

- Expectations
- Guidelines
- Policies

# Tallulah Falls School Student Parent Handbook

**2020-21**

Middle School • Grades 5-8  
Upper School • Grades 9-12

August 2020

# Table of Contents

## 2020-21

NOTICE OF NONDISCRIMINATORY POLICY .....	1
President’s Message .....	2
I. INTRODUCTION .....	3
Mission Statement.....	3
Our Values.....	3
Philosophy and Goals .....	3
Statement of Philosophy .....	3
Statement of Objectives .....	4
Objectives of the Academic Program .....	4
Objectives of the Boarding Program.....	4
Objectives of the Recreation Program .....	5
II. ACADEMICS.....	5
MIDDLE SCHOOL .....	5
Academic Building Visitors .....	5
Academic/Athletic Expectations.....	5
Academic Probation.....	5
Academic Schedule.....	6
Academic Testing.....	6
Class Attendance.....	6
Sick Policy .....	6
Advisory Program.....	7
Credit Recovery .....	7
Eighth Grade Graduation Requirements.....	7
Electives.....	7
Field Trips .....	7
Tutorial.....	7
UPPER SCHOOL .....	7
Academic Building Visitors .....	7
Academic/Athletic Expectations.....	8
Academic Probation.....	8
Academic Schedule.....	8
Academic Testing.....	8
After-school Tutorial.....	9
Class Attendance.....	9
Sick Policy .....	10
Clubs .....	10
Grade Classification .....	10
Graduation Requirements for College-Preparatory Curriculum.....	11
Valedictorian and Salutatorian .....	11
Homework Policy .....	11
Student Ambassador Team.....	12
National Honor Society.....	12
ALL TFS STUDENTS.....	12
Parent, Teacher and School Communication .....	12
Code of Conduct for Parents.....	13
Issues of Conduct with the Use of Social Media.....	14

Cell Phones/Mobile Devices.....	15
Food and Drinks in the Classroom Building.....	15
Grades .....	15
Honor Code.....	15
Honor Code Terms and Definitions .....	16
Cheating .....	16
Lying .....	16
Stealing .....	16
Plagiarism .....	16
Presidential Scholar List.....	16
III. DAY STUDENTS.....	17
Inclement Weather .....	17
Shuttle Buses.....	17
Vehicles .....	17
Visiting Between Boarding and Day Students.....	17
IV. BOARDING STUDENTS .....	18
Campus Boundaries .....	18
Cell Phones .....	18
Upperclassmen (9th-12th grades).....	18
Boarding Underclassmen (6th-8th grades) .....	18
Chapel .....	18
Dormitory Rooms .....	18
Room Decor.....	18
Room Inspection .....	18
Room Security .....	18
Campus Procedures.....	19
Breakfast Attendance .....	19
Leaving Campus .....	19
Leaving the Dormitory.....	19
Food and Drinks in Dorm Rooms.....	19
Prohibited Items .....	19
Laundry Service .....	19
Social Activities .....	19
Student Center.....	19
Student Life Assistants.....	20
Student Mail.....	20
Incoming Mail.....	20
Outgoing Mail.....	20
Study Time in the Dormitories.....	20
Evening Study Time.....	20
Quiet-Time Privilege List .....	21
Visitors on Campus and in the Dormitories.....	21
Weekend Leaves/Holiday Leaves .....	21
“Lights Out”.....	21
V. INTERSCHOLASTIC ATHLETICS PROGRAMS AND ACTIVITIES .....	21
Athletic Mission Statement.....	21
Vision .....	22
Philosophy.....	22
Eligibility .....	22
Chain of Command .....	22
Policy for Signing a Letter of Intent .....	22
Pick-up of Day Student Athletes After Practices.....	23
Pick-up of Day Student Athletes After Away Contests.....	23
Team Travel .....	23
Athletic Student Transportation Policy.....	23

Athlete Behavior .....	24
Hair Policy .....	24
Athlete Absentee Policy .....	24
Practice Policy .....	24
Athletic Banquet .....	24
Hazing .....	24
Parent/Guardian Behavior.....	25
The Tribe.....	25
Fan Pledge.....	25
Fundraising .....	25
Concessions.....	25
Advertising.....	25
TFS Athletic Logo.....	25
Varsity Lettering Criteria .....	26-27
VI. TECHNOLOGY .....	27
Defined Rules of Conduct.....	27
Technology Acceptable Use Policy for Students .....	27
Personal Safety.....	28
Illegal Activities .....	28
Inappropriate Language .....	28
Respect for Privacy .....	28
Inappropriate Access to Material .....	29
Respecting Resource Limits .....	29
Plagiarism and Copyright Infringement.....	29
System Security .....	29
Laptop Usage Policy.....	30
Freedom of Speech .....	30
VII. RULES OF CONDUCT.....	30
Campus Dating Activities .....	30
Controlled Substances, Synthetic Marijuana, Alcohol and Tobacco Products .....	31
Dress Code.....	31
Girls/Boys Athletic Team Apparel .....	32
Special Dress Code Notes.....	32
Terroristic Threats .....	32
Bullying.....	33
Fighting .....	33
Harrassment and Discrimination.....	34
Definitions.....	34
Weapons .....	34
Searches .....	35
Withdrawal/Dismissal from Tallulah Falls School .....	35
VIII. DISCIPLINARY PROGRAM .....	35
Disciplinary System.....	35
Consequences for Inappropriate Behavior.....	35
Assignment of Additional Work .....	35
Dormitory Restriction .....	36
Room Restriction .....	36
Campus Restriction .....	36
Other Consequences.....	36
In-School Suspension.....	36
Student Dismissal.....	36
Minor Infractions .....	36
Boarding Student Consequences.....	37
Day Student Consequences.....	37
Major Infractions .....	37
Boarding Student Consequences.....	38
Day Student Consequences.....	38

Special Conditions ..... 38

Merit System ..... 39

Merits ..... 39

Record Keeping ..... 40

Positive Points and Positive Behavior ..... 40

Earning Positive Points ..... 40

Record Keeping ..... 40

Reduction of Demerits through Positive Points ..... 40

Qualifiers ..... 41

**IX. ENROLLMENT/FINANCIAL AID ..... 41**

Continuous Enrollment ..... 41

Withdrawal Policies ..... 41

Need-based Financial Aid ..... 41

Non-typical Households ..... 41

**X. STUDENT FINANCES ..... 42**

Tuition Payment Schedule ..... 42

Mandatory Fees ..... 42

International Students ..... 42

Buying and Selling ..... 42

Costs for Property Damage ..... 42

Financial Services Provided by Tallulah Falls School ..... 42

Student ATM Machine ..... 42

Student Budgeting ..... 42

Suggested Payment Options ..... 43

Other Payment Options ..... 43

Required Procedure for Using Credit/Debit Cards at TFS ..... 43

Tuition Payments ..... 44

**XI. STUDENT HEALTH SERVICES ..... 44**

Student Medical Records ..... 44

Concussion Forms ..... 44

Consultation with the School Nurse ..... 44

Confinement to Infirmary ..... 44

Doctors Appointments and Medical Bills ..... 45

Food Allergies ..... 45

Insurance (Student Accident) ..... 45

Physical Examination ..... 45

Prescription Drugs ..... 45

Taking Medication ..... 45

**XII. TFS FACILITIES ..... 46**

Asbestos Management Plan ..... 46

**XIII. ATTACHMENTS ..... 47-53**

Boys Uniform Requirements ..... 47

Girls Uniform Requirements ..... 48

Telephone Extension List ..... 49

Campus Map – Upper School ..... 50

Campus Map – Middle School ..... 51

Bell Schedule – Upper School ..... 52

Bell Schedule – Middle School ..... 53

**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, 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, admission policies, scholarships, loan programs, and athletic and other school-administered programs generally accorded or made available at our institution.

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.

## *President's Message*



Welcome to the 2020-21 academic year at Tallulah Falls School, with in-class and blended learning available to our students beginning August 24, 2020.

We are excited to provide a safe, world-class college-preparatory experience for more than 500 students this year. Our students, faculty, staff, parents and supporters form a close-knit school family where everyone feels a sense of belonging and purpose. We all work together as a team to accomplish a common mission.

Students, you are filled with an eagerness and curiosity to learn. I know you proudly wear the school crest, proclaiming to all you are a part of the TFS legacy. I challenge each of you to strive for excellence in everything you do, never settling for less than your very best efforts. Those efforts will be rewarded as you progress at TFS.

All new and returning students have a number of outstanding facilities to enjoy, including our 500-acre campus providing the perfect setting for learning with the beautiful Northeast Georgia mountains as a backdrop. Expanding on a variety of first-class facilities on campus, construction is underway on a new 10-lane natatorium, set to open shortly after Christmas. We also have two other special projects that will be completed soon. One is a new baseball field for the middle school baseball program. The other project is a new enclosed porch at Federation Hall to provide year-round beautiful views, including special seating for seniors.

This continual improvement in facilities supports our college-preparatory program. But, our greatest asset is the student body that makes this place come alive. That is why I look forward to coming to work every day.

Parents and guardians, thank you for entrusting TFS with the privilege of educating your children. We do not take this lightly. We will do everything in our power to ensure your children thrive in our supportive environment, growing and developing into successful and caring people.

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 clarification, 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!

Warm regards,

A handwritten signature in black ink that reads "Larry A. Peevy". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Larry A. Peevy  
President and Head of School

# I. INTRODUCTION

## **Mission Statement**

Preparing each student to thrive in life by elevating character and intellect in a challenging and diverse college-preparatory environment.

## **Our Values**

Students are at the heart of everything we do.  
Every student has potential for individual success.  
Education is a life-long pursuit.  
Community nurtures a strong sense of belonging.  
Leadership and service lead to purposeful lives.  
We are good stewards of our resources.  
Our actions are guided by honesty and integrity.

## **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 more than 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 education is interactional and multi-dimensional, 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 becomes 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 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.

For our boarding students, living away from home requires a certain level 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. This value system permeates interactions with day students as well.



Students who benefit from the Tallulah Falls 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 highly qualified 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. Duly noted is the limitation that Tallulah Falls School does not have the staff or program of instruction available for the student who is emotionally or mentally challenged. Prospective students must be in good behavioral standing with the school in which they are currently enrolled or have previously attended.

### **Objectives of the Academic Program**

To provide an atmosphere conducive to learning that is structured in such a way 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.

To achieve personalization of learning through small classes.

To use the WIN period for review of classroom material for those students needing remedial work or for modification of subject matter when necessary.

To provide a curriculum which includes a broad range of academically challenging college-preparatory courses including courses in fine arts, foreign language, physical education and other elective courses.

To integrate computer technology into the academic program as an instructional tool to enhance and enrich curriculum content.

To leverage the latest visual media technology to supplement traditional methods of instruction.

To assist students, through guidance and counseling, in dealing with distractions that may be interfering with the learning process.

To offer career guidance and to help students plan a realistic future step beyond graduation.

### **Objectives of the Boarding Program**

To build students' capacity to cooperate, solve conflicts and interact with a roommate and with other students.

To help students to learn responsibility and discipline by making appropriate decisions within a structured framework.

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 and other faculty/staff.

To build a sense of belonging in the students as they feel confident they are accepted by their peers and by all employees.

To develop an awareness of and wise use of time.

## **Objectives of the Recreation Program**

To utilize on-campus facilities to help students develop skills and to have fun while participating in individual and team sports and in recreational activities.

To provide opportunities for outdoor activities to encourage an appreciation for nature.

To offer trips to a wide range of cultural and athletic events to give students a broader perspective of the world around them.

To clearly differentiate between the recreational needs of both middle school and high school students and to provide appropriate recreational experiences for each group.

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.

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.

## **II. ACADEMICS**

### **MIDDLE SCHOOL**

#### **Academic Building Visitors**

During school hours all visitors to our middle school campus must report to the Academic Office, obtain and prominently wear their visitor pass.

