days is best; at least a day ahead of time for planning purposes). We must have the okay from both parents and it must be in writing, not just verbal. Again, the students must be checked out from the coach to the parent.
- Students are allowed to leave ONLY with the approved person.
- An athlete may not drive to an event or drop off their vehicle somewhere and ride on the bus and return back to that vehicle unless pre-approved by the Dean of Students or Athletic Director ahead of time.
- Students are allowed to request in writing at least one day ahead of time to stay in the dorm if a team will return late.
- Parents may pick up their child at a location on the team's route back to school as long as the bus doesn't have to wait on the parent.
- If a contest occurs when school is not in session (for example, open weekends), transportation to and from the event will be specified by the head coach, but travel to and from the event is the responsibility of the parents. School may provide transportation from TFS depending upon the situation.

TFS Athlete's Pledge

After a "try out" period, each who makes the team must sign and abide by the Athlete's Pledge and commit to the team for the entire season. Failure to finish the season (quitting) may result in appropriate consequences (additional work program, service time, etc.). That athlete will not be allowed to begin the next season until the present season is finished.

Athlete Behavior

While our intense quest is to honor positive behavior and reduce poor choices, consequences will occur when our character standards are not demonstrated. For instance, any team member receiving an unsportsmanlike infraction must make an appointment to see the athletic director before they may play again.

These are brief meetings that emphasize who the athlete represents and why GREAT character is important. If a player receives a technical foul/red card for behavioral reasons, that player will sit out the rest of that game plus the next game. If a player receives a second technical foul/red card in a season, the player will sit out that game plus the next two games at minimum. Any excessive or consistent inappropriate behavior will result in more stringent disciplinary action, which can include dismissal from the team. An athlete ejected from a contest will automatically be suspended from competition for a minimum of one week.

This policy is in addition to consequences the coaching staff or athletic department deems necessary for the betterment of the individual, team, program, and school. In other words, the coach may have more additional or more severe consequences.

Hair Policy

Athletic appearance is to be neat, not call undue attention to self, and excellent in representation as a member of TFS. Mohawks, multiple lines/symbols cut into hair, or other style cuts meant to draw self attention are not allowed; neither is hair colored an unnatural color or in a manner that overtly calls attention to self. A team member in violation of this policy will not participate in meets until no longer in violation. Provide the AD with team rules ahead of time. Post all team rules in writing, explain to athletes, place on web site, and refer to periodically. Be consistent, just, and positive.

Parent/Guardian Behavior

We enthusiastically invite and welcome parents to all athletic contests. Our standard of fan behavior is quite simple: "Cheer for, not against!" We ask that derogatory remarks not be made toward officials, opposing teams, coaches, etc. Please set a great example of GREAT character in your own behavior and words so that our students will see what positive behavior looks like and will want to emulate you!

Varsity Lettering Criteria

Varsity lettering criteria for each sport include meeting the coach's expectations in ALL of the following areas: attendance, sportsmanship, communication, work ethic, responsibility, and performance. Performance is only one qualification and does not automatically equal a varsity letter. An athlete who letters one year does not automatically qualify for subsequent athletic letters. Any high school athlete or manager in good standing of the same interscholastic sport for three consecutive high school years meets the performance criteria to earn a varsity letter. Any exceptions pertaining to lettering must be approved by the Athletic Director. The performance criteria for baseball, basketball, cross country, soccer, spirit cheerleading, tennis, track & field, and volleyball are as follows:

Baseball Performance Criteria

1) A player plays three years on the varsity in good standing 2) A player plays in any part of the scheduled games in one season at the varsity level with significant contributions 3) A player makes a significant contribution to the team but is unable to meet other criteria due to illness or injury (Athletic Director approval) 4) Any player on the varsity squad who plays in a majority of the games and the team advances to the state tournament.

Basketball Performance Criteria

(1) A player plays in 50 percent or more of the total quarters in a season, OR (2) a player plays in 25 percent or more of the total quarters in a season and the team advances to the State Tournament. (3) A role player whose contributions are so overwhelmingly productive to team success (the Head Coach determines that a letter is earned). This must be approved by the Athletic Director.

Cross Country Performance Criteria

(1) A player ranks in the top 15 at the Region Championships or top 20 if more than 45 entrants. (2) A player averages 7 or fewer points for the total number of scheduled meets--5 or fewer points for dual or tri meets. (3) The team goes to the State Championships--top 7 runners would letter. At coach's discretion: improvement, placing during the season, and placing at Region Championships (dependent upon level of competition), and extenuating circumstances. All lettering based upon coach's discretion must have Athletic Director's approval.

Soccer Performance Criteria

(1) A player is an active contributor for 3 years. (2) A player is a varsity performer in at least half the minutes of one season.

Spirit Cheerleading Performance Criteria

A cheerleader is an active varsity contributor for 2 years (cheers in 90% of the contests).

Tennis Performance Criteria

(1) A player competes in one of the top 7 positions for half of the matches in one season. (2) The player plays in 25 percent of the total team matches and the team advances to the State Tournament. An exhibition match does not count toward lettering.

Track and Field Performance Criteria

(1) A player ranks in the top 8 at Region Championships (score at least one point). (2) A player ranks in the top 5 in a relay at the Region Championships. (3) A player breaks a school record. (4) A player averages at least 4 points per meet over the course of the season. (5) A Legacy List rank of Top 3 will be taken into consideration though not automatic.

Volleyball Performance Criteria

(1) A player is an active contributor for 3 years. (2) A player plays a significant role at the varsity level in half the games available for one season. (significant would be defined as a starter or substitute that plays in approximately half the points played in the matches).

Student Ambassador Team

The Student Ambassador Team is a select group of Tallulah Falls School students chosen to represent the school at a variety of functions throughout the year. The Ambassador Team is comprised of tenth, eleventh, and twelfth grade students who are selected by members of the TFS faculty and administrative staff. Ambassadors must possess a strong record of academic success and proven leadership skills, and demonstrate a positive attitude toward the school, faculty and staff, and fellow students. Ambassador team members represent the school at a wide variety of special events on campus, in the surrounding community, and at conferences and special events around the region. These events include activities such as Georgia Federation of Women's Clubs conferences, GaFWC campus visits, and Rotary Club meetings on campus.

Student National Honor Society

All students who have attended Tallulah Falls School for one semester and have earned a cumulative grade point average (GPA) of 3.33 are eligible for the National Honor Society (NHS). The student candidate must be a Sophomore, Junior, or Senior and must not have accumulated excessive behavioral infractions from either the academic or boarding areas. All candidates must be nominated by the Faculty Council and will be notified in writing of their nominations. A formal induction ceremony will be held to officially welcome the new members to the NHS.

The Faculty Council will evaluate each eligible student candidate for evidence of those qualities that are cornerstones of the NHS: service, scholarship, leadership, and character. This decision is determined from recommendations, comments, and advocacy (teachers or other employees) on behalf of each candidate. Any member who does not maintain the standards that are required of every NHS member--including scholarship, leadership, service, or character--is subject to disciplinary action up to and including probation and dismissal from the NHS. The Faculty Council adjudicates each individual situation.

Any student who transfers into Tallulah Falls School who is already a member in good standing of the NHS from a previous school must contact the Faculty Advisor to initiate the transfer of membership.

III. BOARDING STUDENTS

Automobiles

Students who have a permanent driver's license may have a vehicle on campus with the permission of the Dean of Students. To receive permission, students must submit a Vehicle Registration Form with the Dean of Students. The student must be passing all courses and be in good social standing, that is, not on behavioral warning, probation, or restrictions. Student drivers are expected to follow all federal, state, and local ordinances in the operation of the vehicle.

Permission to drive a vehicle for any reason must first be granted to a student before the vehicle may be operated. Irresponsibility in the use of a vehicle, careless or reckless driving, or leaving campus in one's vehicle without permission, will result in the loss of the privilege of having a vehicle at school. Students are not permitted to possess motorcycles, vans, campers, or all-terrain vehicles on campus.

Day students must park their cars in the designated area for day student parking and must not move their cars until after the student's last commitment or activity of the day. The car is to be used for travel to and from home.

Boarding students must park their cars in the designated area for boarding student parking and must turn in their keys to the Boarding Office. The car is to be used for travel to and from home on the weekends. Boarding students may not drive their cars during the school week unless special permission is granted by the Dean of Students.

Day and Boarding students are not permitted **at any time** to ride in a vehicle which has not been approved by the Dean of Students. Students may drive other students for weekend leaves **ONLY** when the Dean of Students has received the proper permission forms. Parental permission from all parties must be obtained (driver, as well as passenger). Any student (whether driver or passenger) may lose his/her driving privileges if he/she does not follow all driving policies.

Any violation under this section will result in loss of campus driving privilege for an undetermined amount of time.

Campus Boundaries

On page 48 of this handbook is a map of the campus, which diagrams those areas of the campus that are “in bounds” and those that are “out of bounds.” Students are expected to familiarize themselves with this map.

Students must stay within the bounds of the campus at all times. The “in-bounds” area is very large and allows for all necessary movement during leisure time. Areas within the “in-bounds” area become “out of bounds” when students are scheduled to be elsewhere.

Chapel

The school’s Norwood Key Taylor Chapel is available to students as needed. The school’s Chaplain conducts a religious service each week. Attendance at chapel or a local church service is required of all boarding students.

Dormitory Rooms

The school is dedicated to building character and responsibility in its students. To help to accomplish that goal in the lives of the students who live in the dormitories, students are responsible for the cleanliness of their rooms, room decor, and the security of their possessions in their dorm rooms.

Food and Drinks in Dorm Rooms. Students may bring food and drinks into their dorm rooms. Food must be stored in sealable containers. Ice machines are available in each dorm. Trips to stores are scheduled so that students may replenish supplies of food and drinks.

Prohibited Items. Prohibited items include articles, such as weapons or inhalants, etc., that may be used in a harmful way. Prohibited items also include certain electrical appliances.

Electrical appliances which are not allowed include coffee pots, hot plates, microwave ovens, popcorn poppers, coolers, refrigerators, irons, televisions, heaters, pagers, and items of a similar nature. Individual students may be allowed to use certain electrical appliances, such as rice cookers, in common rooms only with special permission from the dorm counselor.

Room Decor. Posters and pictures are not allowed on doors, furnishings, or ceilings. Only appropriate room decor may be placed on walls.

Room Inspection. A room inspection will take place each morning on Monday through Saturday. There will be no room inspection on Sunday. Students are to leave their rooms orderly and beds made prior to going to school. A major cleanup and an inspection are held each Saturday. Details for these inspections are provided by the dorm counselors. Room inspections take into account prohibited items and appropriate decor.

Room Security. Dorm counselors should be given a copy of the key to any locked item in the room. Students are encouraged to lock their rooms when they leave. Large sums of cash and other items, such as airline tickets and passports, should be kept by the Business Office. A small safe box is provided in each dorm room closet. Students will be provided a combination and should not give the combination to anyone.

Laundry Service

The school operates a laundry service for all boarding students on a rotating basis. Laundry must be placed in designated areas before students leave for school. All clothing which is sent to the laundry must be placed in two drawstring laundry bags (one for light clothes and one for dark clothes) and must be marked with the student’s name. Clean laundry will be returned to students after school.

President’s Commendation List

The President’s Commendation List is distributed at the beginning of each grading period based on the previous term’s performance. Students who are new to Tallulah Falls School may become eligible for the President’s Commendation List after the first nine weeks at school and at the beginning of each term thereafter.

A student earns a position on the President’s Commendation List by earning satisfactory grades and avoiding getting into major difficulty. Students who earn a position on the President’s Commendation List have off-campus privileges on Saturday afternoon. Off-campus privileges permit a student to use the local restaurants and businesses with the exception of the nearby lake, the gorge, and residential areas. All school policies must be observed and followed while students are off campus.

Social Activities

Parties, dances, special trips, etc., are periodically planned for Tallulah Falls School students. Social activity with nonstudents is limited to those occasions when students are officially on leave from school and under the supervision of parents/guardians (exception: Juniors and Seniors may invite a date of their choice to the Junior-Senior Prom with the school’s and the parents’/guardians’ prior approval).

Student Center (Vending Machines and ATM)

The Lettie Pate Evans Student Center is available to Tallulah Falls School students each day. In the student center a student may purchase snacks and school supplies as well as engage in game activities which are provided by the student center.

Vending machines and an ATM are available in the Lettie Pate Evans Student Center. Vending machines should be carefully operated. When a vending machine does not operate correctly, an “out-of-order” sign must be placed on the machine, and the employee in charge must be notified.

Student Life Assistants

Student Life Assistants (SLAs) are campus leaders who serve as positive role models to other students. To be eligible for an SLA job assignment, a student must (1) be either a rising Sophomore, Junior, or Senior, (2) have an acceptable grade point average, and (3) be in favorable disciplinary standing with the school.

Students that are interested in applying for SLA service must prepare an application, submit an essay on why they desire to be an SLA, and undergo an interviewing process. Final selection is made by the dormitory counselors with approval by the Dean of Students. SLAs are trained in how to help students with various needs in a boarding school program. SLAs assist the dormitory counselors and other employees in helping students to become oriented to dormitory and campus life. SLAs help plan, promote, and carry out special activities, projects, and programs for students.

One SLA is assigned to each floor in each dormitory. Each SLA is given a job description and reports directly to the dormitory counselor. SLAs are evaluated and given feedback as to their performance by their dormitory counselors and the Dean of Students. The academic performance of an SLA should remain satisfactory at all times, and conduct and attitude should be exemplary. The SLA position is a work-study position. Failure to fulfill assigned duties and to maintain expected grades, conduct, and a positive attitude may result in reassignment.

One SLA is assigned to each floor in each dormitory. Each SLA is given a job description and reports directly to the dormitory counselor. SLAs are evaluated and given feedback as to their performance by their dormitory counselors and the Dean of Students. The academic performance of an SLA should remain satisfactory at all times, and conduct and attitude should be exemplary. The SLA position is a work-study position. Failure to fulfill assigned duties and to maintain expected grades, conduct, and a positive attitude may result in reassignment.

Student Mail

The procedure for students' incoming and outgoing mail is as follows:

Incoming Mail. On Monday through Saturday student mail is picked up at the post office by a dormitory counselor and is available in each dormitory at the end of each school day and on Saturday morning. Dormitory counselors may require that parcels be opened in their presence. The post office box number must be included in the address on all parcels to facilitate accurate and timely delivery.

Either of the following addresses may be used for all Tallulah Falls School boarding students. The student's name must be written on the first line followed with the appropriate address.

Boys' Dormitory
Tallulah Falls School
P.O. Box 339
Tallulah Falls, Georgia 30573

Girls' Dormitory
Tallulah Falls School
P.O. Box 309
Tallulah Falls, Georgia 30573

Only packages that require an address other than the U.S. Post Office may be sent to the following address (with the student's name written on the first line): Tallulah Falls School, 201 Campus Drive, Tallulah Falls, Georgia 30573.

Outgoing Mail. Outgoing mail may be placed in the Academic Office and will be taken to the U.S. Post Office each afternoon on Monday through Friday.

Study Time in the Dormitories

On Sunday through Thursday evenings students are provided the following study time and quiet time in the dormitories.

Evening Study Time. During study time students are to remain in their rooms during the "quiet study period."

Quiet-Time Privilege List. A student earns a position on the Quiet-Time Privilege List by earning a 3.0 midterm grade point average or higher. New students are eligible following the first grading period. Students who earn a position on the Quiet-Time Privilege List may use study areas with permission from the dormitory counselors.

Telephones/Cell Phones

Telephones are available for student use through the dorm counselors. The school holds no responsibility for any telephone calls which are made by a student.

It is a parent's/guardian's decision to allow a student to have a cell phone and to agree to the school's procedure for cell phone use. Cell phones are not to be used during academic hours, work programs, dining room meals, study times, and "lights out" (which lasts until 6:30 a.m.) unless prior approval is obtained from a dorm counselor.

All boarding students' cell phones/communication devices must be registered with the boarding office. Cell phones/communication devices are kept by dorm counselors on each floor of the dormitories. Cell phones/communication devices are available for student check out after school and must be checked in with the dorm counselor prior to the beginning of study time. Seniors may use their cell phones/communication devices from 10:00 p.m. until 11:00 p.m. with permission from the dorm counselor. On Friday students may check out their cell phones/communication devices after school and keep them until "lights out." On Saturday students may check out their cell phones/communication devices after brunch and keep them until "lights out." On Sunday students may check out their cell phones/communication devices after lunch and keep them until "lights out." Students who are going home for the weekend may check out their cell phones/communication devices and take them with them. Any student violating the Cell Phone/Communication Device Policy will lose any cell phone privileges for the remainder of the school year and be assigned a major school penalty.

Visitors on Campus and in the Dormitories

Day students/boarding students are not permitted to bring visitors to school without prior approval. Visitors are limited to parents, guardians, or members of the immediate family and are required to report to the Academic Office/Boarding Office in the classroom building.

Weekend Leaves

Five-Day Boarding Students. A five-day boarding student is checked out of the dorm by an authorized parent/guardian after classes on Friday - unless there is a Saturday class day - at 3:30 p.m. The student is returned by an authorized parent/guardian by 5:45 p.m. on Sunday afternoon. All rules and procedures that apply to a seven-day boarding student - with the exception of the weekend work program and chapel attendance - apply to a five-day boarding student.

Seven-Day Boarding Students. All seven-day boarding students are to remain on campus for three full weeks after the school opens in the fall. After the first three weeks, parents may request a weekend leave provided that the request for leave is received in writing and addressed to the attention of the Dean of Students by the Wednesday immediately preceding the weekend and further provided that the student is not scheduled for weekend work responsibilities or disciplinary restrictions.

Students serving major penalties or students with excessive demerits are restricted to the school campus the weekend following the infraction or publication of the Excessive Demerits List. A normal weekend leave extends from Friday after the work program responsibilities have been completed until Sunday at 5:45 p.m.

To realize the full benefit of the Tallulah Falls School Boarding Program, parents should encourage students to remain at the school on weekends except for Open Weekends. An Open Weekend leave typically begins on Thursday at 12:30 p.m. and extends until Sunday at 5:45 p.m. All students are required to leave campus on Open Weekends (refer to the Tallulah Falls School Calendar).

When a boarding student leaves the campus for a weekend leave, the student must be signed out at the dormitory by a parent, guardian, or authorized adult. When students are returned to the campus, the parent/guardian or an authorized adult must sign in the student at the dormitory. Students are to return to campus between 3:00 and 5:45 p.m. at the conclusion of an Open Weekend or a holiday break and by 5:45 p.m. on a regular weekend. Students who leave early or return late from a weekend or holiday break are subject to academic/disciplinary consequences.

All student leave requests must be handwritten or faxed. No e-mail requests will be accepted.

Work Program

A work assignment is issued to all boarding students on a semester basis. Work assignments are vital to the daily operation of Tallulah Falls School. Student work assignments include two categories of job assignments:

1. Job assignments for students twelve (12) to fifteen (15) years old
2. Job assignments for students sixteen (16) years old and above

All boarding students are required to work at least one weekend during the school year. No student is allowed to work between the hours of 9:00 p.m. and 6:30 a.m. No student is permitted to exceed four hours of work on a single class day or eight hours of work on a single nonclass day. Students are required to report on time, work the full allotted time, do an excellent job, and leave only upon permission from the employee who is supervising at the end of the work period.

A student may be excused from work assignment for illness only upon written notice by the school nurse or the Dean of Students.

No student under the age of sixteen is allowed to operate power equipment (lawn mowers, weed eaters, saws, leaf blowers, etc.), cook in the kitchen, operate shop equipment, chop wood, or perform other activities similar in nature. No student is permitted to access the roof of a building or a boiler room at any time.

IV. DAY STUDENTS

A Similar Experience for Day Students and Boarding Students

Day students and boarding students share membership in the Tallulah Falls School family. As such, their experiences are similar.

Automobiles

Students who have a permanent driver's license may have a vehicle on campus with the permission of the Dean of Students. To receive permission, students must submit a Vehicle Registration Form with the Dean of Students. The student must be passing all courses and be in good social standing, that is, not on behavioral warning, probation, or restrictions. Student drivers are expected to follow all federal, state, and local ordinances in the operation of the vehicle.