#### **Academic/Athletic Expectations**

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

To ensure student academic success, the following guidelines have been put in place:

All grades will be reviewed after the first three weeks of school. The Academic Dean, teacher(s) and coach will collaborate on a plan for any student athlete with a grade of 70 or below in two or more classes. Students will be given a set time (often one week) to raise their grades.

If after a set time, if the student's grade has not improved to a passing grade, the following conditions will apply:

1 week - Student will not travel with their teams during the week.

2 weeks - Student will not travel or participate in team games.

3 weeks - Student will not participate in practices or games.

#### **Academic Probation**

Tallulah Falls School wants every student to be academically successful. At the end of each semester all grades will be formally reviewed. 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.

## **Academic Schedule**

See schedule posted on page 58.

## **Academic Testing**

Students in grades five-seven are tested annually using the Comprehensive Testing Program [CTP] through the ERB. Eighth graders are administered the PSAT. Both tests are given in the spring of the academic year.

## **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. A middle school student who during a semester incurs excessive absences (seven or more) may not be granted a passing grade for the course. Exceptions will be made for a long-term illness. Tallulah Falls School requests parents and guardians refrain from requesting students miss academic time. When a student is absent because of illness or family emergency, parents must contact the middle school front desk.

Routine medical appointments should be handled when students are on official leave from school. Appointments made during school time will be excused only if the Academic Dean is notified. The Academic Dean determines which absences are excused or unexcused. If a student is absent due to illness, injury or family emergency, the student will 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 review any make-up work requirements. The student has the same number of days to make up work, including tests, as days missed. In case of extended medical absences, special provisions will be made. If a student is absent from class due to sporting events, extracurricular activities 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.

Tardiness is the arrival of a student after the scheduled time that school or a class begins. Students who arrive to class late create a disruption regardless of the reason. Because of the negative effects it has on the classroom, appropriate penalties may be imposed for excessive tardiness.

Being "on time" is a life skill that we would like to instill in our students. We appreciate the support of our parents and guardians in this venture.

## **Sick Policy**

In an effort to help our students remain healthy and to prevent the spread of disease or infection to the student body, students should remain home for the following reasons:

- Temperature of 100 degrees or greater. Students should be fever free for at least 24 hours and not taking fever reducing medicine to control symptoms before returning to school.
- Heavy, moist productive cough or chest congestion. Students must have a non-productive cough for at least 24 hours before returning to school.
- A diagnosis of a bacterial infection. Students will need to be on an antibiotic for at least 24 hours and be fever free before returning to school.

- Diagnosed pink eye. Students must be on an antibiotic eye drop for at least 24 hours before returning to school.
- Head lice. Students may not return to school without being treated. We can recommend professionals in the area who specialize in the removal of head lice.

### **Advisory Program**

Students meet regularly with an assigned teacher for the advisory 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 student needs, interests or concerns are implemented to help every student be successful.

### **Grades**

Students who fail any academic subject may be required to retake and pass that class during the summer. Tallulah Falls School does not offer summer courses; however, information will be provided upon request.

### **Eighth Grade Graduation Requirements**

Students who fail two or more classes do not meet the eighth-grade graduation requirements and may not be allowed to return to Tallulah Falls School.

### **Electives**

The middle school offers a variety of grade-specific electives during the school year. These electives include six-week, nine-week and 18-week sessions. Students receive a pass/fail grade for these electives.

### **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 Academic Dean and the middle school faculty.

### **Tutorial**

After-school tutorial help is available on a case-by-case basis, depending on student need and/or parent request. Parents should contact individual teachers to schedule tutorial time.

## **UPPER SCHOOL**

### **Academic Building Visitors**

All visitors to our upper school campus must report to our security checkpoint located just inside the main gate. During school hours all visitors must obtain and prominently wear their visitor pass.

### **Academic/Athletic Expectations**

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

including athletics.

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

All grades will be reviewed after the first three weeks of school. The Academic Dean, teacher(s) and coach will collaborate on a plan for any student athlete with a grade of 70 or below in one or more classes. Students will be given a set time (often one week) to raise their grades.

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

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

Grade reviews will occur weekly during season. 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 a student 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. 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.

### **Academic Schedule**

See schedule posted on page 57.

### **Academic Testing**

Upper School students will participate in the SAT Suite of Assessments. The SAT Suite of Assessments is an integrated system of tests that measures what students are learning in class and what they need to succeed in college. Tallulah Falls School uses standardized test data to measure student progress, guide college and career planning, evaluate program and instructional effectiveness, guide curriculum development, and, most importantly, ensure that every student reaches his or her maximum potential.

The PSAT 8/9 is the first test in the SAT Suite of Assessments and establishes a baseline for college and career readiness. Given in the spring to all freshmen, the PSAT 8/9 is tightly aligned with the PSAT 10, PSAT/NMSQT, and SAT. The PSAT 8/9 supports students with early feedback on skills and knowledge that matter most for college and career success.

The PSAT 10 is one of four tests in the SAT Suite of Assessments which tests students on the knowledge and skills they need for college. Given in the spring to all sophomores, the PSAT 10 measures what students learn in high school and what they need to succeed in college and career training.

The PSAT/NMSQT is a standardized test that all juniors take in October. This test measures the knowledge and

skills students have developed in reading, writing and math. A cosponsor of the PSAT/NMSQT, The National Merit Scholarship Corporation uses this PSAT/NMSQT as an initial screen of candidates for the National Merit Scholarship Program. The PSAT/NMSQT is the official route of entry to the National Merit Scholarship Program. This exam measures skills needed to be successful in college and career such as reading, writing and math.

The SAT is a standardized college entrance exam that is accepted by every college in the United States and over 600 institutions internationally. It assesses the knowledge and skills that students learn in the classroom that are key to success in college and career.

The ACT is also a standardized test used for college admissions in the United States. This exam covers four academic skill areas: English, Mathematics, Reading and Science Reasoning. It also offers an optional direct writing test. The ACT is accepted by all four-year colleges and universities in the United States as well as more than 225 universities internationally.

Tallulah Falls School offers both the SAT and ACT multiple times throughout the school year. Students are required to take the SAT and ACT during their junior year. In addition, students are encouraged to take the SAT and/or ACT multiple times to maximize their potential for the highest score.

Please check the school calendar or see the school counselor for test dates and more information.

### **After-school Tutorial**

The academic progress of the students is a crucial concern at Tallulah Falls School. Students who are having academic difficulties may be assigned to an after-school tutorial.

### **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. An upper school student who during a semester incurs excessive absences (seven or more) may not be granted a passing grade for the course. Excessive absences will be reviewed for determining a student's future at TFS. Exceptions will be made for a long-term illness. Tallulah Falls School requests parents and guardians refrain from requesting students miss academic time. When a student is absent because of illness or family emergency, parents must contact the upper school front desk.

Routine medical appointments should be handled when students are on official leave from school. Appointments made during school time will be excused only if the Academic Dean is notified. The Academic Dean determines which absences are excused or unexcused. If a student is absent due to illness, injury or family emergency, the student will 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 review any make-up work requirements. The student has the same number of days to make up work, including tests, as days missed. In case of extended medical absences, special provisions will be made. If a student is absent from class due to sporting events, extracurricular activities 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 a zero for every assignment missed.

Seniors may have three days of absence to tour colleges. This absence is excused if the visitation is cleared by

the Academic Dean no less than five days before the scheduled college visit. Juniors are allowed two college visits during spring.

Tardiness is the arrival of a student after the scheduled time that school or a class begins. Students who arrive to class late create a disruption regardless of the reason. Because of the negative effects it has on the classroom, appropriate penalties may be imposed for excessive tardiness.

Being “on time” is a life skill that we would like to instill in our students. We appreciate the support of our parents and guardians in this venture.

### **Sick Policy**

In an effort to help our students remain healthy and to prevent the spread of disease or infection to the student body, Students should remain home for the following reasons:

- Temperature of 100 degrees or greater. Students should be fever free for at least 24 hours and not taking fever reducing medicine to control symptoms before returning to school.
- Heavy, moist productive cough or chest congestion. Students must have a non-productive cough for at least 24 hours before returning to school.
- A diagnosis of a bacterial infection. Students will need to be on an antibiotic for at least 24 hours and be fever free before returning to school.
- Diagnosed pink eye. Students must be on an antibiotic eye drop for at least 24 hours before returning to school.
- Head lice. Students may not return to school without being treated. We can recommend professionals in the area who specialize in the removal of head lice.

### **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 Academic Dean. All upper school students are highly encouraged to participate in at least one club.

### **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 12 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.

All students graduating from Tallulah Falls School must have earned the published number of units for each incoming freshman class.



## Graduation Requirements for College-Preparatory Curriculum

All students graduating from Tallulah Falls School in 2021 must complete the published number of units for each incoming class, as follows:

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	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.

### Valedictorian and Salutatorian

#### Valedictorian.\*

The Valedictorian of the graduating class is determined by the highest numeric grade point average (GPA) during the last four years of high school.

Other factors that are also taken into consideration when determining the Valedictorian of the graduating class at Tallulah Falls School are as follows:

- Minimum 2 Years at Tallulah Falls School (9-12 grades)
- Maximum 5 elective credits used in GPA calculations
- Character
- Community Involvement
- Extracurricular Activities
- Disciplinary Record

#### Salutatorian.\*

The Salutatorian of the graduating class is determined by the second highest numeric grade point average (GPA) and other criteria as listed above.

\*In the event that two or more students have the same GPAs, the numeric average for all courses required for graduation will be used to determine the valedictorian and salutatorian. If a tie still exists, standardized test scores will be used to determine the final selection.

### Homework Policy

Homework is an essential component of the instructional program at Tallulah Falls School. Students are assigned homework as a way to check their understanding of content material and to review/reinforce concepts



taught in class. Homework is a natural extension of the school day and an important part of a student's educational experience. Homework encourages self-discipline, pride in one's work, positive self-esteem and an interest in learning.

The Tallulah Falls School homework policy states that if a student does not submit homework on the assigned due date, they are allowed to complete the homework and submit for a maximum grade of 50 the following day. If homework is not submitted the following day, a grade of zero will remain in the gradebook.

### **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 composed of ninth-12th grade students who are recommended 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 Business After Hours, campus visits and civic club meetings on campus.

### **National Honor Society**

All students who have attended Tallulah Falls School for one semester and have earned a cumulative grade point average (GPA) of 4.0, weighted, 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 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.

### **ALL TFS STUDENTS**

#### **Parent, Teacher and School Communication**

Tallulah Falls School faculty and staff members are expected to communicate with parents in a professional manner at all times. Parents are asked to reciprocate by treating teachers and staff with courtesy at all times. In order to establish direct lines of communication, we request parents wishing to contact teachers and administrators follow this process:

- All initial questions about class routine, grading, homework, pedagogy or incidents within the classroom should be directed to the classroom teacher.
- If further assistance is necessary, then communication with the respective academic dean is the next

appropriate step. Questions concerning the athletic program should be directed to the coach and, subsequently, the athletic director.

- Parents should check the school's website, [www.tallulahfalls.org](http://www.tallulahfalls.org), for current news, information and announcements which can also be found on FACTS, as well as shared through the school's social media accounts.
- All teachers, administrators and staff have email addresses that are available in the faculty listing on the website. Parents are encouraged to use email to communicate with individual teachers in a positive and constructive fashion.

## **Code of Conduct for Parents**

This Code of Conduct is an unsigned agreement between the parent, guardian, visitor and Tallulah Falls School.

At TFS, we are proud and fortunate to have a dedicated and supportive school community. At our school the faculty/staff, parents and caregivers all recognize the education of our children is a partnership among us. We expect our school community to respect school policies, keep our school tidy and set a good example of their own behavior both on school premises and on school visits. In addition, we also expect our parents, caregivers and visitors to keep students in compliance with all school policies as outlined in this handbook.