Permission to drive a vehicle for any reason must first be granted to a student before the vehicle may be operated. Irresponsibility in the use of a vehicle, careless or reckless driving, or leaving campus in one's vehicle without permission, will result in the loss of the privilege of having a vehicle at school. Students are not permitted to possess motorcycles, vans, campers, or all-terrain vehicles on campus.

Parking passes will be issued to all students wishing to bring a car to campus. Passes will be obtained at the upper school office. Passes must be hung on the car's rearview mirror while on campus.

Day students must park their cars in the designated area for day student parking and must not move their cars until after the student's last commitment or activity of the day. The car is to be used for travel to and from home.

Boarding students must park their cars in the designated area for boarding student parking and must turn in their keys to the Boarding Office. The car is to be used for travel to and from home on the weekends. Boarding students may not drive their cars during the school week unless special permission is granted by the Dean of Students.

Day and Boarding students are not permitted **at any time** to ride in a vehicle which has not been approved by the Dean of Students. Students may drive other students for weekend leaves **ONLY** when the Dean of Students has received the proper permission forms. Parental permission from all parties must be obtained (driver, as well as passenger). Any student (whether driver or passenger) may lose his/her driving privileges if he/she does not follow all driving policies.

Any violation under this section will result in loss of campus driving privilege for an undetermined amount of time.

Cell Phones/Communication Devices

Day students are not permitted to have cell phones/communication devices during the academic day. Cell phones/communication devices must be left in the day student's automobile or turned in at the Academic Dean's Office.

Clubs

All Tallulah Falls School clubs must be sponsored by a member of the TFS faculty or staff. All club sponsors will be recommended and approved by the Middle School Academic Dean, the Upper School Academic Dean and the President of the School.

Clubs, Interscholastic Activities, and Weekend Activities

All day students may participate in clubs and interscholastic activities under the direction of the Academic Dean. Day students may participate in most weekend activities with boarding students as deemed appropriate by the Dean of Students. The Academic Dean and the Dean of Students will work with the Director of Day Students, who has the responsibility for the coordination of the Day Student Program into the total school program. In the event that a trip returns to campus late or leaves early the next morning, day students are allowed to make special arrangements with the Dean of Students to spend the night in the dorms.

Illness or Inclement Weather

Parents/guardians should contact the Academic Office by 8:00 a.m. when students are “sick at home.” When students return to classes, they have up to three (3) days to make up their missed work. As the school has a large boarding population, classes will continue even during inclement weather. All delays will be announced on Radio Stations WCON 99.3 FM, WRBN FM 104.1, and WGHC AM 1370. The final decision to attend school on the day(s) of inclement weather rests with the parent/guardian. If students miss school due to inclement weather, it is considered an excused absence, and students have up to three (3) days to make up their missed work. In the event that inclement weather is forecast, day students are encouraged to take home all books.

Rules and Regulations

All students are subject to the same rules and regulations. However, day students should carefully study the *Boarding Students* and *Student Finances* sections of this handbook since many of those rules and regulations (especially those regarding automobiles, chapel, dating activities, disciplinary reports, social activities, telephones, vending machines, and student finances) likewise apply to day students.

Shuttle Buses

Tallulah Falls School provides a shuttle for day students. There is an additional fee for this service. Day students who are interested in riding the shuttle must sign up during registration with the Director of Day Students.

Visiting Between Boarding and Day Students

It is only natural that friendships will develop between boarding and day students. Any visit by a boarding student to the home of a day student must be approved by the Dean of Students.

V. MIDDLE SCHOOL STUDENTS

Advisory/Reading Program

Students meet daily with an assigned teacher for the advisory/reading program. For two days of each week, students have advisory. Three days of each week are used for the Accelerated Reader program.

The Advisory Program ensures that each middle school student has an adult advocate to support and assist him or her. During this scheduled time, activities and discussion based on students’ needs, interests, or concerns are implemented to help every student find ways to be successful.

Students are expected to read books of their choice and take tests to receive points, using the Accelerated Reader program. Students will receive a grade each nine weeks in reading based on participation and points attained toward the reading goal set for each class.

Class Attendance

Class attendance is vital to the success and smooth operation of Tallulah Falls School. Student absences from class are disruptive to both the student and the academic program. If a student is absent - excused or unexcused - fifteen days during the school year, the student may not receive credit for the class.

Eighth Grade Graduation Requirements

Students who fail one academic subject must retake and pass that class during summer school to be eligible to attend Tallulah Falls School the following school year.

Students who fail two or more classes may not be allowed to return to Tallulah Falls School the following school year. It is recommended, however, that students attend summer school to retake and pass the failed classes for their own benefit.

Field Trips

Student participation in middle school field trips will be contingent upon demonstrated behavior and discipline history. No student deemed to be a potential problem for the faculty, staff, or other students or whose presence could adversely affect the learning environment will be allowed to attend off-campus field trips. This determination will be made by the school’s Academic Dean and the middle school faculty.

Homework Requirements

All answers to homework questions will be written in complete sentences with proper spelling and punctuation. All answers will be written legibly, and all work will be neat and organized. All assignments are expected to be done with thought and effort and to be representative of the student's best work. Work that does not meet these requirements will not be accepted for consideration.

Tutorial

The academic progress of the student is a crucial concern of Tallulah Falls School. Students are to be in tutorial on Monday through Friday unless excused by their teachers.

VI. RULES OF CONDUCT

Defined Rules of Conduct

Tallulah Falls School is a place of learning and expects that all students will exercise self-control over their emotions and actions at all times. For that reason, the school has in place defined rules of conduct which include but are not limited to the following: the "Technology Acceptable Use Policy for Students," controlled substances/alcohol and tobacco products, dating activities, dress code, following scheduled activities, violence (fighting, harassment, and weapons), searches, and withdrawal/dismissal.

All students are required to read, understand, and sign the Tallulah Falls "Technology Acceptable Use Policy for Students" which is set forth below in the same format as the original copy of this policy. Each student must attend a one-hour class pertaining to the subject matter contained in this policy. Following the class, each student will be issued a test pertaining to the information contained within this policy.

Technology Acceptable Use Policy for Students

Use of the school computers and computer system is a privilege, not a right, and inappropriate use may result in, but is not limited to, suspension or cancellation of those privileges. The school administration determines what inappropriate use is and its decision is final. The System Administrator may close an account at any time as warranted. The administration, faculty, and staff may request that the System Administrator deny, revoke, or suspend specific user accounts. Access is given only to users who agree to conduct themselves in a considerate and responsible manner. Any user identified as a security risk may be denied access. This applies to both school - owned and personal computers used on campus.

The school's policy requires that the following rules be observed by each and every student:

Personal Safety

1. Students will not post personal contact information about themselves or other people. Personal contact information includes home, school or work addresses, telephone numbers, etc.
2. Posting or responding to personal or classified ads is not allowed on school computers.
3. Students will promptly disclose to a teacher or other administrator or school employee any message which they receive that is inappropriate/offensive or that makes them feel uncomfortable.
4. Live chat sessions, chat rooms, and news group activities are not allowed due to the unknown identities and intentions of persons involved.

Illegal Activities

1. Users will not deliberately attempt to disrupt the system performance or to destroy data. Users will avoid practices that make the network vulnerable to the spread of computer viruses or worms that damage or harm systems or networks.
2. Users may not mount an attack against our system or any other systems on the Internet. This includes but is not limited to mail bombing (sending three (3) or more unsolicited items of e-mail), "hacking," or attempting to gain access into unauthorized accounts, ping flooding, or annoyance utilities. A denial of service attack is illegal.
3. Users will not send, receive, view, or download any illegal materials or engage in any other illegal act (i.e., arranging for the sale/purchase of drugs, engaging in criminal gang activity or threatening the safety of another individual).
4. Users may not download, store, use, or distribute pirated software. Using an account to distribute copyrighted material without the consent of the copyright holder, to distribute threatening material, or to distribute material protected by trade secret is also illegal.

Inappropriate Language

1. Restrictions against inappropriate language apply to public messages, private messages, and material that is posted on Web pages. Students and employees will conduct themselves in a manner that is appropriate as representatives of the school.
2. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
3. Users will not engage in personal attacks including prejudicial or discriminatory attacks.
4. Users will not knowingly or recklessly post false, defamatory, or malicious information about a person or organization via e-mail, news, or any other electronic/media service that the school provides.

Respect for Privacy

1. Users will not post private information about another person.
2. Explicit authorization must be granted to access or to copy another user's electronic mail, data, programs, or other files.
3. There is no expectation of privacy on the school's network for data, e-mail (or the contents, or Internet sites due to the necessity of normal system administration).

Inappropriate Access to Material

1. Users will not use the system to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination toward other people (hate literature).
2. Users may not upload, download, distribute, or possess pornography.
3. Wireless internet access other than that provided by the school is not allowed on campus. This includes (but is not limited to) PDAs, cell phones, PCMCIA (PC card) cards, and Bluetooth devices.

Respecting Resource Limits

1. The school system will be used only for educational and professional activities during school and professional hours.
2. Streaming media, both audio and video, is not allowed in the interest of preserving sufficient bandwidth to share among multiple users.
3. Users will not engage in "spamming." Spamming includes sending annoying or unsolicited message(s) to other persons.
4. Users may only use consumables in a manner that is not wasteful. Users are encouraged to recycle paper, print in grayscale, use color only for final versions of projects, and refrain from printing unnecessary copies.

Plagiarism and Copyright Infringement

1. Users will not plagiarize works that they find on the Internet. Plagiarism includes taking the ideas or writings of others and presenting them as if they were original to the user. Users will exercise proper methods of attribution.
2. Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces work (text, music, picture, etc.) that is protected by a copyright. If the work contains language that specifies acceptable use of that work, the user should follow the expressed requirement. If the user is unsure whether or not he/she may properly use the work, he/she should request permission from the copyright owner. Transferring work in the form of digital data from one computer system to another is considered to be copying and distributing work.
3. Licensed software applications are provided via the Novell Application Explorer. The installation and use of other programs are not authorized without prior approval by the Director of Information Technology.

System Security

1. Users are responsible for their individual account and should take all precautions to prevent others from being able to use their account.
2. Users will immediately notify the Director of Information Technology if they have identified a possible security problem.
3. Users may not purposely seek or exploit security flaws to gain system or data access.
4. Users will not attempt to gain unauthorized access to the system or to any other computer system by using proxies or other means. This includes attempting to log in through another account or accessing or attempting to access another person's files without authorization.
5. Users may not run mailing lists from or through any of the school's machines or mail servers.
6. Users may not post or send anonymous messages.

Laptop Usage Policy

Tallulah Falls School has moved to a one to one environment in the interest of providing an enhanced and equal learning experience. To maintain a high level of accessibility management and monitoring of these devices becomes the responsibility of all staff members. In addition to the computer acceptable use policy (AUP), this section addresses additional practices focused on the one to one laptop initiative.

- Students shall charge laptop batteries fully prior to school each day - every effort should be made to extend battery life.
- Laptops are to be carried between classes and to / from school in provided backpack. These backpacks are not to be left outside and laptops are not to be removed from the backpacks in the dining hall.
- Student works created digitally shall be submitted in the same fashion.
- Students are responsible for saving and backing up their files and content within.
- If a problem is found with the device, report to a teacher immediately. The teacher shall then submit a trouble help request via Track-IT!
- If it is determined that a problem exists with the software installation, the computer / laptop will be re-imaged (all original files deleted and replaced).
- Removal of batteries, drives or other originally issued components will only be done by Media Center or IT staff.
- If a student fails to bring their laptop to school, a loaner will not be provided.
- There will be zero tolerance of vandalism, defacing or graffiti of school owned devices.
- In the event of theft, a police report will be required.
- Software or hardware that circumvents the school network firewalls will result in disciplinary action to be determined by the Technology Department and Academic Dean.
- Technology staff does not support software or hardware on personally owned devices.

Cell Phone Use

Cell phones and electronic listening devices (ipods, etc.) are to be left in the dorms, classroom building office (for nondriving/shuttle-riding day students), or student vehicles during the school day.

Freedom of Speech

Tallulah Falls School has established Internet access for an educational purpose; therefore, it is a limited forum similar to that of a school publication, and the school reserves the right to place limitations upon what forms of speech will be permitted.

Portions of this “Acceptable Use Policy” are adapted from the following sources:

- A Legal and Educational Analysis of K-12 Internet Acceptable Use Policies: Nancy Willard, Information Technology Consultant
- Guidelines for Interpretation and Administration of the Information Technology Resources, Rutgers University
- Salt Lake City School District Internet Acceptable Use Policy

Campus Dating Activities

Campus dating is limited to members of the Tallulah Falls School student body. Off-campus dating falls under the jurisdiction of parents/guardians when students have official weekend leaves from school. Male-female behavior on campus must be appropriate at all times. Inappropriate conduct will be addressed on an individual basis. Intimate display of affection is considered to be inappropriate conduct. Age-appropriate dating will be dealt with on a couple-by-couple basis.

Controlled Substances, Alcohol, and Tobacco Products

The possession of paraphernalia or the purchase of, selling or distribution of, the condition of being under the influence of, and the use by minors of controlled substances or alcohol is against the law and will not be tolerated by Tallulah Falls School. Tobacco products in any form and the use of tobacco products are prohibited at Tallulah Falls School.

Alcohol/Drug Tests. Tallulah Falls School reserves the right to require a student who is 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, blood, or other analysis - at the sole discretion of school officials. The results of any such “drug tests” will be submitted and reviewed by the Dean of Students/Academic Dean. Any offenders are subject to dismissal.

Reporting to Law Officials. Tallulah Falls School 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 in accordance with O.C.G.A. & 20-2-1184.

Tobacco Products. Tallulah Falls School is a smoke-free campus. The possession, the smoking, or the use of tobacco products in any form is prohibited at Tallulah Falls School. Offenders are subject to discipline up to and including dismissal.

Dress Code

Tallulah Falls School has a clearly defined dress code for both boys and girls, and it must be observed and followed at all times. School employees have the sole discretion to determine appropriate/acceptable items of clothing. Any deviation from the school dress code is allowed only upon express permission from the Dean of Students.

The school uniform is a sign of achievement and pride, indicating to all that the wearer possesses the intellectual and moral character expected of each Tallulah Falls School student. The school uniform supplier is Buckhead Uniforms. All uniform items (except belts, socks, and shoes) must be purchased from Buckhead Uniforms. When the student is in uniform, the school uniform must be worn properly at all times.

Boys' Clothing. Extreme/conspicuous dress and sloppiness are inappropriate even if fashionable. Clothing that depicts items of a harmful or inappropriate nature is not allowed. Any visible undershirt must be white in color. Bathing suits are essential and must be worn for swimming. Jewelry, if worn, should be appropriate; earrings for boys are inappropriate for the academic day, special occasions, and Sunday dress.

Boys' Uniforms. During the academic day on Monday through Friday beginning with breakfast and ending with the return to the dormitory, boys must wear an appropriately-sized academic day uniform. When traveling and representing the school, boys must wear an appropriately-sized dress uniform (when the student is not dressed in athletic uniform). Other special occasions also require that boys wear dress uniforms. Uniform shirts are to be tucked in at the waist.

Boys' Uniforms (Required Items). The following are required boys' uniform items which all boys must purchase and wear:

- Slacks:** Khaki slacks with Buckhead Logo (must be worn with belt).
- Shirt:** White or blue, short-sleeve, Oxford cloth shirt (required dress uniform).
White or blue, long-sleeve, Oxford cloth shirt (required dress uniform).
- Sweater:** Green crew-neck sweater (no 100 percent cotton sweaters).
- Blazer:** Navy blazer with an emblem (required dress uniform).
- Fleece Jacket:** Navy or hunter green fleece jacket (half zip or full zip) with a monogrammed logo.
- Belt:** Black, brown, or cordovan leather belt only.
- Tie:** Tallulah Falls School tie.
- Socks:** Navy or hunter green socks.
- Shoes:** Black, brown, or cordovan shoes (loafer or lace up) and tennis shoes (white, black, navy, or grey).

Boys' Uniforms (Optional Items). The following boys' uniform items are a matter of personal choice:

- Shirt:** White or green, short-sleeve, pique or jersey-knit shirt with the school logo.
White or green, long-sleeve, pique or jersey-knit shirt with the school logo.
Denim, long-sleeve shirt with embroidered monogram.
- Jacket:** Green tri-mountain regulation jacket.

Boys' Warm-Weather Uniforms (Required Items). The following items may be worn during the first nine weeks and the last nine weeks of the school year.

- Shorts:** Khaki shorts with Buckhead Logo (must be worn with a belt)
- Shirts:** White or blue and Oxford cloth shirt.
- Belts:** Black, brown, or cordovan leather belt.
- Socks:** White, navy, khaki, or hunter green socks.
- Shoes:** Black, brown, or cordovan shoes (loafer or lace up) OR tennis shoes (white, black, navy, or grey).

Boys' Warm-Weather Uniforms (Optional Items). The following items may be worn during the first nine weeks and the last nine weeks of the school year:

- Shirts:** White or green, short-sleeve, pique, or jersey-knit shirt with school logo.

- Boys' Dress Uniform:** Khaki slacks
white oxford cloth shirt
blue blazer
school tie
black or blue socks
dress shoes

Students will be advised when they are to wear dress uniforms.



dress uniforms (left) and regular school uniforms (right)

Girls' Clothing. Extreme/conspicuous dress and sloppiness are inappropriate even if fashionable. Clothing that depicts items of a harmful or inappropriate nature is not allowed. Bathing suits are essential and must be worn for swimming. Jewelry, if worn, should be appropriate. Jewelry is not allowed for any physical education class.

Girls' Uniforms. During the academic day on Monday-Friday beginning with breakfast and ending with the return to the dormitory, girls must wear an appropriately-sized academic day uniform. When traveling and representing the school, girls must wear an appropriately-sized dress uniform (when not dressed in athletic uniform). Other special occasions also require that girls wear dress uniforms. Uniform shirts are to be tucked in at the waist.

Girls' Uniforms (Required Items). The following are girls' uniform items which all girls must purchase and wear:

Skort: Green and blue plaid skort; the length must extend to the end of the finger tips.
Shirt: White or blue, short-sleeve, Oxford cloth shirt (required dress uniform).
White or blue, long-sleeve, Oxford cloth shirt (required dress uniform).
Sweater: Green sweater vests.
Slacks: Khaki slacks with Buckhead Logo (required); must be worn with a belt.
Blazer: Navy blazers with TFS emblem (required dress uniform).
Fleece Jacket: Navy or hunter, half-zip or full-zip, fleece jacket with embroidered monogram.
Belt: Black, brown, or cordovan leather belt.
Socks: White, navy, or hunter green crew or knee socks (solid color)
Shoes: Black, brown, navy, or cordovan shoes (loafer or lace up) OR tennis shoes (white, black, navy, or grey).

Girls' Uniforms (Optional Items). The purchasing/wearing of the following girls' uniform items are a matter of personal choice:

Skort: Pleated or straight khaki skort; the length must extend to the end of the finger tips.
Shirt: White or hunter green, short-sleeve, pique, jersey-knit shirt with school logo.
White or hunter green, long-sleeve, pique, jersey-knit shirt with school logo.
Denim long-sleeve shirt with embroidered monogram.
Sweater: Green v-neck pullover sweater or v-neck cardigan.
Slacks: Khaki slacks with Buckhead Logo, appropriately-sized and hemmed to proper length; must be worn with a belt. Slacks must not be torn or ripped.
Jackets: Green tri-mountain regulation jacket. Navy award jacket with embroidered monogram.
Shoes: Boots may be worn during winter months (brown, black or grey).

Girls' Warm-Weather Uniform (Required Items). The following items may be worn during the first nine weeks and the last nine weeks of the school year.

Shorts: Khaki shorts with Buckhead Logo; must be worn with a belt.
Shirts: White or blue Oxford cloth shirt
Belts: Black, brown, or cordovan leather belt.
Socks: White, Navy, Khaki, or hunter green socks.
Shoes: Black, brown, or cordovan shoes (loafer or Lace up) OR tennis shoes (white, black, navy, or grey)

Girls' Warm-Weather Uniforms (Optional Items). The following items may be worn during the first nine weeks and the last nine weeks of the school year.