In this partnership we are all aware of the importance of good working relationships and all recognize the importance of these relationships to equip students with the necessary skills for their education. For these reasons we welcome and encourage parents and guardians to participate in the life of our school.

The purpose of this code of conduct is to provide the expectations around the conduct of all parents, guardians and visitors connected to our school.

We are committed to resolving difficulties in a constructive manner, through an open and positive dialogue; however, we understand that everyday misunderstandings can cause frustrations and have a negative impact on our relationships. Where issues arise or misconceptions take place, follow the school's chain of command.

This code aims to clarify the types of behavior that will not be tolerated and seeks parental agreement to these expectations.

The code of conduct also sets out the actions the school may take should this code be ignored or where breaches occur. Behavior that will not be tolerated:

- Disruptive behavior which interferes or threatens to interfere with any of the school's normal operation or activities anywhere on the school premises.
- Any inappropriate behavior on the school premises.
- Using loud or offensive language or displaying a temper.
- Threatening in any way, a member of staff, visitor, fellow parent/guardian or child.
- Damaging or destroying school property.
- Sending abusive or threatening emails/text/voicemail/phone messages or other written communications (including social media) to anyone within the school community.
- Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parents/staff at the school on social media or other public media.
- The use of physical, verbal or written aggression toward another adult or child. This includes physical punishment of your own child on school premises.
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child toward their own child. Such an approach to a child may be seen to be an assault on that child and may have

legal consequences.

- Smoking, tobacco, taking illegal drugs or consuming alcohol on campus.
- Pets being brought on to the school premises (other than guide dogs).

Should any of the above occur on school premises or in connection with the school, the school may find it is necessary to take action by contacting the appropriate authorities or consider banning the offending adult from entering campus.

Together we create a positive and uplifting environment not only for students but also for all who work and visit our school.

It is the parents' and caregivers' responsibility to make sure any persons collecting their children are aware of this policy.

### **Use of Social Media**

Many people take part in online activities and social media. TFS has several social media accounts which allow parents to receive and respond to messages about school-related events and activities. We encourage positive participation. Within these platforms, we expect common sense when discussing school life online.

We ask that social media, whether public or private, not be used to fuel campaigns and voice complaints against the school, staff, parents or students. The use of social media by a parent to publicly humiliate or criticize another parent, staff member or child is inappropriate.

Online activity which is considered inappropriate:

- Posting inappropriate images/videos of students.
- Abusive or personal comments about faculty/staff, students or other parents.
- Representing the school in a disparaging way.
- Posting comments which could be interpreted as libelous or defamatory.
- Emails circulated or sent directly including abusive or personal comments about staff or students.
- Using social media to publicly challenge school policies or discuss issues about individual children or staff.
- Threatening behavior, such as verbally intimidating a staff member or using inappropriate language.
- Breaching school security procedures.

In the event of any parent/guardian or visitor of the school breaking this code then proportionate actions will be taken as follows:

- In cases where the unacceptable behavior is considered to be a serious and potentially criminal matter, the concerns will in the first instance be referred to law enforcement. This will include any or all cases of threats or violence and actual violence to any student, employee or visitor in the school. This will also include anything that could be seen as a sign of harassment of any member of the school community, such as any form of insulting social media post or any form of social media cyber bullying.
- In cases where evidence suggests behavior would be tantamount to libel or slander, then the school will refer the matter to the schools' legal counsel for further action.
- In cases where the code of conduct has been broken but the breach was not a libelous, slanderous or criminal matter, the school will send a formal letter to the parent/guardian and follow up with an invitation to a meeting. If the parent/guardian refuses to attend the meeting, the school will write to the individual and ask them to cease

the behavior causing the concern and warn if they do not they may be banned from the school premises. If this behavior continues, the parent/caregiver will again be written to and informed that a ban is now in place.

\*A ban from the school can be introduced without having to go through all the steps offered above in more serious cases, and site bans will normally be limited in the first instance.

We take our safeguarding responsibilities seriously and will deal with any reported incidents appropriately and in line with the actions outlined above.

### **Cell Phones/Mobile Devices**

Students are not permitted to have cell phones/communication devices, including watches during the academic day. Cell phones/communication devices must be left in the day students' automobiles or turned in at the Academic front office. Boarding students are to leave their phones in their dorm rooms.

### **Food and Drinks in the Classroom Building**

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

### **Grades**

Tallulah Falls School believes that all its students can be academically successful. The scale which Tallulah Falls School uses for grading is as follows:

<i>Grading Scale</i>	<i>Letter Grade</i>	<i>Rating</i>	<i>Quality Points</i>
90-100	A	Excellent/Superior	4 Quality Points
80-89	B	Good/Above Average	3 Quality Points
70-79	C	Fair/Average	2 Quality Points
0-69	F	Unsatisfactory/Below Average	0 Quality Points

A students' weighted GPA is calculated as follows:

<i>Based on a 3-tier basis:</i>	<i>Calculations:</i>
Tier 1 - Standard college preparatory classes	Tier 1 - 4.0 Scale
Tier 2 - Honors level	Tier 2 - 4.5 Scale
Tier 3 - All AP + College level classes	Tier 3 - 5.0 Scale

Students earning a weighted 3.0-3.49 in all courses are eligible for the Honor Roll; students earning a weighted 3.5-3.99 in all courses are eligible for the Trustees' Honor Roll. Students earning a weighted 4.0 or above in all courses are eligible for the Presidential Scholar List.

Beginning with the 2018-19 academic year, Tallulah Falls School will issue one full credit for each dual enrollment college course.

### **Honor Code**

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 Code.

Honor Code. The Honor Code Pledge states, “I will uphold the principles of honesty and responsibility at Tallulah Falls School.” All students are expected to 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 Code Terms and Definitions**

When 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.

**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.

All members of the Tallulah Falls School community are expected to observe and support the Honor Code 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 Code seriously and realizes 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 Code may result in disciplinary action up to and including dismissal.

### **Presidential Scholar List**

The Presidential Scholar List is posted at the end of each semester. A student earns a position on the Presidential Scholar List by maintaining a 4.0 grade point average, no major discipline issues and by not accruing more than 15 demerits for each semester. Students who earn a spot on the Presidential Scholar List will be rewarded with a special off-campus dinner each semester. To receive the Presidential Scholar medallion, the student must have maintained Presidential Scholar status for both fall and spring semester.

### **III. DAY STUDENTS**

#### **Inclement Weather**

TFS administrators take seriously the decision to cancel or delay classes, with the safety of students, faculty and staff a priority. 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. In the event that inclement weather is forecast, day students are encouraged to take home all class materials. Parents will receive a phone call and email from the school's FACTS Parent Alert if classes are delayed or canceled. All delays/closings will be posted to the school's website, social media channels and announced through local media outlets.

#### **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 register with the Assistant Dean of Students. All TFS conduct guidelines apply to students riding the shuttle bus. Shuttle riding privileges may be revoked based on inappropriate conduct.

#### **Vehicles**

Students who have a permanent driver's license may apply to have a vehicle on campus. To reserve a parking spot, students must submit a Vehicle Registration Form with the Director of Security. The student must be in good academic and social standing. 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. Irresponsible 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 vehicles 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.

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. 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.

#### **Visiting Between Boarding and Day Students**

TFS encourages developing friendships between day and boarding students. Any visit by a boarding student to the home of a day student must be approved by the Dean of Students. The appropriate documentation must be submitted to the office of the Dean of Students by Wednesday of that week.

## IV. BOARDING STUDENTS

### Campus Boundaries

Students must stay within the established boundaries of the campus at all times. Campus boundaries/ unauthorized areas will be defined by TFS faculty and staff members. Areas become out of bounds when students are scheduled to be elsewhere on campus.

### Cell phones

Upperclassmen (9th-12th grades)

Upperclassmen are to register their cell phone with their dormitory counselors.

Upperclassmen may keep their phones at all times, except during the academic day. Boarding students are to leave their phones in their safe or in their dorm rooms prior to leaving for school in the morning.

Boarding Underclassmen (6th-8th grades)

Underclassmen are to register their cell phone with their dormitory counselors.

Underclassmen may keep their cell phone on weekends (after school Friday-until study time on Sunday).

Unregistered cell phones will be considered a major infraction. Cell phone use may be restricted due to unsatisfactory academic or behavioral performance.

### Chapel

The school's Norwood Key Taylor Chapel is available to students as needed. The school's chaplain conducts a faith-based service each week. Students can choose to either attend the chapel service or other special presentations offered on campus. Transportation to area church services can be arranged upon request. Students are required to wear dress uniform to any of these Sunday events.

### Dormitory Rooms

The school is dedicated to building character and responsibility in its students. To help 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.

**Room Decor.** Posters and pictures are not to be affixed to any doors, furnishings or ceilings. Appropriate room decor may be placed on walls with school-provided adhesive.

**Room Inspection.** A room inspection will take place each morning from Monday through Saturday. Students are to leave their rooms orderly and beds made prior to going to school. A major inspection is 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 should be turned into the school's Business Office to be placed on their student account. Students may withdraw small sums of cash as needed. Important documents, such as airline tickets and passports, are collected by Dorm Counselors for safekeeping in the dorms. 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. Key pads have been installed on all dorm room closet doors.

## **Campus Procedures**

A student must be in an appropriate or scheduled place at all times. To get to and from class, 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 assignment is not permitted. This includes the following activities:

**Breakfast Attendance.** Breakfast is a required activity for all boarding students, excluding seniors.

**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 mapped on pages 55 and 56).

**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.

**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. Certain electrical appliances are also prohibited, including coffee pots, hot water pots, hot plates, microwave ovens, popcorn poppers, coolers, refrigerators, irons, televisions, heaters and items of a similar nature. Students may be allowed to use certain electrical appliances, such as rice cookers, in common rooms only with special permission from the dorm counselor.

## **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 the provided laundry bag and marked with the student's name. Clean laundry will be returned to students after school.

## **Social Activities**

Parties, dances, special trips, etc., are periodically planned for Tallulah Falls School students. Social activity with non-students 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 prior approval of the school, parent/guardian).

## **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 as well as engage in activities which are provided in the facility.

Vending machines and an ATM are available in the student center.



## **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 a rising sophomore, junior or senior, (2) have an acceptable grade point average and (3) be in favorable disciplinary standing with the school.

Students who 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.

## **Student Mail**

**Incoming mail.** Monday through Friday student mail is picked up at the post office and is available in each dormitory at the end of the school day. Dormitory counselors 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 by the appropriate address.

Boys Dormitory  
Tallulah Falls School  
P.O. Box 10  
Tallulah Falls, Georgia 30573

Girls Dormitory  
Tallulah Falls School  
P.O. Box 10  
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 weekday.

## **Study Time in the Dormitories:**

Sunday through Thursday evenings students are provided study time and quiet time in the dormitories from 8-9:30 p.m.

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

**Quiet-Time Privilege List.** A student earns a position on the Quiet-Time Privilege List by earning a 3.5 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.

### **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/Holiday Leaves**

All boarding students are to remain on campus until the first open weekend of the fall semester. After that, parents may request a weekend leave provided the request for leave is received by the Wednesday before the weekend and further provided the student is not on disciplinary restriction. Disciplinary restrictions include students serving major penalties or those listed on the excessive demerit list. A normal weekend leave is after school on Friday until 5:45 p.m. on Sunday.

To realize the full potential of the TFS boarding program, parents should encourage students to remain on campus on weekends except for open weekends and school breaks. An open weekend and school break typically begin at noon on the day of the departure and end between 3-5:45 p.m. on the day of return. During open weekends, for an additional fee, international and out-of-state students may choose to remain on campus. During school breaks, all students are required to leave campus. Please refer to the school calendar for a list of open weekends and school breaks.

For all leaves [open weekends, school breaks and typical weekends], students must be signed in and out at the dormitory by a parent, guardian or authorized adult over the age of 21. Should a boarding student be invited to the home of another TFS student [day or boarding], a weekend leave form must be submitted to the boarding office by both sets of parents/guardians.