Shirts: White or green, short-sleeve, pique or jersey-knit shirt with school logo.

Girls'/Boys' Athletic Team Apparel. To promote school spirit, on game days participating athletic team members are allowed to wear team apparel which will be assigned by individual coaches. Sunday dress is to be worn on weekday away games for athletic events.

Hairstyles. Students are encouraged to keep their hair neat, clean, and properly groomed at all times. The length and style are to be individually determined. Radical/inappropriate hairstyles or colors which draw attention or cause distractions will not be permitted.

Girls'/Boys' Hats. Hats and scarves are not to be worn inside buildings. Baseball caps are not to be worn during the academic day.

Girls'/Boys' Leisure Clothing. For dinner, students may dress in casual clothing.

Girls'/Boys' Name Tags. Name tags for special occasions should be worn on the upper right shoulder.

Girls'/Boys' Pullovers. If a pullover or sweater is worn during the academic day, it must be a uniform item.

Girls' Dress Uniform: Plaid skirt
white oxford cloth shirt
navy socks or hunter green socks
dress shoes

Students will be advised when they are to wear dress uniforms.

Following Scheduled Activities

A student must be in an appropriate or scheduled place at all times. To get to and from class, the work program, recreation, the infirmary, the chapel, and the Circle Building, students are to use Campus Drive which is the upper road that runs between the dorms and in front of the classroom building. Tardiness or absence from a scheduled meal, activity, class, or other assignments is not permitted. This includes the following activities:

Breakfast Attendance. Breakfast is a required activity for all students except seniors. Students are not required to attend breakfast on Sunday.

Leaving Campus. A student may not leave campus at any time without the permission of the Academic Dean or the Dean of Students. This includes leaving the campus with any school employee (the campus is defined and diagramed on the inside of the back cover of this handbook).

Leaving the Dormitory. A student may not leave the dormitory after check-in time at night under any conditions without the approval of the dormitory counselor. The dormitory counselor can grant such permission only in emergencies and only with the knowledge of the Dean of Students.

“Lights Out” (Except Seniors)

On Sunday through Thursday evenings lights are out at 10:00 p.m. for all students except seniors whose lights must be out at 11:00 p.m. This means that prior to “lights out,” students must complete any bathroom needs (taking showers, brushing their teeth, etc.) and visits with others. At “lights out” it is necessary that the lights remain off, that conversation ceases, and that audio/visuals, washers, and dryers are turned off. Upon request, additional study time may be granted by the dorm counselors to students who have already expended their free time for study.

On Friday and Saturday evenings lights are out at 11:00 p.m. for all students. Only headphones may be used after 10:00 p.m.

“Lights Out” (Seniors). Seniors may continue with “lights on” until 11:00 p.m. on Sunday through Saturday. Seniors are requested to remain in their rooms for reading and bed preparation. Any conversation within a room should not be audible in the halls. Music should not be played after “lights out.” With the permission of the dormitory counselor, seniors may make use of the TV in the Common Room between 10:00 p.m. and 11:00 p.m.

Violence

Tallulah Falls School is committed to providing an environment that is free of fighting; harassment in any form whether verbal, physical, or otherwise; and weapons of any kind.

Fighting/Violence. Students are prohibited from fighting with one another or from committing any acts of violence against others, including students and employees. When students are involved in a fight, it is usually impossible to fix blame for the situation on only one party. Accordingly, in such a situation disciplinary measures typically will be taken against all students who are involved.

Harassment/Violence. Any type of harassment initiated either in person via the Internet or with the use of other communication devices is not tolerated. Harassment - including repeated teasing, bullying, hazing, joking, intimidation, insulting comments, threatening conduct/statements, violence, and sexual harassment - is unacceptable and absolutely prohibited. The school will take prompt disciplinary action against any student who engages in the above prohibited conduct. All students are expected to refrain from any behavior or conduct that could be reasonably interpreted as harassment toward any other student or employee of the school.

Any student or that student’s parent/guardian who believes that the student has been the victim of harassment should notify the teacher, the Academic Dean, the Dean of Special Services, or the school’s President, who will investigate the complaint immediately. If cause is found, appropriate discipline and other action will be initiated against the offender.

Weapons

Tallulah Falls School strives to maintain a safe and secure learning environment and has zero tolerance for weapons. All weapons - or any instrument that has the appearance of a weapon - are prohibited in all school environments including school-sponsored activities, field trips, etc.

Searches

Tallulah Falls School reserves the right to search a student’s locker, backpack, automobile, desk, dormitory, or other personal or school property when reasonable grounds exist for believing that something contrary to school rules, regulations, or policies may be found or where the safety of students / employees is at issue.

Withdrawal/Dismissal from Tallulah Falls School

Students dismissed during the school year are ineligible to return to the school campus or school-sponsored events on or off campus. Students who have been withdrawn may contact the Dean of Students and ask for permission to attend a specific event.

VII. RULES OF DISCIPLINARY PROGRAM

Disciplinary System

Tallulah Falls School is a community of learning. As such, we believe that it is essential to establish rules, regulations, and policies which enable all members of our community - students and employees - to live, work, and learn together harmoniously. The rules, regulations, and policies which are established by the school provide a framework and guide which all are expected to follow as we work toward the betterment of our community as a whole as well as the betterment of each individual within the Tallulah Falls School family. The school's rules, regulations, and policies are based on common courtesy, decency, and the safety and welfare of all. Students, as well as their parents/guardians, are expected to be familiar with and follow all school rules, regulations, and policies.

We have high expectations of our students in terms of their behavior. We want our students to take responsibility for their actions and choices, and we hope that those actions and choices will be positive and supportive of school rules, regulations, and policies. When students make bad choices and violate school rules, the responsibility is once again theirs, and appropriate discipline will be received. In order to positively change student behavior, consequences should be appropriate to the offense, immediate, somewhat painful, and memorable. The goals in assigning consequences for inappropriate behaviors are to help students learn to take personal responsibility for their actions and to help students develop the invaluable life skill of self-discipline.

Tallulah Falls School values honesty and integrity. Accordingly, any student who demonstrates dishonesty as a means to avoid consequences or discipline will be subject to the full extent of disciplinary action up to and including dismissal.

Consequences for Inappropriate Behavior

Any student who is unable to subscribe to the school's accepted behavior will be subjected to discipline as is deemed necessary to maintain a balance of freedom and responsibility.

All employees are responsible for enforcing school rules, regulations, and policies, and for overseeing student conduct and behavior. The Discipline Coordinator and the Disciplinary Committee will assume administrative responsibility for implementing the Disciplinary Program. Possible consequences for disciplinary infractions include but are not limited to the following:

Assignment of Additional Work. A student may be assigned additional work tasks for varying numbers of hours, days, or weeks between the hours of 6:30 a.m. and 9:00 p.m. If such assignments include weekend hours, a student will be placed on school restriction.

Dormitory Restriction. A student who is placed on dormitory restriction will remain confined to the dormitory at all times except while attending class, eating meals, and participating in school or work activities.

Room Restriction. A student who is placed on room restriction must remain present in the dorm room at all times except while attending class, eating meals, or participating in school or work activities. Room restriction means that the student cannot leave the room for any reason and is not permitted to have visitors, play music, use cell phones, or play computer games.

School Restriction. A student who is placed on school restriction is restricted to the school campus/school activities and may not attend off-campus recreational or social activities that are scheduled for other students.

Other Consequences. Other discipline/consequences include but are not limited to wearing the dress uniform, restriction of e-mail privileges and telephone use, and confiscation of a student's sound system, computer, skateboard, video game, etc.

Student Dismissal from School. It is not our desire to dismiss any student for misconduct, but there will be no hesitation when such action seems appropriate due to repeated misconduct or a serious (even one-time) offense.

Minor Infractions

Demerits are intended to serve as an indicator of minor or repetitive conduct infractions. In addition to the assignment of demerits, which are listed below, employees are encouraged to impose consistent disciplinary consequences for conduct violations, such as: before or after school detentions and work details, cleaning the rooms and boards, verbal and written apologies, etc. The goal of these consequences is to enable the student to contemplate those actions and determine how those inappropriate and immature actions can be replaced with more mature and appropriate actions.

Specific and consistent consequences for inappropriate behaviors can best be determined by academic employees for academic violations and by boarding employees for boarding violations.

Zero (0)-Demerit Disciplinary Reports. Zero (0) demerit disciplinary reports are assigned as a result of any of the following:

- Failing to turn in homework
- Violating the Dress Code

Two (2)-Demerit Infractions. Two (2)-demerit infractions are assigned as a result of any of the following:

- Being tardy
- Being late with an assignment
- Being unprepared for class
- Failing to follow instructions
- Failing room inspection

Five (5)-Demerit Infractions. Five (5)-demerit infractions are assigned as a result of any of the following:

- Arguing
- Behaving inappropriately as a couple
- Being unaccountable
- Failing to show up (“no show”)
- Possessing unauthorized dorm items
- Talking back
- Talking inappropriately
- Using disruptive/inappropriate behavior
- Using a computer in an unacceptable manner
- Using profanity

Excessive Demerits. Any student who accumulates ten (10) or more demerits in a single week will be considered to have accumulated Excessive Demerits and will receive the following consequences in addition to any other consequences which the student may have otherwise received for individual infractions:

Boarding Student Consequences:

- School restriction on the weekend following the ten (10) demerit accumulation.
- Friday evening study hall (or equivalent hours of supervised study if participating in a school activity).
- Saturday morning work detail (or equivalent hours of supervised work if participating in a school activity).

Day Student Consequences:

- Restriction from participating in off-campus school recreational activities on the weekend following the ten (10) demerit accumulation.
- Friday evening study hall (or equivalent hours of supervised study if participating in a school activity).
- Saturday morning work detail (or equivalent hours of supervised work if participating in a school activity).

Demerit Week(s). For purposes of determining demerit totals, the demerit week will run from Wednesday through Tuesday of each week. This will allow sufficient time for parents or guardians to be notified of weekend leaves that must be cancelled due to disciplinary restriction. If minor infractions continue to accumulate over a course of several weeks, the student will meet with the Discipline Coordinator, who will review the situation and determine whether the student should appear before the Disciplinary Committee.