All student leave requests must be faxed or emailed to the boarding office.

### **“Lights Out”**

On Sunday through Thursday evenings lights are out at 10 p.m. for middle school, 11 p.m. for freshmen and sophomores and midnight for juniors and seniors. This means that one hour 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. After 11 p.m., juniors and seniors must be in their room, working on quiet tasks or study.

## **V. INTERSCHOLASTIC ATHLETICS PROGRAMS AND ACTIVITIES**

### **Athletic Mission Statement**

The mission of Tallulah Falls School athletics is to develop GREAT character, competence and competitiveness, to create a Season of Significance and to host GREAT events.

## **Vision**

GREAT character evidenced through exemplary behavior and outstanding performance will determine our success.

This vision is so much more than a typical sportsmanship response of shaking hands after games. It is a way of life that keenly structures for, is creative with and intensely seeks to inspire in those entrusted to our care. It is the active promotion of planned and purposeful GREAT character development that will be our athletic brand.

## **Philosophy**

We seek unifying partnership in the following:

- Safety is a prerequisite for optimal development.
- GREAT character is the foundation of all that we do. Gratitude and Generosity, Respect and Responsibility, Effort, Enthusiasm and Excellence, Accountability and Ambition, and Thinking and Trustworthiness are guiding principles in which we will make all of our decisions.
- Competence results from a disciplined work ethic and a focused state of mind to enhance skills, strategies, strength, speed and stamina.
- Competitiveness is integral in society, so we will compete to the very best of our abilities with a GREAT attitude while setting team victory over individual goals.
- Every athletic season should be significant in the overwhelmingly positive development of our youth.
- Hosting GREAT events provides leadership and service opportunities, strengthens the consideration of others and improves the sport experience of everyone.

## **Eligibility**

All participants in GHSA interscholastic activities are subject to the GHSA guidelines ([www.ghsa.net](http://www.ghsa.net)) and the Varsity Lettering Criteria (for high school sports). Every student [athlete or not] - middle and high school - must have a GHSA physical examination form on file at TFS. Forms can be found on the school website.

Athletes requiring special tutorial are permitted to be late to 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.

## **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 should then go to the athletic director.

## **Policy for Signing a Letter of Intent**

When it is known a student-athlete will sign a National Letter of Intent to compete in collegiate athletics, immediately contact the TFS Athletic Director who will contact the athletic office at the college for pertinent details. The school will set up an announcement ceremony to honor the athlete. Typically, the student-athlete, parents and coach(es) will be accompanied by at least one administrative personnel (President, Athletic

Director, Dean) representative at the ceremony. The actual ceremony may take place at a banquet, assembly or other special recognition venue. Those wishing to compete in collegiate athletics are required to complete NCAA eligibility information, which can be obtained from the guidance counselor and from NCAA.org.

### **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 main student parking lot below the upper school academic building. Student-athletes at the field may be picked up at the practice/event site; however, students may NOT wait for a ride at the field without adult supervision. Once the coach releases the team, the next step is to be picked up at the day student parking lot.

Please do not park on the upper road or next to the gym or student center. This is reserved for officials, handicapped vehicles and coaches only.

### **Pick-up of Day Student Athletes After Away Contests**

If a student is not picked up at the contest, at a prearranged location, or immediately upon return to TFS, the student is instructed to stay with an authorized adult. Estimated return times are often on the sport schedules. Athletes should contact the parent on the way home concerning the estimated arrival time. Coaches will provide estimated return times after the contest.

Coaches will provide instructions on pick-up and drop-off locations.

### **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 only.

### **Athletic Student Transportation Policy**

Students are allowed to go home with their parent after a contest if they request from the coach ahead of time. The students must be checked out from the coach by the parent. A student may ride with another parent IF BOTH sets of parents request in writing ahead of time. 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 driving parent. Students are allowed to leave ONLY with the approved person.

Any deviation of team transportation must be approved by Coach, Athletic Director and Dean of Students. Day student athletes are allowed to drive to the aquatic center for practice, but may NOT take anyone else unless pre-approved by the school. This is the same for all driving arrangements to a location for practices or contests. Again, this must be pre-approved.

Parents may pick up their child at a location on the team's route back to school as long as the bus does not need to wait for the parent. If the parent is not prompt, the bus will return to campus without waiting.

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. TFS may provide transportation depending upon the situation.

## **Athlete Behavior**

While our 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 practice or 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, at minimum, sit out the rest of that game. If a player receives a second technical foul/red card in a season, the level of consequence will increase. Any consistently 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. The coach may have additional or more severe consequences.

## **Athlete Absentee Policy**

Athletes must attend at least half of the day's classes (4 classes) to participate in that day's practice or contest. Any variation must be approved by the Academic Dean. Excused from this are emergencies or medical appointments that are communicated ahead of time.

## **Practice Policy**

It is expected that athletes attend every practice. Time management and balancing different commitments is an important, learned trait that helps with individual and team success. Missing, arriving tardy or leaving early from practice may affect playing time, lettering, etc. Please plan medical appointments for school breaks. Coaches will determine the best action to take when an athlete does not meet the practice requirement.

## **Athletic Banquet**

The athletic banquet is a celebration of the season where we rightfully honor teams and members. Failure of an athlete to attend the athletic banquet may result in a financial charge to the athlete and possible loss of award and recognition. The banquet is considered to be a commitment of being on the team with consequences for not-attending.

## **Hazing**

Georgia law, as outlined below, specifically and unequivocally prohibits the hazing of students, even if the student is a willing participant in the activity.

As used in this Code section, the term:

- "Haze" means to subject a student to an activity which endangers or is likely to endanger the physical health of a student, regardless of a student's willingness to participate in such activity.
- "School" means any school, college or university in this state.
- "School organization" means any club, society, fraternity, sorority or a group living together which has students as its principal members.
- "Student" means any person enrolled in a school in this state.

It shall be unlawful for any person to haze any student in connection with or as a condition or precondition of gaining acceptance, membership, office or other status in a school organization.

Any person who violates this Code section shall be guilty of a misdemeanor of a high and aggravated nature.

Hazing activities of any kind are inconsistent with school policies and goals and will not be tolerated. Violations should be reported to appropriate school administrators who will investigate the incident and take appropriate action.

### **Parent/Guardian Behavior**

We enthusiastically invite and welcome parents to all athletic contests. Our standard of fan behavior is simple: “Cheer For, Not Against!” We ask that derogatory remarks not be made toward officials, opposing teams, coaches, etc. Fans are expected to set the example of GREAT character in their own behavior and words so students will emulate positive behavior. Be “Loud, Proud and Positive.”

### **The Tribe**

The mission of The Tribe is to heartily support the TFS athletic program, coaches, teams and team members with our presence, by being role models of GREAT character, by promoting our teams in the community, by assisting in FUNctional tasks and by learning about athletic issues. We ask our “Tribe” to reflect GREAT positive traits to our students and to our guests.

### **Fan Pledge**

By entering, I agree to Cheer For, Not Against and to be 100% positive. I understand profanity, degrading remarks and intimidating actions will not be tolerated and will result in the lost privilege of attendance. Spectators are not allowed to enter the competition area, bench area or dugout. Artificial noisemakers and pets are not allowed.

### **Fundraising**

The athletic department does not sponsor sports-specific financial solicitation nor common fundraising. All requests to raise funds are required to be approved in advance through the Athletic Director.

### **Concessions**

Tallulah Falls School is a Powerade/Coca Cola school. We do not sell any other competing drinks, such as Gatorade or Pepsi products. Any apparel sold must be pre-approved by the Athletic Director before ordering and must comply with official school logos.

### **Advertising**

We do not typically authorize advertisements on clothing, apparel, bags or other school-issued items. We do not contract with an outside organization to contact our community for donations.

### **TFS Athletic Logo**

Access to the official logo must be requested from the Athletic Director. No items can be used with any other Indian head or logo other than the official athletic logo. Spirit apparel may be purchased through our partner apparel company. A link may be found on the school website.



## Varsity Lettering Criteria

Meet the program's expectations in ALL of the following areas:

- Attendance. Unexcused absences or continual tardiness may affect lettering (see practice policy).
- Attitude. Consistent, "Team First" actions, "buy-in" and a consistently positive attitude.
- Demonstrated GREAT character, team support, sportsmanship, and actions directed toward peers, opposing teams, and officials.
- Displayed work ethic toward team goals and individual improvement.
- Responsibility, including prompt and thorough communication of practice/contest conflicts.
- Role fulfillment.
- Performance (see below for sport specific requirements).

NOTE: Performance is only one qualification and does not automatically equal a varsity letter. Lettering 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. Exceptions to the three-year criteria must be made from the coach to the Athletic Director. Any exceptions pertaining to lettering must be approved by the Athletic Director, such as a player making significant contributions to the team but unable to finish the season due to illness or injury.

**Baseball Performance Criteria.** 1) A player plays in any part of the scheduled games in one season at the varsity level with significant contributions. 2) 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 overwhelmingly productive to team success (the Head Coach determines that a letter is earned; this must be approved by the Athletic Director).

**Bass Fishing Performance Criteria.** 1) Fish at least five Georgia BASS Nation High School sanctioned tournaments. 2) Qualify for the state championship tournament through the Georgia BASS Nation High School organization/GISA. 3) Attend scheduled fishing team meeting. 4) Participate in one conservation or related community service project.

**Cross Country Performance Criteria.** 1) A runner finishes in the top half at the Region Championships or 2) A runner participates in every practice and competition (perfect attendance). 3) The team goes to the State Championships; top 7 runners would letter. 4) Achieve grade level performance time.

**Esports Performance Criteria.** 1) A player must compete in at least 50% of the matches during the fall or spring season. 2) Both players and managers must attend practices unless they are excused by the coach. 3) Both players and managers must show positive growth and development in their position.

**Golf Performance Criteria.** 1) Any player selected to the All-Area 1st or 2nd Team. 2) 18-hole scoring average of 99 or below (males) or 109 or below (females) in more than half the varsity matches (min of 4 matches). 3) Any team member playing in the State Championship.

**Precision Rifle Performance Criteria.** Achieve one of the following in a match: 1) Standing air rifle (60 shot decimal scoring) minimum of 560 out of a possible 654. 2) 3-position air rifle (3x20 integer scoring) minimum

of 560 out of a possible 600. 3) 3-position Small Bore (3x20 integer scoring) minimum of 525 out of a possible 600. 4) 3-position Small Bore (3x40 integer scoring) minimum of 1040 out of possible 1200.

**Soccer Performance Criteria.** 1) Varsity performer in at least half the minutes of one season.

**Spirit Cheerleading Performance Criteria.** 1) A cheerleader is an active varsity contributor (cheers in 90% of contests and in all cheer activities)

**Swimming Performance Criteria.**

Boys: 50 Free (27.50), 100 Free (1:05.00), 100 Fly (1:10.00), 100 Back (1:07.00), 100 Breast (1:17.00), 200 Free (2:15.00), 200 IM (2:25.50), 500 Free (6:25.00)

Girls: 50 Free (32.50), 100 Free (1:12.50), 100 Fly (1:20.00), 100 Back (1:20.00), 100 Breast (1:30.00), 200 Free (2:35.00), 200 IM (2:44.50), 500 Free (6:40.00)

**Tennis Performance Criteria.** 1) A player competes in one of the top seven 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) Ranks in the top eight at Region/Area Championships (score at least one point). 2) Ranks in the top five in a relay at the Region Championships (relay team scores at least four points). 3) Breaks a school record for normal events (excludes indoor and seldom run relays). 4) A Legacy List rank of Top 10 will be taken into consideration though not automatic. 5) Meets the performance mark for an event.

**Volleyball Performance Criteria.** 1) A player plays a significant role at the varsity level in half the games available for one season. Significant is defined as a starter or substitute that plays in approximately half the points played in the matches. If the team makes it to the state playoffs and a player has made a significant contribution to the team in practices, has had a great attitude in their role and has met all the criteria other than the playing time.