Seventy-Five (75) Demerits. Any student who accumulates seventy-five (75) demerits will be automatically referred to the Disciplinary Committee.

Major Infractions

Parents/guardians will be notified by the Discipline Coordinator whenever a student’s disciplinary offense involves any twenty-five (25) demerit infractions. Any student who receives a second twenty-five (25) demerit infraction will be automatically referred to the Disciplinary Committee. Each of the following infractions is considered to be a major infraction and will be reviewed by the Discipline Coordinator and also at his discretion by the Disciplinary Committee.

Twenty-Five (25)-Demerit Infractions. Twenty-five (25)-demerit infractions are assigned as a result of any of the following:

- Being “out of bounds”
- Being disrespectful to school employees
- Bringing discredit to the school with “pranks” or acts of misconduct
- Cheating
- Plagiarism
- Damaging property/vandalizing
- Hazing
- Leaving campus without permission
- Lying/misleading statements/plagiarizing
- Possessing tobacco products/smoking
- Stealing
- Violating the “Computer Acceptable Use Policy”
- Violating the school’s cell phone policy

Any student who receives a twenty-five (25)-demerit infraction will receive the following discipline in addition to any other consequences which the student may have otherwise received for the offense:

Boarding Student Consequences:

- Two (2) nights of room restriction and work detail during evening recreation time (or equivalent if participating in a school activity).
- Five (5) nights of dorm restriction and work detail during evening recreation time (or equivalent if participating in a school activity).
- Friday evening study hall (or equivalent if participating in a school activity).
- Saturday morning work detail (or equivalent if participating in a school activity).

Day Student Consequences:

- Friday evening study hall (or equivalent if participating in a school activity).
- Saturday morning work detail (or equivalent if participating in a school activity).
- Six additional hours of work/study to be completed in a timely manner after school under the supervision of the Discipline Coordinator.
- In addition, the student must fulfill all disciplinary requirements before participating in after-school recreational activities.

Special Conditions. The below behaviors are dangerous and unacceptable at Tallulah Falls School. On the first infraction, the student will meet with the Disciplinary Committee, and in some cases immediate dismissal may be warranted. Upon the recommendation of the President, the school may remove a student and his/her belongings immediately from campus prior to the disciplinary review.

The following are considered to be “Special Conditions” behavior(s):

- Engaging in sexual misconduct or being in an unauthorized area with a member of the opposite sex
- Engaging in harassing or inhumane conduct
- Leaving the dorm after check-in time
- Possessing weapons of any type
- Possessing, distributing, or using any controlled substance, alcoholic beverage, or contraband
- Traveling unauthorized between dorms
- Violating any civil law (misdemeanor or felony) whether on or off school boundaries

Procedures and Outcomes for Infractions. The process of recording demerits, and the consequences of demerits are as follows:

1. A report of the infractions is sent daily to the Discipline Coordinator’s Office. Once received, a copy will be returned to the employee who submitted the infraction. Whenever possible, the student should acknowledge the receipt of a demerit record by applying his/her initials to the record.
2. The Discipline Coordinator will mail disciplinary records to parents/guardians each time that grades are issued which is four (4) times per year.
3. A weekly report is provided to all employees. Individual student disciplinary records are likewise provided to advisors on a weekly basis.
4. Students who accumulate excessive demerits or commit a major offense must appear before the Discipline Coordinator, and appropriate resulting consequences will be prescribed.
5. Students who commit a first offense as described under “Special Conditions,” students who commit a second major offense, and students who have accumulated at least seventy- five (75) demerits will be referred by the Discipline Coordinator to the Disciplinary Committee.
6. If a student is referred to the Disciplinary Committee, that committee will meet with the student, review the student’s disciplinary record, and plan a course of action which the student must follow if he/she is to remain at the school. Both the student and the student’s parents/guardians will be informed of the decisions reached by the Disciplinary Committee, and the offense and consequences will be placed in the student conduct record which is kept in the Discipline Coordinator’s Office. If a student’s attitude/behavior is such that the student’s continued attendance at the school is not beneficial to either the student or the school community, the Disciplinary Committee may decide to dismiss the student from the school.
7. If a student is dismissed by the Disciplinary Committee, the student and that student’s parents/guardians may request an appeal of that decision to the President of Tallulah Falls School. An appeal form may be obtained by contacting the President’s Administrative Assistant at 706-839-2000. Once the appeal form is completed, the appeal form is reviewed by the President. If in the President’s discretion, he determines that the appeal has merit, a meeting will be scheduled with the student, the parents/guardians, the President, and the Chairman of the Disciplinary Committee. A final decision will be reached by the President and the Chairman of the Disciplinary Committee.

8. Once the school dismisses a student, that student may not enter the campus or attend any school functions. The student may not reapply for admission to Tallulah Falls School until one (1) year has expired since the student’s dismissal. Readmission or rejection will depend largely on the acts which led to the student’s initial separation from the school.

Merit System

Tallulah Falls School was founded 100 years ago by the Georgia Federation of Women’s Clubs on the principle of service to youth. We believe that tradition is important, and we believe that it is of utmost importance to instill in today’s students our founders’ service ethic--specifically, service to school.

It is our hope that our students will participate in and excel in all that our institution offers - not out of a sense of obligation but because their core values and beliefs compel them to do so. Students at Tallulah Falls School demonstrate this positive commitment daily.

Purposes. In establishing a merit system for Tallulah Falls School, we seek to recognize those whose actions and attitudes are truly exemplary. The purposes of the merit system are: (1) to promote pride in school and in self and provide students with positive role models, (2) to assist in fostering community building and an attitude of inclusiveness at our school, and (3) to encourage student participation in volunteer activities for the common good.

Merits. Good things happen at Tallulah Falls School every day. Students may earn merits by (1) unsolicited acts of kindness, helpfulness, or courtesy toward other students, faculty, and staff members, (2) performing service to the school without expectation of personal benefit, and (3) volunteering to participate in school-sponsored community projects and charitable pursuits.

Generally, 2 merits, 5 merits, or 10 merits will be awarded to the student, depending on the nature of the action for which merits are given.

- 2 Merits = A minor, but significant, one-time action
- 5 Merits = A substantial one-time action
- 10 Merits = A major and ongoing action

The school administration will decide what actions qualify to receive merits. At Tallulah Falls School the Merit System and the Demerit System operate independently of each other. A student cannot remove demerits by earning merits. However, a student may remove demerits by earning positive points (see “Positive Points and Positive Behavior” section which follows).

Record Keeping. The Discipline Coordinator will be responsible for documenting all submitted merits on individual student merit records. Faculty and staff members will submit merits on the Student Behavior Referral form (the same form used for reporting demerits). In the case of merits, faculty and staff members will be reporting positive behaviors.

Positive Points and Positive Behavior

Positive points are designed to give students who have made mistakes a way to positively atone for those mistakes. As faculty and staff members we are not perfect, and we do not expect perfection from our students. Positive points give students a way to demonstrate regret for past actions and, to some extent, to redress negative behaviors.

Students who have accumulated demerits may choose to lower their demerit total by earning positive points. It should be stressed that earning positive points is totally voluntary and not required of any student.

Earning Positive Points. Students earn positive points by completing additional work responsibilities or special assignments. These work responsibilities or special assignments should, ideally, be under the supervision of the offended party, i.e., the faculty and staff member from whom the student received the demerits initially. When supervision by the offended party is not possible, supervision should be by someone within the same department (academic, boarding, dining hall, etc.).

Situations do arise where additional student workers are needed to complete a task (the dining hall, the dorm, classrooms, etc.). In a situation where additional workers are needed, a student may volunteer to do the task and receive positive points even if this is not in an area for which a student has received demerits.

These additional work responsibilities or special assignments are in addition to any consequences which the student may have received for the initial infraction which resulted in demerits being issued. In general, demerits should not be issued without also giving the student consequences for the offending behavior.

Positive points may be earned at the rate of five (5) positive points per hour of additional work. A student's demerit total will be reduced on a one-for-one basis for positive points earned. Disciplinary Reports (behavior referrals issued without demerits--for example, homework) may be reduced at a rate of two (2) positive points for one (1) disciplinary report.

Record Keeping. Once extra work or special assignments are completed, the supervising faculty or staff member will fill out a Student Behavior Referral form (writing Positive Points at the top of the form) and submit the form to the Dean of Special Services for processing. Only whole positive points may be submitted--twelve (12) minutes = one (1) positive points.

Reduction of Demerits through Positive Points. The reduction of demerits through positive points, if earned in a timely fashion, could:

1. Keep the student from reaching the weekly Excessive Demerits total of ten (10).
2. Delay or possibly prevent the necessity of a student meeting with the Disciplinary Committee for receiving seventy-five (75) total demerits.
3. Qualify a student for weekly "No Demerit/No Disciplinary Report" activities.
4. Help a student to qualify for the midsemester/semester President's Commendation List.
5. Help a student to take responsibility for his/her past inappropriate actions in a positive way.

Qualifiers. Qualifiers are as follows:

1. Major offense demerits may be removed by earning positive points. However, if a student receives two (2) major offenses, he/she will be requested to meet with the Disciplinary Committee regardless of the demerit total.
2. The "Nine-for-Nine No Demerit/No Disciplinary Report" awards students for outstanding behavior over a nine-week period. Positive points may not be used to qualify for this list. At the beginning of each new nine-week period, every student has the opportunity to qualify for this special recognition by behaving accordingly.
3. Positive points must be earned, and demerits removed within the semester in which they were received.

VIII. STUDENT FINANCES

Buying and Selling

It is not recommended that students sell, purchase, or barter among themselves. Parents/guardians and dorm counselors are to be involved when exchanges or purchases between students are made. School-related fundraising must be approved by the Business Office..

Costs for Property Damage

It is expected that students will feel a sense of ownership and responsibility and will maintain and respect school property and the property of others. Students are responsible for property damage that they cause beyond normal wear and tear. Unless the person(s) responsible for damage to school or personal property can be determined, all damage will be charged to the students involved to be deducted from the student's security deposit.

Financial Services Provided by Tallulah Falls School

The school provides an ATM machine which is located in the Student Center, the use of credit/debit cards, and other acceptable forms of payment for tuition or transportation fees.