## **VI. TECHNOLOGY**

### **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: Technology Acceptable Use Policy for Students.

All students are required to read and understand Tallulah Falls School Technology Acceptable Use Policy for Students as provided below.

### **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.



Tallulah Falls School uses Internet filtering with all school-owned devices both on- and off-campus. Using the GoGuardian software, websites in the following categories are blocked: academic dishonesty, aggressive behavior, archives, controlled substances, malicious sites, pornography and sexual content. Additionally, this service alerts to any searches related to explicit or self-harm subject matter. While GoGuardian is comprehensive and filters the majority of undesirable sites, it does not block everything within these categories.

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

### **Personal Safety**

- Students will not post personal contact information about themselves or other people. Personal contact information includes home, school or work addresses, telephone numbers, etc.
- Posting or responding to personal or classified ads is not allowed on school computers.
- 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.
- Live chat sessions, chat rooms and news group activities are not allowed due to the unknown identities and intentions of persons involved.

### **Illegal Activities**

- 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 other software that damage or harm systems or networks.
- 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 email), "hacking" or attempting to gain access into unauthorized accounts, ping flooding or annoyance utilities. A denial of service attack is illegal.
- 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).
- 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**

- Restrictions against inappropriate language apply to public messages, private messages and material that is posted on web pages. Students will conduct themselves in a manner that is appropriate as representatives of the school.
- Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.
- Users will not engage in personal attacks including prejudicial or discriminatory attacks.
- 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**

- Users will not post private information about another person.
- Explicit authorization must be granted to access or to copy another user's electronic mail, data, programs or other files.

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**

- 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).
- Users may not upload, download, distribute or possess pornography.
- Wireless internet access other than that provided by the school is not allowed on campus. This includes (but is not limited to) mobile devices, PCMCIA (PC card) cards and Bluetooth devices.

### **Respecting Resource Limits**

- The school system will be used only for educational and professional activities during school and professional hours.
- Streaming media, both audio and video, is not allowed in the interest of preserving sufficient bandwidth to share among multiple users.
- Users will not engage in “spamming.” Spamming includes sending annoying or unsolicited message(s) to other persons.
- 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.
- Students should not print jobs of more than 10 pages without prior approval.

### **Plagiarism and Copyright Infringement**

- 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.
- 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.

### **System Security**

- Users are responsible for their individual account and should take all precautions to prevent others from being able to use their account.
- Users will immediately notify the Director of Information Technology if they have identified a possible security problem.
- Users may not purposely seek or exploit security flaws to gain system or data access.
- 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.
- Users may not run mailing lists from or through any of the school’s machines or mail servers.
- 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 technology 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. Not having laptops charged before class is taking away time from the teacher and a distraction to others.
- Laptops are to be carried between classes and to/from school in provided computer cases. These cases are not to be left outside, and laptops are not to be removed from the cases in the dining hall. Demerits will be issued for failure to observe this rule.
- Student work created digitally shall be submitted in the same fashion.
- Students are responsible for saving and backing up files and content. The IT Department is not responsible for any data loss.
- If a problem is found with the device, report it to a teacher, media specialist, or the Helpdesk immediately. A Helpdesk ticket will then be filled out for the issue.
- If it is determined that a problem exists with the software installation, the laptop will be reimaged (all original files deleted and replaced).
- Removal of batteries, drives or other originally issued components will only be done by the media center, Helpdesk or IT staff.
- If a student fails to bring his/her laptop to school, a loaner will NOT be provided.
- Damaged laptops should be brought to the IT Department as soon as the damage occurs. This prevents additional damage and/or the loss of data. Stolen or damaged computers and equipment will incur the following charges:
  - Lost/Stolen charger - \$25 replacement fee.
  - Lost/Stolen computer - \$400 replacement fee and up to 25 demerits.
  - Extensive damage, vandalism and repeated incidences - \$250 fine and up to 25 demerits.
  - In the event of theft/loss report it to a teacher, media specialist, Helpdesk or IT Department immediately.
  - If stolen off campus, 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.

## **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:*

- *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*

## **VII. RULES OF CONDUCT**

### **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 are away from school. Inappropriate conduct will be

addressed on an individual basis. Intimate displays of affection are considered to be inappropriate conduct.

## **Controlled Substances, Synthetic Marijuana, Alcohol and Tobacco Products**

Tallulah Falls School is a tobacco, alcohol and drug-free campus. Our commitment to the pursuit of a drug-free community is evident not only by the serious disciplinary consequences of substance abuse, but also by our insistence that every student begin the school year drug-free. 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. Possession of tobacco/vaping products in any form and the use, including vaping, of tobacco/vaping products are prohibited at Tallulah Falls School.

**Alcohol/Drug Tests.** Tallulah Falls School reserves the right to test its students for the use of illegal substances. During the academic year, the school's response to alleged substance abuse after enrollment can include testing of breath, blood, hair, saliva or urine for the presence of abused substances. Tallulah Falls School may test on site. Pending the results of the on-site test, the student may be transported to a health care facility for confirmation of the original test. 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 Enforcement 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.

## **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. Faculty and staff will determine appropriate/acceptable items of clothing. Any deviation from the school dress code is allowed only upon express permission from the Dean of Students and Academic Deans.

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 FlynnO'Hara Uniforms. Uniform items (except belts, socks, and shoes) must be purchased from FlynnO'Hara Uniforms. Additionally, the official TFS sweatshirt (crewneck or hoodie) may be purchased from [championteamwear.com](http://championteamwear.com). When the student is in uniform, the school uniform must be worn properly at all times.

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. Appropriate bathing suits 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. Jewelry is not allowed for any physical education class.

**Boys' Uniforms.** During the academic day on Monday-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.

Students will be advised when they are to wear dress uniforms. No clothing item is to be damaged, torn or ripped.

**PE Uniform.** Approved PE uniform is required for all grades.

See Page 52 for 2020-21 Uniform Requirements/Guidelines.

**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.

Students will be advised when they are to wear dress uniforms. No clothing item is to be worn torn or ripped.

**PE Uniform.** Approved PE uniform is required for all grades.

See Page 53 for 2020-21 Uniform Requirements/Guidelines.

### **Girls/Boys Athletic Team Apparel**

Teams should be dressed neatly, appropriately and alike for all contests. Travel attire on contest day is dress uniform or pre-approved team apparel for indoor sport away games. If a coach chooses, the team may return home in team attire if all team members comply and wear properly. Outdoor sports may travel in team-issued uniforms/team attire.

Contest day attire at school will be either dress uniform, school attire (all dressed same), or team attire (team tee, jersey or team jacket). Letter jackets are welcome to be worn as long as other garments are same as the team.

### **Special Dress Code Notes**

**Hats.** Hats are not to be worn inside buildings. Baseball caps are not to be worn during the academic day.

**Casual Clothing.** For dinner, students may dress in appropriate casual clothing.

**Pullovers.** If a pullover, sweater or sweatshirt is worn during the academic day, it must be a uniform item.

**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. Unnatural hairstyles or colors which draw attention or cause distractions will not be permitted. Appearance is to be neat, properly groomed, of a natural color and not call undue attention to self while excellent in representation as a member of TFS.

**Skorts.** No shorter than 3-inches above the knee. No exceptions. Repeated violations may result in slacks for school day wear for a determined period of time.

### **Terroristic Threats**

A terroristic threat is defined as a declaration of intent to commit a crime of violence against another with the intent of threatening a person, building, facility or public or private habitat. Anyone making a terroristic threat will be subject to arrest and/or dismissal.

## **Bullying**

Tallulah Falls School seeks to provide all students with an environment that is safe, orderly and inclusive, and is conducive to both teaching and learning. Bullying is detrimental to student learning and achievement and brazenly defies all standards of common courtesy. We believe strongly in mutual respect, tolerance and acceptance among students, faculty, staff and volunteers. Behavior that infringes on the safety of any student will not be tolerated.

A student shall not bully, harass or intimidate another student through words or actions. Such behavior includes but is not limited to: direct physical contact such as hitting or shoving; placing a student in reasonable fear of physical harm; damage or destruction of personal property; verbal assaults such as teasing or name-calling; the use of electronic methods to harass, threaten or humiliate, and social isolation and/or manipulation.

Bullying includes written, verbal and physical acts which a reasonable person would perceive as being intended to threaten, harass or intimidate that (1) causes another person substantial physical harm or visible bodily harm, (2) has the effect of substantially disrupting the orderly operation of the school or interfering with a student's education, or (3) is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment.

Tallulah Falls School's policy prohibiting bullying includes but is not limited to the following:

- Any student who engages in bullying shall be subject to disciplinary action up to and including dismissal from school.
- Students are expected to immediately report incidents of bullying to the Academic Dean, Dean of Students, their advisor, or any faculty or staff member.
- Each complaint of bullying will be promptly investigated in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached after consulting the Academic Dean and/or the Dean of Students, the student or the parent may contact the President of Tallulah Falls School.
- The school prohibits retaliatory behavior against any complainant or any participant in the complaint process.

School faculty and staff members are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying shall be promptly investigated and evidence reviewed. This policy applies to students on school grounds, while traveling on a school bus to and from school or a school-sponsored activity and during a school-sponsored activity on or off campus.

Bullying and intimidation will not be tolerated. Disciplinary action will be taken after each incident of bullying upon a finding of guilt. If necessary, counseling and other interventions will also be provided to address the social, emotional, behavioral and academic needs of students who are victims of bullying and students who commit the offense of bullying.

*Portions of this Bullying Policy have been adapted from the following sources:*

*Policy for Prohibiting Bullying, Harassment and Intimidation, Georgia Department of Education, September 9, 2010.*

*Maine School Management Association Bullying Policy*

*Official Code of Georgia Annotated, Section 20-2-751.4, relating to Policies Prohibiting Bullying, as amended by Senate Bill 250 (2010)*

## **Fighting**

Students are prohibited from fighting or from committing any acts of violence. 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 and Discrimination.** Tallulah Falls School cherishes the diverse characteristics and traits that make each of us unique people. We seek to make our school community a respectful, welcoming and safe learning environment free from all forms of harassment and discrimination. Any offensive comments or conduct relating to a person's religion, age, race, color, physical differences, sex, sexual orientation, ethnic background, national origin or citizenship status are strictly prohibited. Harassment of or discrimination against any member of the Tallulah Falls School community will be considered a serious behavioral offense and will be subject to strong disciplinary action up to and including dismissal from the school.

Tallulah Falls School's policy on harassment and discrimination is designed to accomplish two goals:

To provide an environment where it is clear that harassment and discrimination are unacceptable, thereby to provide a mechanism to report and resolve complaints of harassment or discrimination.

## **Definitions**

**Harassment Other Than Sexual Harassment.** Conduct which acts in any way to endanger, embarrass, compromise or hurt any other person due to religion, age, race, color, physical differences, ethnic background, national origin or citizenship status and which (1) has the purpose or effect of creating an intimidating, hostile or offensive learning or working environment; (2) has the purpose or effect of unreasonably interfering with an individual's academic or work performance; or (3) otherwise adversely affects an individual's student or employment status.

**Sexual Harassment.** This is defined as unwelcome sexual advances, requests for sexual favors, sexually suggestive remarks and gestures, and other verbal or physical conduct or communication of a sexual nature. It includes sexually suggestive or obscene written communications and electronic messages including voice mail, e-mail, social networking systems and the school's internet sites. Sexual harassment by anyone, in any setting, on or off campus, is a violation of both school policy and federal law and will not be tolerated.