Student ATM Machine. An ATM machine is located in the Student Center for student spending needs. The budgeting and funding of student spending money, activity fees, and student transportation costs are the direct responsibility of the parent/guardian. Tallulah Falls School does accept credit/debit cards as discussed below.

The following is a suggested budgeting process for you and your student:

1. Start by mutually establishing a weekly spending allowance (\$15-\$20) for use at the school's student center, a movie theater, or a local vendor. Remember to include an estimate of student incidental needs, i.e., shampoo, toothpaste, soap, and other personal items.
2. While the school arranges many free activities for students, there are activities where students are required to pay an activity fee to participate which will require budget allocations that are in addition to the student's basic spending needs.
3. The Dean of Students furnishes a printed activity schedule to parents and students to assist in planning and budgeting.

In planning their budgets, students should select the activities which they would like to attend and pay for those in advance.

Suggested Payment Options (Credit/Debit Cards). The suggested forms of payment are credit/debit cards to pay for student transportation, student activities, and athletic uniforms (where applicable).

1. Open a joint checking account with your child at your local bank. Obtain a Visa Debit Card (check card) on the account. Provide your child with the card.
2. Sign up for a Visa Buxx Card which is a new form of debit card that provides control of/limits student spending. Visa Buxx charges various fees, depending on the services that you use (complete information is available on the Visa Buxx website). Using any traditional credit card, the card may be refilled through the Visa Buxx website at <https://www.visasvp.com/wachoviabuxx/>

The web address above takes you to the Wachovia Visa Buxx site. Many institutions offer the card, and you may save ATM fees if you obtain the Visa Buxx card through a local bank that has ATMs in Georgia.

3. Provide your students with a traditional credit card. Credit cards do not provide the level of control which is available with Options 1 or 2 above, so make sure that your student acts responsibly if you choose this option.

Regardless of which payment option that you select, credit/debit cards can be used directly at WAL-MART and other locations for student incidentals or food and refreshments during off-campus activities.

Tallulah Falls School is NOT RESPONSIBLE FOR LOST OR STOLEN CARDS.

Other Payment Options. To assist parents/guardians in meeting their financial obligations at Tallulah Falls School, the following forms of payment are acceptable in addition to the major credit cards/Visa Debit Cards mentioned above: (1) cash (not encouraged by mail), (2) check, (3) wire transfer, and (4) money order.

Required Procedure for Using Credit/Debit Cards at TFS. Either prior to or on registration day, all parents/students must present credit or debit card payment information to the school. When a student signs up for school-sponsored transportation, activities with a student fee, uniforms, etc., the student's card will be charged the appropriate amount. If the charge does not clear, the student cannot participate in the activity or use school-arranged transportation.

Tuition Payments. The school will bill tuition in accordance with the terms of each student's Tuition Contract. Parents/guardians are expected to make timely payments as they are billed.

Tallulah Falls School currently accepts credit cards for the payment of tuition.

A student's records (including academic transcripts, report cards, and the diploma) may be withheld for nonpayment of tuition or other monetary obligations which are owed to Tallulah Falls School.

IX. STUDENT HEALTH SERVICES

Consultation with the School Nurse

A school nurse is in charge of school health services and is available to students for assistance with their health needs. The student is to request a staff member to contact the nurse whenever the nurse is needed. The school infirmary is located in the Sheldon Building behind the Circle Building en route from the dormitories to the classroom building. The infirmary is open each school day from 7:30 a.m. until 3:00 p.m. If a student is unable to participate in physical activities, the student must furnish a note from the school nurse.

Confinement to the Infirmary

An ill student may not remain in his/her dormitory during the class day. Rather, an ill student is to report to the nurse prior to the beginning of class. The nurse will decide whether the student is to go to class or be confined to the infirmary during the school day. Any student who is authorized to remain in the infirmary is automatically confined to his/her dormitory after school until the next morning. Students who are confined to the infirmary during the day cannot participate in the work program, the sports program, the recreational program, or any special event whether on or off campus.

Doctors Appointments and Bills

The nurse makes all emergency appointments with doctors, dentists, etc., at her discretion. Routine appointments should be scheduled while students are at home. All medical bills, including prescription charges, are the responsibility of parents and guardians. Bills are not to be paid by the school and are not charged to students' individual accounts. A student's insurance documentation is very important and should be furnished to the school by a student's parent/guardian. The pharmacy where prescribed medications are purchased requires a credit card number to charge the bill if there is no insurance or co-payment. The respective medical care giver's (i.e., the doctor's) office - not the school - administers insurance filings.

Insurance (Student Accident)

Tallulah Falls School maintains student accident insurance coverages for enrolled students while that student is in the care and custody of the school. The student accident insurance, in most cases, will pay any medical expense not paid by the student's individual health insurance. Where the student has no health insurance, the policy may pay all but a \$100 deductible. This insurance does not cover accidents occurring at home or while on leave.

When a student is involved in an accident that requires outside medical attention, the accident must be reported to the school nurse or applicable adult supervisor as soon as possible. Filing a claim for the reimbursement of medical expenses requires that a claim first be filed with the student's individual health insurance. After receiving notification of the injury, the Business Office will prepare an insurance claim form for the school's coverage and will forward the form to the parent/guardian for completing, signing, and mailing to the insurance carrier.

A student's parents/guardians are fully responsible for any medical expenses incurred. In case of an emergency, it is imperative that the school has current primary and secondary parental/guardian contact information.

Physical Examination

For the benefit of a student's health and safety, all students are required to have the results of annual physicals on file with the school nurse prior to school attendance. Any student desiring to participate in interscholastic sports cannot do so if there is no current physical exam on file. A student's medical reports will remain private in accordance with state and federal laws.

Prescription Drugs

Prescription drugs, which are to be administered to a student, must be given to the school nurse, dorm counselor, or to the appropriate administrator by the parent/guardian at the time the student boards the bus or returns to the dorm. At no point should medication be in the possession of a student except when being administered to the student unless otherwise approved by the nurse.

Taking Medication

The school nurse is located in Federation Hall at 7:00 a.m. on Monday through Friday to administer morning medications and in Federation Hall during lunch on Monday through Friday to administer lunch medications. The dorm counselors will administer medications in the dorms after 3:00 p.m. on Monday through Friday and during the weekend.

Students may not take any medication except under the direction of the nurse, office personnel, or a dormitory counselor if so designated by the nurse. No students are to administer any medications to other students. All medicines - prescription medications and nonprescription medications (aspirins, vitamins, cold tablets, etc.) - are to be distributed to dorm counselors and students under the supervision of the nurse.

All students must abide by the rules for taking medication, which are as follows:

1. Students who take prescription medications must consult with the nurse to confirm when and where to obtain medication.
2. A nasal or bronchial inhaler for asthma or allergies must be kept at all times in the possession of the student who requires it. The nurse must maintain a backup inhaler for that student in her office.
3. Students are to keep creams/lotions for acne, athletes' foot, or any skin rash, etc., in their rooms.
4. The nurse will provide the dorm counselors with a list of students requiring medication; however, it is the student's responsibility to obtain the medication from the counselor/nurse at the appropriate time(s).
5. Students must be aware of the foods that they are allergic to and must avoid them if they are served at meals.
6. Students should ask the nurse to clarify any questions which they may have about their medications.
7. Students should contact the school nurse/a school employee immediately if they feel that their medications are not working.

IX. TFS FACILITIES

Asbestos Management Plan

The Tallulah Falls School AHERA Management Plan is available for public inspection upon request at the Tallulah Falls School Maintenance Department. This notification is provided to fulfill the requirement of Section 763.93(4) of the Asbestos Hazard Emergency Response Act, 40 CFR Part 763, October 30, 1987. All interested parents, TFS employees, or other persons are invited to review the plan which includes the following items:

1. Location, amounts, and types of asbestos-contained materials in all schools and support buildings.
2. Response actions to the asbestos-contained materials selected by Tallulah Falls School.
3. Plans for reinspection, periodic surveillance, and operation and maintenance programs.
4. Public notification procedures.

Anyone who is interested in reviewing this plan should contact the Tallulah Falls School Maintenance Department at 706-839-2003.

2011-2012 TFS CAMPUS TELEPHONE DIRECTORY

Tallulah Falls School Main Switchboard Telephone Number

706-754-0400

After you have dialed the main school number, wait for the menu, choose your party, or enter one of the following extension numbers below. In addition to a phone menu to assist you in reaching your party, voice mail may be used. You may leave a message for your party if that person is away from his/her desk.

Willet Building Extension Numbers

President and Head of School (Larry A. Peevy)	2010
Vice President (Mark W. Rasmussen)	2015
Assistant to the President (Melody Henderson)	2000
Dean of Special Services (Mike Dale)	office at Tallulah Gallery: (706) 754-6020
Dean of Enrollment Management (Kelly Woodall)	2009
Director of Technological Services (Bryan Roller)	2020
Director of Enrollment Services (Tish Roller)	2030
Director of Communications (Brian Boyd)	2041
Business Office (Pamela Vaughan)	2028

Cannon Classroom Building Extension Numbers

Upper School Academic Dean (Kim Popham)	2018
Faculty	2001
Middle School Academic Dean (Dave Chester)	2007
Director of Athletics (Scott Neal)	2004
Dean of Students and Boarding Director (Jimmy Franklin)	2022
Chaplain (Randy Morris)	2181
Discipline Coordinator (Dustin Rogers)	2056

Other Buildings Extension Numbers

School Nurse (Patsy Baker)	Cell Phone 706-599-2188; 2006
Guidance Counselor (Bobby Hammond)	2042

Dormitories Extension Numbers

Fitzpatrick Hall for Boys

Lower Floor: Eric Hollifield, main student line, Jon Benson	2014, 3032, 2019
Upper Floor: Brandon Alexander, main student line, Jon Benson	2012, 3040, 2031

Westmoreland Hall for Girls

Lower Floor: Jessica Hollifield, main student line, Sarah Potteiger	2024, 3036, 2011
Upper Floor: Erica Herreira, main student line, Beth Meek	2016, 3045, 2017
Emergency Number at Girls' Dorm (after 11:00 p.m.)	2024

E-Mail Addresses, Fax Numbers, Mailing Addresses, and Security Cell Phone Numbers

E-Mail Addresses

School E-Mail: Enter the person's first initial and last name and add: @tallulahfalls.org
 Admission E-Mail: admissions@tallulahfalls.org
 Student E-Mail: Enter the first name, a dot, and last name: jane.doe@tfs.tallulahfalls.org

Fax Numbers

President/Vice Pres. for Advancement/Business Office	706-754-3595
Admission Office	706-754-5757
Boarding and Instructional Offices	706-754-9933

Mailing Addresses for TFS

President's Office	P.O. Box 10, Tallulah Falls, GA 30573
Administrative Offices	P.O. Box 249, Tallulah Falls, GA 30573
Boys' Dorm	P.O. Box 339, Tallulah Falls, GA 30573
Girls' Dorm	P.O. Box 309, Tallulah Falls, GA 30573

Mailing Addresses for UPS, Airborne, and Fed Ex

Teachers and Students	201 Campus Drive, Tallulah Falls, GA 30573
Admission Office	121 Willet Drive, Tallulah Falls, GA 30573

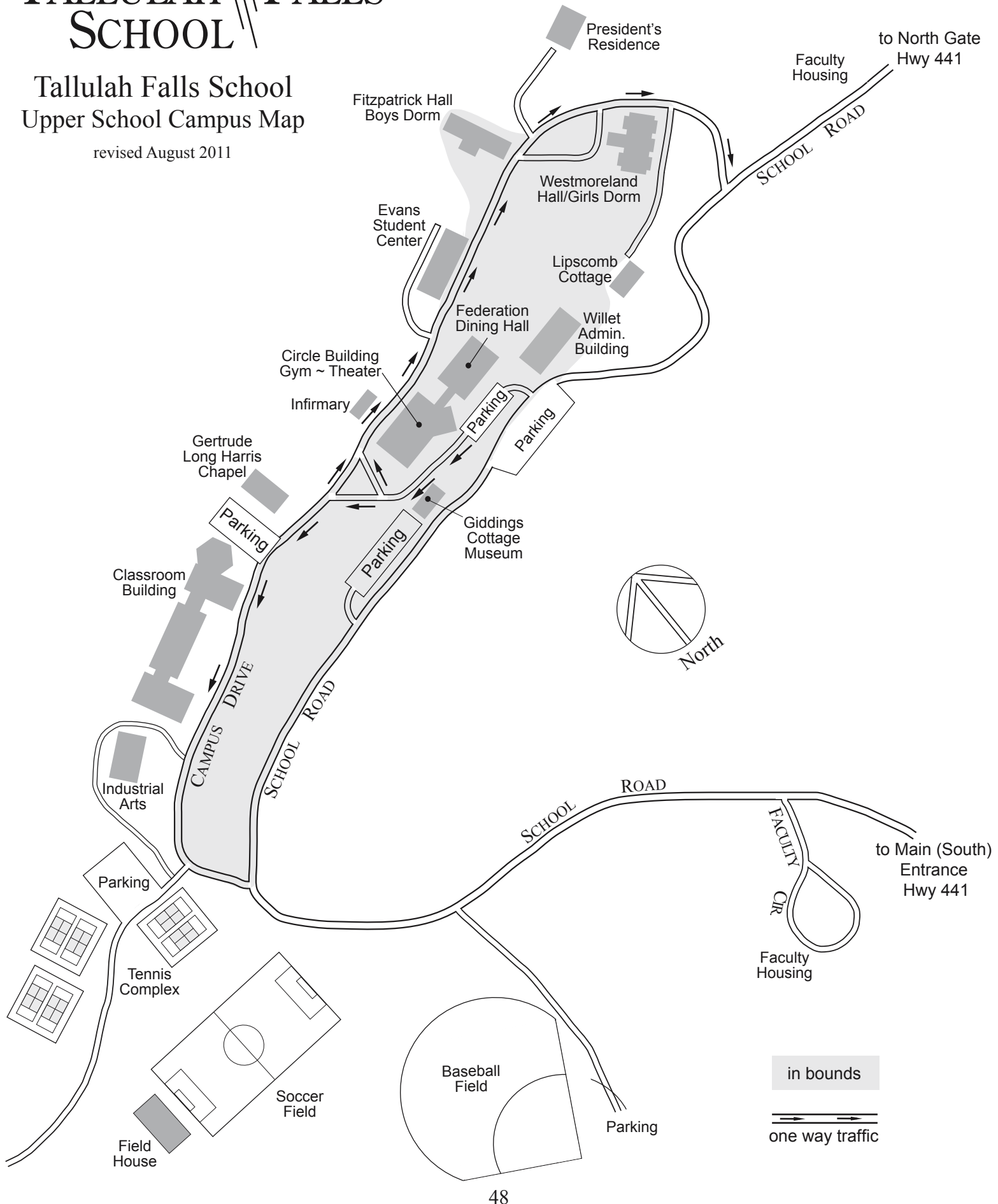
Security Cell Phones

Day-Time Security	706-499-1770
Night-Time Security	706-499-1716

TALLULAH FALLS SCHOOL

Tallah Falls School Upper School Campus Map

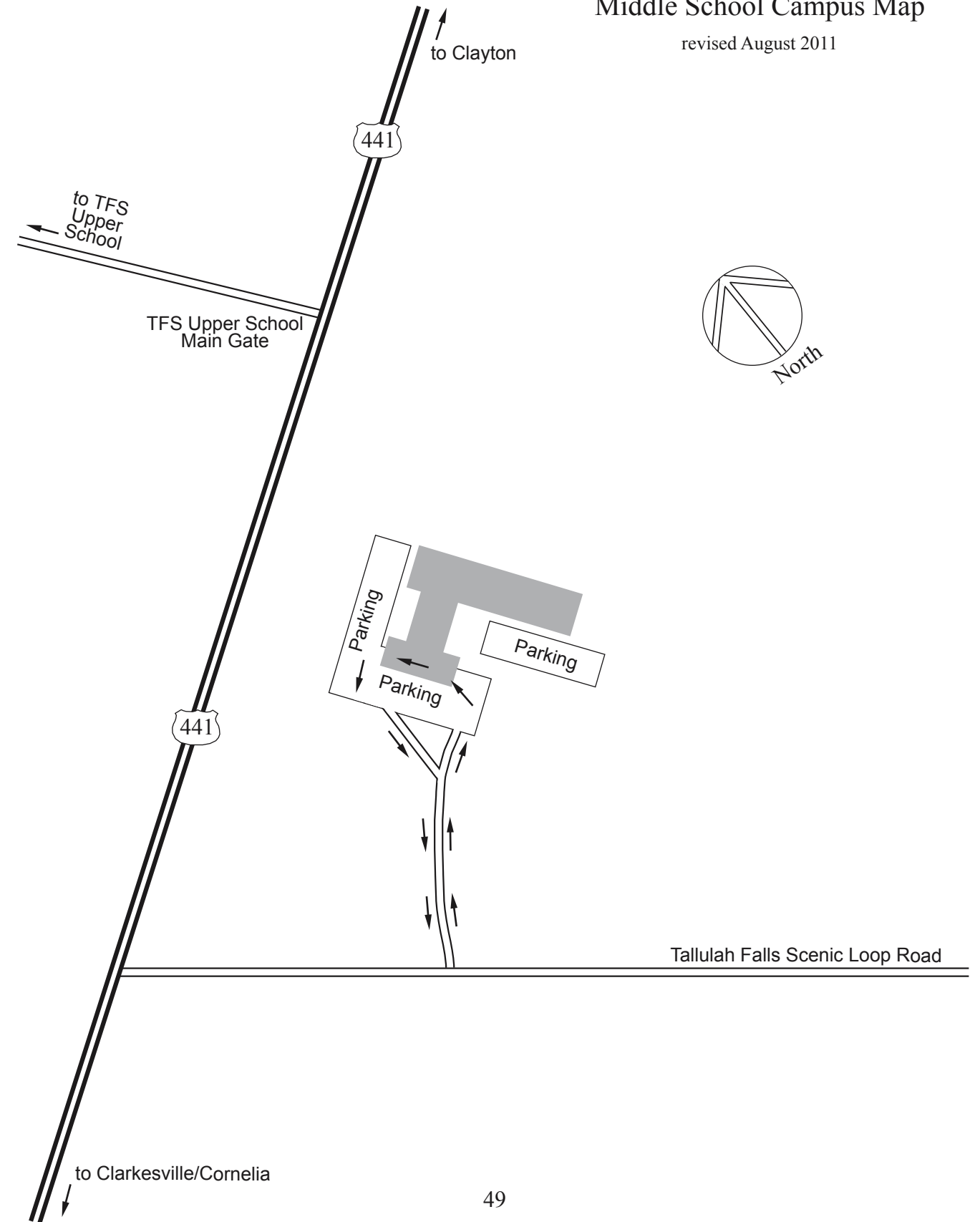
revised August 2011



TALLULAH FALLS SCHOOL

Tallah Falls School Middle School Campus Map

revised August 2011



**Tallulah Falls School
Daily Class Schedule
2011-2012**

Middle School Schedule

8:05 - 8:55 a.m.	1st Period
8:58 - 9:48	2nd Period
9:51 - 10:41	3rd Period
10:44 - 11:34	4th Period
11:37 - 12:07 p.m.	Lunch A
12:10 - 12:40	Lunch B
12:43 - 1:13	Lunch C
1:16 - 2:06	5th Period
2:09 - 2:59	6th Period
3:02 - 3:32	Extra Time

Upper School Schedule

8:00 - 8:10 a.m.	Advising
8:14 - 9:04	1st Period
9:08 - 9:58	2nd Period
10:02 - 10:52	3rd Period
10:56 - 11:46	4th Period
11:50 - 12:40 p.m.	5th Period A
11:50 - 12:30	Lunch A
12:34 - 1:24	5th Period B
12:40 - 1:20	Lunch B
1:28 - 2:18	6th Period
2:22 - 3:12	7th Period



TALLULAH FALLS SCHOOL

P.O. Box 10, Tallulah Falls, GA 30573

Telephone (706) 754-0400

Admissions Fax (706) 754-5757; Classroom Building Fax (706) 754-9933

President's Office/Willet Building Fax (706) 754-3595

www.tallulahfalls.org