Tallulah Falls School's policy prohibiting harassment and discrimination includes but is not limited to the following:

- Students, whether victims of harassment or witnesses of harassing acts, are expected to immediately report such incidents to the Academic Dean, Dean of Students, their advisor or any faculty or staff member.
- Each complaint of harassment will be promptly investigated in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached after consulting the Academic Dean and/or the Dean of Students, the student or the parent may contact the President of Tallulah Falls School.
- The school prohibits retaliatory behavior against any complainant or any participant in the complaint process.
- It is imperative that school faculty and staff members immediately intervene when they personally witness an incident of harassment or discrimination.
- School, civil and criminal penalties for harassment violations can be severe, especially those dealing with sexual harassment. Under certain circumstances, the sexual harassment of a child may constitute child sexual abuse as defined in state and federal statutes. Such incidents will be reported to child protection agencies and law enforcement agencies as dictated by law.

## **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.

\* An exception is made for the competitive air rifle team, with its competition rifles held in a secure area dedicated for this purpose.

## **Searches**

Tallulah Falls School reserves the right to search a student's locker, backpack, automobile, desk, dormitory room 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.

## **VIII. DISCIPLINARY PROGRAM**

### **Disciplinary System**

Tallulah Falls School is a community of learners. As such, it is essential to establish rules, regulations and policies which enable all members of the TFS community - students and employees - to live, work and learn together harmoniously and are based on common courtesy, decency, and the safety and welfare of all students.

TFS has high behavior expectations for our students. Students should take responsibility for their actions and choices, and those actions and choices should be positive and supportive of school rules, regulations, and policies. When students make bad choices and violate school rules, the responsibility is theirs, and appropriate discipline will be received. In order to positively change student behavior, consequences should be appropriate to the offense, immediate 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 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 Dean of Students 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 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 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 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.

**Campus Restriction.** A student who is placed on campus 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 email privileges and telephone use, and confiscation of a student's sound system, computer, skateboard, video game, etc.

**In-School Suspension.** In-School Suspension [ISS] will be used as a disciplinary measure when deemed necessary by the Disciplinary Committee. This option may be used as another level of consequence before dismissal.

- Students will be assigned ISS for one to five days, depending on the offense.
- There is no appeal allowed for ISS.
- Students will be segregated to a designated area of study.
- Students will be required to keep up with daily assignments in each class.
- If students do not complete assignments while suspended, credit will not be earned.
- Students will not be allowed to participate in extracurricular activities while suspended.

**Student Dismissal.** 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. [See next section].

### **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, cleaning rooms and dorms, 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.

### **Two-Demerit Infractions**

Two-demerit infractions are assigned as a result of any of the following:

- Being tardy
- Being unprepared for class
- Failing to follow instructions
- Failing room inspection

- Violating the dress code

### **Five-Demerit Infractions**

Five-demerit infractions are assigned as a result of any of the following:

- Argumentative behavior
- Behaving inappropriately as a couple
- Failing to show up
- Possessing unauthorized dorm items
- Using disruptive/inappropriate behavior
- Using a computer in an unacceptable manner
- 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.
- 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.
- 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 canceled due to disciplinary restriction. If minor infractions continue to accumulate over a course of several weeks, the student will meet with the Assistant Dean of Students, 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 may be referred to the Disciplinary Committee.

### **Major Infractions**

Parents/guardians will be notified by the Assistant Dean of Students whenever a student's disciplinary offense involves any twenty-five (25) demerit infractions. Any student who receives a second twenty-five (25) demerit infraction may 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 Assistant Dean of Students 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 in an unauthorized area without adult supervision or permission
- Being disrespectful to school employees
- Bringing discredit to the school with “pranks” or acts of misconduct
- Damaging property/vandalizing
- Hazing
- Bullying
- Leaving campus without permission
- Possessing tobacco products/smoking/vaping products/vaping
- Violating the Honor Code (Lie, Steal, Cheat, Plagiarize)
- Violating the Computer Acceptable Use Policy
- Violating the school’s cell phone policy
- Unauthorized solicitation of funds

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).
- Work detail (or equivalent if participating in a school activity).

### **Day Student Consequences:**

- Work detail (or equivalent if participating in a school activity).
- Four additional hours of work/study to be completed in a timely manner after school under the supervision of the Assistant Dean of Students.
- In addition, the student must fulfill all disciplinary requirements before participating in after-school recreational activities.

### **Special Conditions**

The behaviors below 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.
- 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.
- Unauthorized traveling between dorms.
- Violating any criminal 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:

- A report of the infractions is emailed daily to the Assistant Dean of Students and the Assistant Academic Deans via Renweb. Students should be given verbal notification.
- A weekly report is provided to all faculty and administration.
- Students who accumulate excessive demerits or commit a major offense must appear before the Assistant Dean of Students, and appropriate resulting consequences will be prescribed.
- 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 75 demerits may be referred by the Assistant Dean of Students to the Disciplinary Committee.
- 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 by the Assistant Dean of Students. 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.
- 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 Dean of Students. A final decision will be reached by the President and the Dean of Students.
- 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

**Purposes.** In establishing a merit system, those whose actions and attitudes are truly exemplary are recognized. 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, two merits, five 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 which actions qualify to receive merits. 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 Assistant Dean of Students 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. 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. 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, etc.)

Situations do arise where additional student workers are needed to complete a task (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/twelve (12) minutes = one (1) positive point.

A student’s demerit total will be reduced on a one-for-one basis for positive points earned.

**Record Keeping.** Once extra work or special assignments are completed, the supervising faculty or staff member will complete a Student Behavior Referral form (writing Positive Points at the top of the form) and submit the form to the Assistant Dean of Students for processing. Only whole positive points may be submitted.

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

- Prevent the student from reaching the weekly Excessive Demerits total of 10.
- Delay or possibly prevent the necessity of a student meeting with the Disciplinary Committee for receiving 75 total demerits.

- Qualify a student for weekly Demerit/No Disciplinary Report activities.
- Help a student to qualify for the semester/yearly Presidential Scholar List.
- Help a student to take responsibility for his/her past inappropriate actions in a positive way.

**Qualifiers.** Major offense demerits may be removed by earning positive points. However, if a student receives two major offenses, he/she may be requested to meet with the Disciplinary Committee regardless of the demerit total. Positive points must be earned, and demerits removed within the semester in which they are received.

## **IX. ENROLLMENT/FINANCIAL AID**

### **Continuous Enrollment**

At Tallulah Falls School, we recognize the value in a sustained, long-term partnership with families in the education of their children. A seamless transition from middle through upper school provides a consistent, thorough progression through academic coursework. From the time of admission, your child will be considered enrolled at Tallulah Falls School through their high school graduation. Enrollment contracts are signed in the first year of attendance only.

As a family maintains their continuous enrollment, each student's information (i.e. address, phone, email, emergency contacts, and medical information) is continuous from grade to grade in the student information system. Tallulah Falls School will help to maintain the database by reminding parents to update their demographic information.

### **Withdrawal Policies**

To withdraw a student at any time for the current or following school year, a family must complete the TFS Withdrawal Form available in the upper or middle school office. If a student is withdrawn before May 1 for the upcoming school year, the family will not be responsible for tuition for the coming school year. If a withdrawal takes place after May 1, the family is responsible for the full annual tuition. In the event of a withdrawal for any reason, all accounts must be current before report cards, transcripts, test results, and other official records are released.

### **Need-based Financial Aid**

Families who receive need-based financial aid must submit the required financial paperwork and/or a financial aid application annually. If a family's financial situation changes significantly, the need-based financial aid will be adjusted accordingly. Families are expected to keep their financial aid awards confidential.

### **Non-typical Households**

In the case of a divorce or separation, the school requires both natural parents to complete a financial aid application. It is the responsibility of the custodial parent to complete or ask that the application be completed. If the information is not provided, the committee may be unable to consider awarding aid. TFS is not bound by any divorce agreement specifying a parent's responsibility for educational expenses. If a parent has remarried, the application should reflect the combined income of the household.

In the case of a student having a guardian who is not their parent, the school requires a court document stating that a person is the student's legal guardian. The guardian should complete and submit all paperwork as a parent, including all required documents.



## **X. STUDENT FINANCES**

### **Tuition Payment Schedule**

Each fall, Tallulah Falls School will publish the following school year's tuition rates on the school website. The payment plan options for tuition payment will be available through the FACTS payment portal in the student information system.

Nonpayment of tuition will result in students/families blocked from FACTS, no classes may be scheduled, sports practices/camps may not be attended, and grades/transcripts will not be available.

### **International Students**

The annual invoice for international students will be available via the FACTS payment processing system. All international wire transfers must be made via Flywire.com. International students applying for an F-1 student visa will receive a full refund of their deposit/payment if they are not able to obtain an F-1 student visa.

### **Mandatory Fees (not included in tuition)**

Each year a student activity fee, yearbook fee, and mandatory class trip fees will be added to the student account. Amounts for the class trips will be posted on the school website.

Fees for voluntary activities are the responsibility of the parents and must be paid in advance. These fees include, but are not limited to:

- Transportation to and from the school
- Voluntary weekend activities
- School uniform components

### **Buying and Selling**

Parents/guardians and dorm counselors are to be involved when exchanges or purchases between students are made. School-related fundraising must meet all guidelines as outlined in the Board of Trustees bylaws.

### **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.

### **Financial Services Provided by Tallulah Falls School**

**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.

**Student budgeting.** The following is a suggested budgeting process for parents and students.



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. Students are asked to turn in cash over \$20 to the dorm counselor. 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.

The Dean of Students furnishes a printed activity schedule to parents and students to assist in planning and budgeting [also provided on the website].

In planning 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).

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.

Sign up for a prepaid card product, such as Visa Buxx. This type of payment card debits a prepaid account, which can provide parental control of/limits to student spending. It allows parents to load the card's account either online or over the telephone and helps monitor spending and avoid unexpected debt and interest charges. Many institutions offer the card, and ATM fees may be avoided if obtained through a local bank that has ATMs in Georgia.

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 Walmart 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.** Tallulah Falls School has partnered with FACTS Tuition Management to provide parents with several simple and convenient ways to pay tuition and incidental expense invoices.

To make an international student payment, please visit [flywire.com](http://flywire.com) and click on the blue "Make a Payment" button in the top right corner. To make a payment by phone, simply contact the FACTS payment line at 866-441-4637.

To make a payment by check, include the payment stub from invoice email received from FACTS and mail to:  
FACTS Management  
P.O. Box 2597  
Omaha, NE 68103

If you do not have your invoice, please contact the FACTS payment line at 866-441-4637 for a replacement or assistance.

**To make a payment online:** Log into your ParentsWeb account. Select "Financial" from the main menu. Click "Make a Payment" to make a payment or "Financial Home" to see details on your account.

Required Procedure for Using Credit/Debit Cards at TFS. Either prior to or on registration day, all boarding 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 Enrollment Contract. Parents/guardians are expected to make timely payments as they are billed. Tallulah Falls School accepts credit cards for the payment of tuition.

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

## **XI. STUDENT HEALTH SERVICES**

### **Student Medical Records**

Tallulah Falls School utilizes Magnus Health SMR (Student Medical Record) for all student health information. As a web-based system, families have ready access to their child's health record as well as the ability to make updates when needed. Families also have the option to access the account after the student graduates.

To access Magnus Health SMR, visit your FACTS Family Online account (formerly ParentsWeb) page. From the main page in FACTS Family Online, click on the Medical tab and follow the link for Magnus Health SMR.

The Magnus Health App may also be downloaded onto a digital device or by accessing the site via [www.magnushealthportal.com](http://www.magnushealthportal.com).

Parents having difficulty navigating the Magnus system, entering data online, or with any other questions should contact customer support at Magnus Health SMR by phone at 877-461-6831 or by email at [service@magnushealthportal.com](mailto:service@magnushealthportal.com).

### **Concussion Forms**

Concussion forms are required every academic year.

### **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 infirmaries are located in the Upper and Middle School buildings. The infirmary is open each school day from 8:30 a.m. until 3 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 sports program, the recreational program or any special event whether on or off campus.

## **Doctor's Appointments and Medical 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 student's 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 caregiver's (i.e., the doctor's) office - not the school - administers insurance filings.

## **Food Allergies**

Food allergies noted on the Magnus Health SMR are communicated to the Food Services Director to accommodate specific dietary needs.

## **Insurance (Student Accident)**

Tallulah Falls School maintains student accident insurance coverage for enrolled students while they are 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. The student's family is responsible for updating any changes in 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. 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**

For boarding students, the school nurse is located in Federation Hall at 7 a.m. on Monday through Friday

to administer morning medications. Any lunchtime medication is administered from the school infirmary. The dorm counselors will administer medications in the dorms after 3 p.m. on Monday through Friday and during the weekend. Day students requiring medicine during the day should report to the nurse on duty in the respective buildings.

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 (aspirin, 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:

- Students who take prescription medications must consult with the nurse to confirm when and where to obtain medication.
- 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.
- Students are to keep creams/lotions for acne, athlete's foot or any skin rash, etc., in their rooms.
- 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).
- Students must be aware of the foods that they are allergic to and must avoid them if they are served at meals.
- Students should ask the nurse to clarify any questions which they may have about their medications.
- Students should contact the school nurse/a school employee immediately if they feel that their medications are not working.

## **XII. TFS FACILITIES**

### **Asbestos Management Plan**

The Tallulah Falls School AHERA Management Plan is available for public inspection upon request at the Tallulah Falls School Plant Services 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:

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

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

# TALLULAH FALLS SCHOOL

## BOYS UNIFORM REQUIREMENTS

**Boys REQUIRED Dress Uniform Pieces-Upper School (Dress uniform may be worn daily.)**

<b>Slacks</b>	Khaki slacks
<b>Oxford Shirt</b>	White short or long-sleeve oxford cloth shirt
<b>Blazer</b>	Navy blazer with school embroidered monogram
<b>Tie</b>	Tallah Falls School tie
<b>Belt</b>	Black or brown leather belt to be worn with slacks **Do not have to purchase through FlynnO'Hara
<b>Socks</b>	Navy or black dress socks **Do not have to purchase through FlynnO'Hara
<b>Shoes</b>	Black or brown dress shoes **Do not have to purchase through FlynnO'Hara

**Boys REQUIRED Dress Uniform Pieces-Middle School (Dress uniform may be worn daily.)**

<b>Slacks</b>	Khaki slacks
<b>Oxford Shirt</b>	White short or long-sleeve oxford cloth shirt
<b>Blazer or Sweater Vest</b>	Grades 6-8 may choose to wear either the navy blazer with school embroidered monogram OR the green sweater vest with school embroidered monogram. Grade 5 is NOT required to have either of these items.
<b>Belt</b>	Black or brown leather belt to be worn with slacks **Do not have to purchase through FlynnO'Hara
<b>Tie</b>	Tallah Falls School tie (Required for grades 6-8; optional for grade 5.)
<b>Socks</b>	Navy or black dress socks **Do not have to purchase through FlynnO'Hara
<b>Shoes</b>	Black or brown dress shoes **Do not have to purchase through FlynnO'Hara

**Additional Boys REQUIRED Uniform Pieces-ALL Grades**

<b>Jacket</b>	<b>One of the following is required:</b> Navy full-zip fleece jacket with school embroidered monogram Navy nylon jacket with school embroidered monogram Navy shell jacket with school embroidered monogram
<b>PE T-Shirt</b>	Ash gray short-sleeve t-shirt with PE logo (Required for grades 5-9. Also required for grades 10-12 if student has a PE or Strength Class.)
<b>PE Shorts</b>	Green shorts with PE logo (Required for grades 5-9. Also required for grades 10-12 if student has a PE or Strength Class.)
<b>Socks</b>	White, black, navy or hunter green crew socks **Do not have to purchase through FlynnO'Hara
<b>Shoes</b>	Sneakers **Do not have to purchase through FlynnO'Hara

**Boys OPTIONAL Uniform Pieces-ALL Grades (Non-dress uniform pieces optional for everyday wear.)**

<b>Shorts</b>	Khaki shorts
<b>Knit Shirts</b>	White, green or black short or long-sleeve pique knit shirt with school embroidered monogram
<b>Sweaters</b>	Hunter green v-neck pullover, cardigan or sweater vest with school embroidered monogram
<b>Rain Jacket</b>	Navy PackNGo rain jacket with school embroidered monogram
<b>Special Jacket</b>	Tri-Mountain heavyweight navy jacket with school embroidered monogram (special order only by September 1, 2019)
<b>Shoes</b>	Close-toed and close-heeled, neutral colored shoes can be worn during school day **Do not have to purchase through FlynnO'Hara
<b>TFS Sweatshirt</b>	Ash gray or green with screenprinted school name. **Can be purchased on the following website: <a href="http://coachsassistant.gtmsportswear.com/tallah">http://coachsassistant.gtmsportswear.com/tallah</a>

**\*\*Unless otherwise noted, uniform pieces must be purchased through FlynnO'Hara Uniforms.**

# TALLULAH FALLS SCHOOL

## GIRLS UNIFORM REQUIREMENTS

### *Girls REQUIRED Dress Uniform Pieces-Upper School (Dress uniform may be worn daily.)*

<b>Plaid Skort</b>	No shorter than 3" above the knee-no exceptions
<b>Blouse</b>	White short or long-sleeve oxford cloth blouse
<b>Blazer</b>	Navy blazer with school embroidered monogram
<b>Socks</b>	Navy or black knee socks **Do not have to purchase through FlynnO'Hara
<b>Shoes</b>	Black or brown dress shoes (ballet flats, Mary Janes, etc.) **Do not have to purchase through FlynnO'Hara

### *Girls REQUIRED Dress Uniform Pieces-Middle School (Dress uniform may be worn daily.)*

<b>Plaid Skort</b>	No shorter than 3" above the knee-no exceptions
<b>Blouse</b>	White short or long-sleeve oxford cloth blouse
<b>Blazer or Sweater Vest</b>	Grades 6-8 may choose to wear either the navy blazer with school embroidered monogram OR the green sweater vest with school embroidered monogram. Grade 5 is NOT required to have either of these items.
<b>Socks</b>	Navy or black knee socks **Do not have to purchase through FlynnO'Hara
<b>Shoes</b>	Black or brown dress shoes (ballet flats, Mary Janes, etc.) **Do not have to purchase through FlynnO'Hara

### *Additional Girls REQUIRED Uniform Pieces-ALL Grades*

<b>Jacket</b>	<b>One of the following is required:</b> Navy full-zip fleece jacket with school embroidered monogram Navy nylon jacket with school embroidered monogram Navy shell jacket with school embroidered monogram
<b>PE T-Shirt</b>	Ash gray short-sleeve t-shirt with PE logo (Required for grades 5-9. Also required for grades 10-12 if student has a PE or Strength Class.)
<b>PE Shorts</b>	Green shorts with PE logo (Required for grades 5-9. Also required for grades 10-12 if student has a PE or Strength Class.)
<b>Socks</b>	White, black, navy or hunter green crew socks **Do not have to purchase through FlynnO'Hara
<b>Shoes</b>	Sneakers **Do not have to purchase through FlynnO'Hara

### *Girls OPTIONAL Uniform Pieces-ALL Grades (Non-dress uniform pieces optional for everyday wear.)*

<b>Khaki Skort</b>	No shorter than 3" above the knee-no exceptions
<b>Knit Shirts</b>	White, green or black short or long-sleeve pique knit shirt with school embroidered monogram
<b>Slacks</b>	Khaki fashion fit slacks worn with belt
<b>Shorts</b>	Khaki shorts worn with belt. No shorter than 3" above the knee-no exceptions
<b>Sweaters</b>	Hunter green v-neck pullover, cardigan or sweater vest with school embroidered monogram
<b>Rain Jacket</b>	Navy PackNGo rain jacket with school embroidered monogram
<b>Special Jacket</b>	Tri-Mountain heavyweight navy jacket with school embroidered monogram-special order only by September 1, 2019
<b>Belt</b>	Black or brown leather belt to be worn with slacks or shorts **Do not have to purchase through FlynnO'Hara
<b>Shoes</b>	Close-toed and close-heeled, neutral colored shoes can be worn during school day **Do not have to purchase through FlynnO'Hara
<b>TFS Sweatshirt</b>	Ash gray or green with screenprinted school name. **Can be purchased on the following website: <a href="http://coachsassistant.gtmsportswear.com/tallulah">http://coachsassistant.gtmsportswear.com/tallulah</a>

**\*\*Unless otherwise noted, uniform pieces must be purchased through FlynnO'Hara Uniforms.**



## Tallulah Falls School Telephone Extension List

### Campus Number 706-754-0400

#### President's Office

2000 Larry A. Peevy: President/Head of School  
2000 Melody Henderson: Admin. Assistant

#### Upper School

2018 Kim Popham: Academic Dean  
2027 Jim Van Hooser: Asst. Academic Dean  
2004 Scott Neal: Athletic Director  
2006 Meg Chatman: Upper School Nurse  
2001 Ashley Farris: Admin. Assistant  
2019 Michelle Barron: School Counselor  
2029 Conference Room  
2030 Katie Keister: Registrar  
2032 Ashley Walden: Media Specialist  
2034 Jinny Hanifan-Wagner: PE/Health  
2036 Jill Hunter: Music Office  
2042 Brandy Corbett: College Counselor  
3044 Workroom/Lounge  
3034 Theatre Booth  
2099 Lauren Brown: Athletic Trainer

#### Admissions

2009 Kelly Woodall: Dean of Enrollment  
2008 Wendy Jackson: Dir. of Admissions  
2044 Anthony Cox: Dir. of Enrollment Services  
3043 Mindy Williams: Admissions/  
Advancement Assistant

#### Advancement

2021 Sonya Smith: Executive Dir. for Advancement  
2024 Lane Gresham: Dir. of Communications and Media  
2041 Brandi Wood: Dir. of Creative Services  
2043 Brian Carter: Dir. of Sports Communication and Digital Media

#### Business Office

2015 Mark Rasmussen: VP, Business Operations  
2025 Anna Smith: Staff Accountant  
2026 Janice Barden: Comptroller  
2028 Pamela Vaughan: Acct. Specialist

#### Student Center

2023 Jon Benson/Office  
2037 Weight Room

#### Middle School

2007 David Chester: Academic Dean  
2012 Carol Madden: Middle School Dir.  
2045 Jennifer Ayers: Admin. Assistant  
2045 Jonathan Roberts: Fine Arts/Programs Coordinator  
2057 Elizabeth Kyle: School Counselor  
3022 Wanda Dunn: Media Specialist  
3025 Lisa Wilcox: Middle School Nurse  
2046 Cyndy Campbell: SAC Office  
2047 Tim Corbett: MS Athletic Director  
2058 Middle School Teacher's Lounge

#### Boarding Department

2022 Jimmy Franklin: Dir. of Boarding/Dean of Students  
2056 Dustin Rogers: Assistant Dean of Students  
2002 Sarah Lowry: Boarding Dept. Assistant  
2011 Boys Dorm Downstairs Office  
2014 Boys Dorm Upstairs Office  
2016 Girls Dorm Downstairs Office  
2017 Girls Dorm Upstairs office

#### Dining Hall

2005 Harriett Worrell: Dir. of Food Services  
2013 Middle School Kitchen  
2038 Upper School Kitchen

#### Information Technology

2020 Bryan Freeman: IT Director  
3042 Casey Barron: IT Upper School  
2050 Josh Brady: IT Upper School  
3041 Zeke Massee: IT Middle School  
2051 Joel Cox: Audio/Video Specialist

#### Plant Services Department

2003 Michael Rogers: Dir. of Plant Services  
2040 Maintenance Managers

#### Security Department

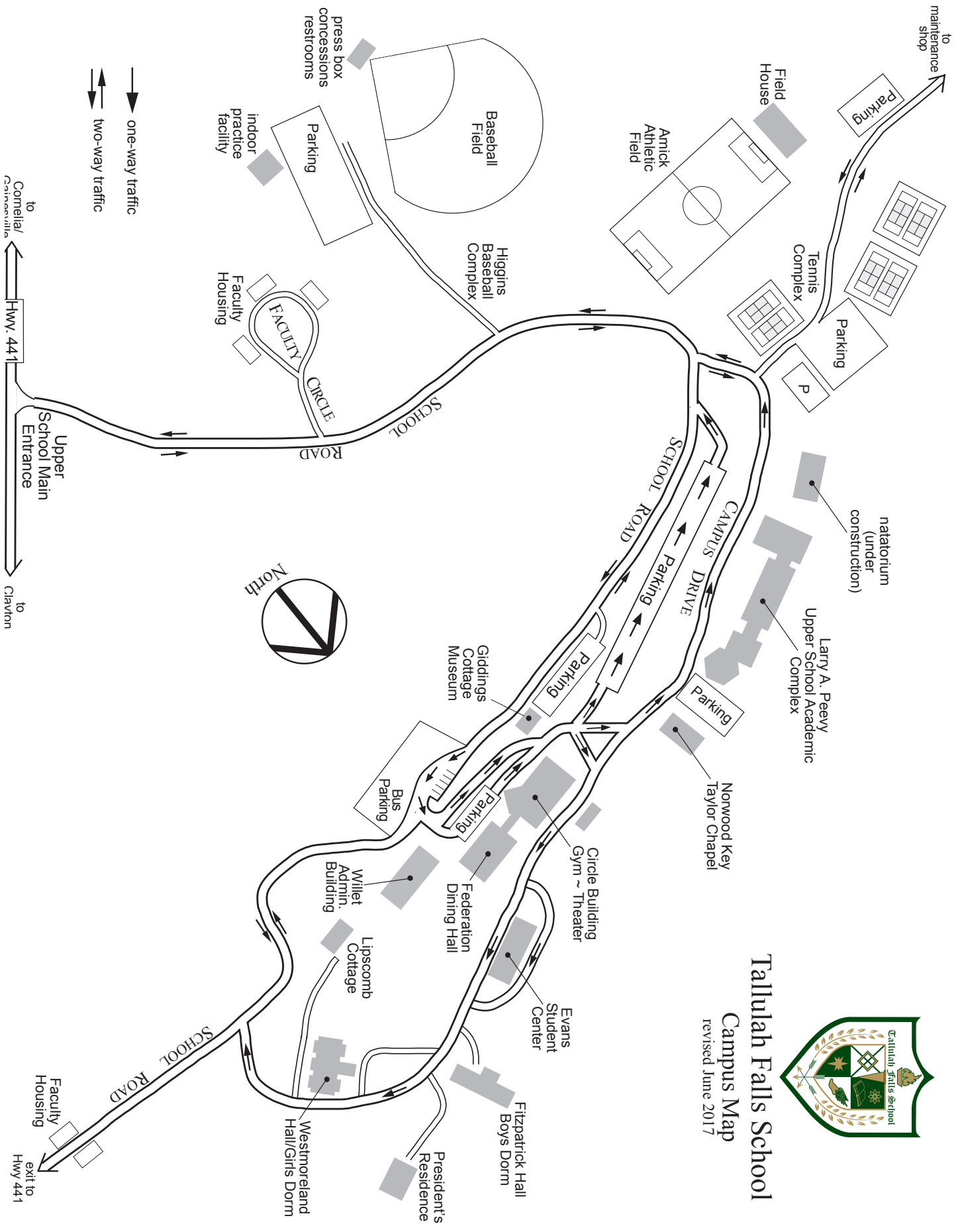
2056 Dustin Rogers: Dir. of Security  
2035 Guard House





# Tallahassee State University

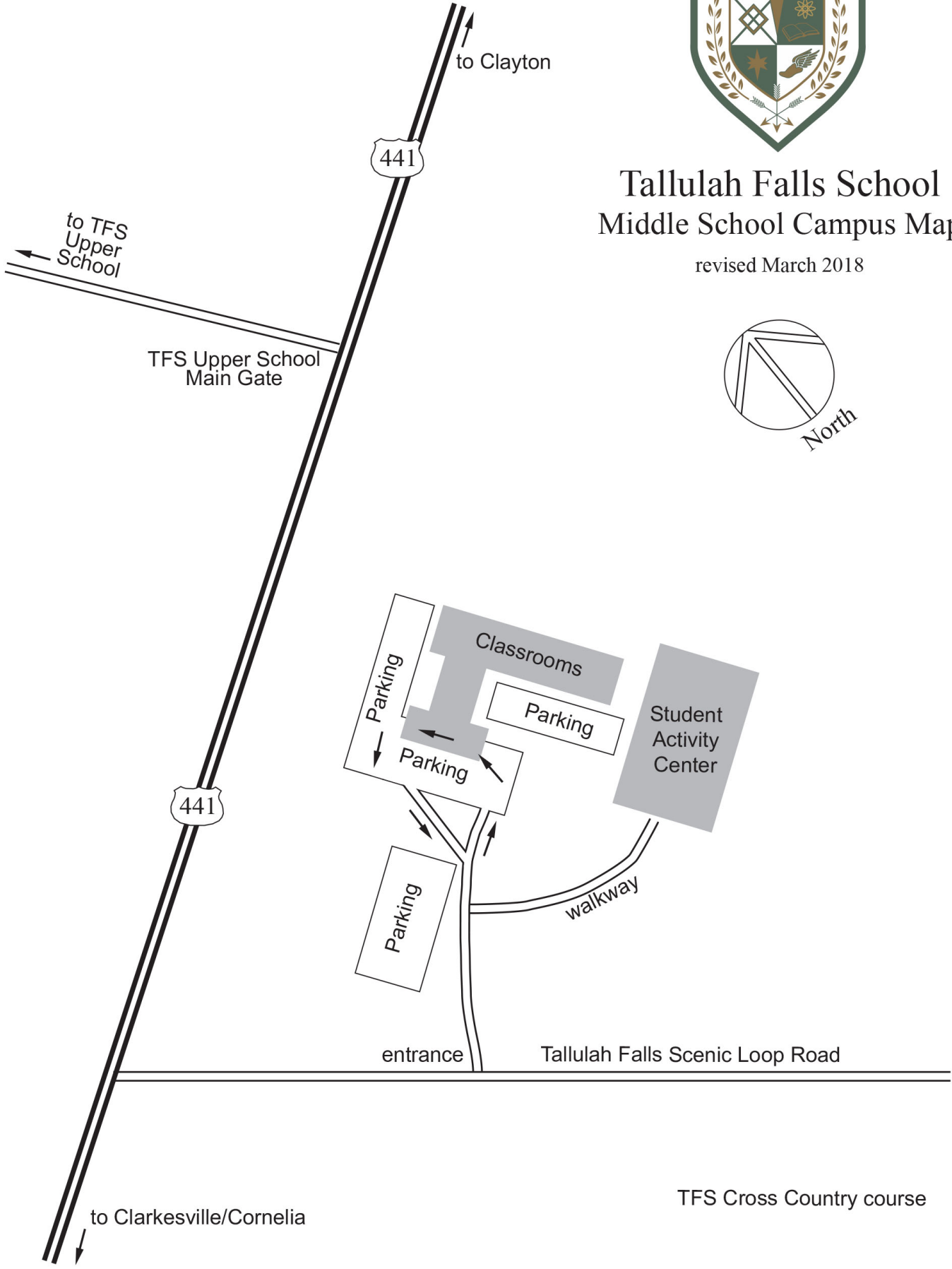
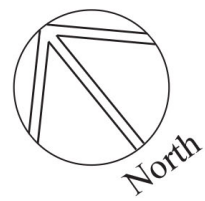
Campus Map  
revised June 2017





# Tallulah Falls School Middle School Campus Map

revised March 2018





# TALLULAH FALLS SCHOOL UPPER SCHOOL

## Upper School Daily Bell Schedules 2020-21

Days will alternate between odd classes and even classes

7:45 - 8:15 Morning Tutorial  
8:15 - 9:45 1st or 2nd Period  
9:50 - 11:20 3rd or 4th Period  
11:25 - 1:40 5th or 6th Period

**1st Lunch - 2nd Floor**  
Lunch (11:25 - 11:55)  
Class (12:00 - 1:30)  
Study Time (1:30 - 1:45)

**2nd Lunch - 1st Floor**  
Class (11:25 - 11:55)  
Lunch (12:00 - 12:30)  
Class (12:35 - 1:35)  
Study Time (1:35 - 1:45)

**3rd Lunch - 3rd Floor**  
Class (11:25 - 12:30)  
Lunch (12:35 - 1:05)  
Class (1:10 - 1:35)  
Study Time (1:35 - 1:45)

**4th Lunch - Circle Building**  
Class (11:25 - 12:55)  
Study Time (12:55 - 1:10)  
Lunch (1:15 - 1:45)

1:45 - 3:15 7th or 8th Period  
3:15 - 3:45 Afternoon Tutorial



# TALLULAH FALLS SCHOOL MIDDLE SCHOOL

## Middle School Bell Schedules 2020-21

### 5th Grade Schedule

1st Academic	8:00-9:20
Writing/AR	9:20-9:55
Electives	10:00-11:00
Lunch 1	11:00-11:30
Recess	11:30-12:00
2nd Academic	12:00-1:20
3rd Academic	1:20-2:35
Study Hall	2:35-3:00

### 6th - 8th Grade Schedule

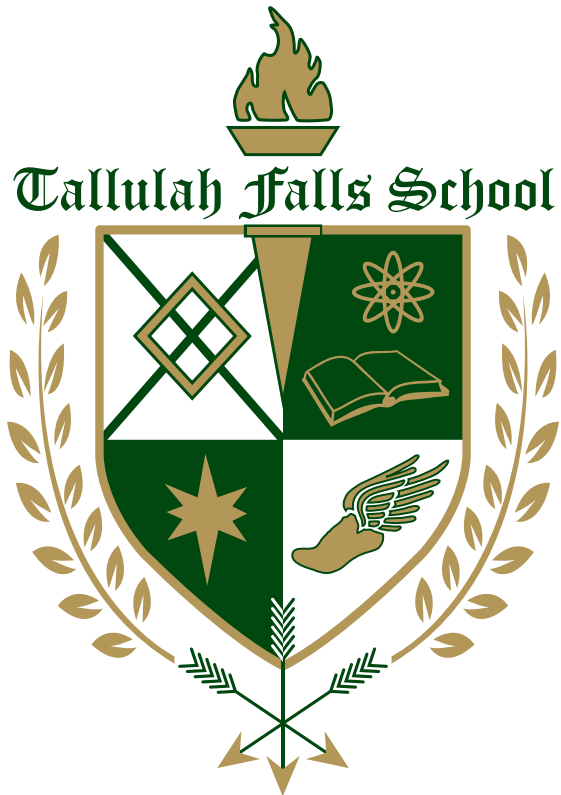
1st period	8:03-9:08
2nd period	9:11-10:16
3rd period	10:21-11:26
4th period	11:30-1:25
5th period	1:30-3:00

### Half Day Schedule

1st period	8:03-8:45	6th grade elective
2nd period	8:45-9:30	
3rd period	9:30-10:15	5th grade elective
4th period	10:15-11:00	8th grade elective
5th period	11:00-11:45	7th grade elective

### Inclement Weather Schedule

10:00-11:00	6th grade elective
11:00-12:00	5th/8th grade lunch
12:00-1:00	6th/7th lunch; 5th grade elective
1:00-2:00	8th grade elective
2:00-3:00	7th grade elective



**TALLULAH FALLS SCHOOL**  
P.O. Box 10, Tallulah Falls, GA 30573  
Telephone (706) 754-0400  
[www.tallulahfalls.org](http://www.tallulahfalls.org)

