

TALLULAH FALLS SCHOOL

2015-16 STUDENT-PARENT HANDBOOK

expectations • guidelines • policies

last revised July 2015



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

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

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

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

Welcome to Our Family



Larry A. Peevy
President and Head of School

Tallulah Falls School is endowed with many wonderful attributes. In addition to our modern middle school facility and the recently renovated and expanded upper school academic complex, a beautiful new \$5 million gymnasium is less than a year from completion. All of these wonderful facilities provide the physical support for our college prep program. But, our greatest asset is the student body that makes this place come alive. That's why I get excited about coming to work every day.

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 the natural wonder and exuberance of youth and an eagerness and curiosity to learn. You proudly wear the school crest on your blazers, proclaiming to all that you are a part of the Tallulah Falls School heritage. 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 Tallulah Falls School.

Parents and guardians, thank you for entrusting Tallulah Falls School with the pleasure of educating your most prized possessions, your children. We do not take this trust lightly. We will do everything in our power to ensure that your children thrive in our supportive college preparatory environment, growing and developing into successful and caring people.

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

A handwritten signature in cursive script that reads "Larry A. Peevy".

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 that 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 become a limiting influence on student learning and growth, students will not be able to achieve all that they are capable of achieving in school or in life. Our aim as an independent school is to provide our students with opportunities to enable them to experience success.

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

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

Students who benefit from the Tallulah 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 competent employees. Students who find personal success within our structured environment are those students who want to be here and who are willing to make the efforts necessary to be successful.

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

Objectives of the Academic Program:

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

Objectives of the Boarding Program:

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

Objectives of the Recreation Program:

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

Objectives of the Work Program:

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

Objectives of Tallulah Falls School's Character Development:

1. To provide students with the opportunity to fulfill their character development needs.
2. To emphasize the need to understand oneself on the physical, mental, and spiritual levels.
3. To offer guidance to students who are in search of spiritual direction.
4. To embrace leadership opportunities.
5. To find purpose in service to others.

II. ACADEMICS

Academic Building Visitors

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

Academic Schedule

See schedule posted on pages 54-55.

Academic/Athletic Expectations

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

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

Middle School

All grades will be reviewed after the first three weeks of school. A plan from the office of the Academic Dean, teacher(s), and coach will be collaborated 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, the student's grade has not improved to a passing grade, the following conditions will apply:

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

Upper School

All grades will be reviewed after the first three weeks of school. A plan from the office of the Academic Dean, teacher(s), and coach will be collaborated 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 - Students will not travel with their teams during the weekday.
- 2 weeks - Students will not travel or participate in team games.
- 3 weeks - Students 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 students on a case by case basis and make any changes that benefit the student's academic success.

Academic Probation

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

Advisory Program

Tallulah Falls School seeks to educate "the head, the hands, and the heart" of each individual: the mental, physical, and spiritual aspects of the student. This program's primary focus is the facilitation of relationships that are necessary for healthy development and learning. Bi-weekly, time is set aside for the students to meet with their faculty advisors. These groups, which consist of a small number of students and one faculty member, discuss developmentally appropriate issues and plan service/learning projects.

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

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

Class Attendance

Class attendance is vital to the successful and smooth operation of Tallulah Falls School. Student absences from class are disruptive to both the student and the academic program. An upper school student who during a semester incurs excessive absences (7 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 that parents and guardians refrain from requesting that students miss academic time. When a student is absent because of illness or family emergency, parents must call 706-839-2001 for an upper school student, and 706-839-2045 for a middle school student.

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 find out what work needs to be made up. The student has the same number of days to make up work, including tests, as days missed. If a student is absent from class due to sporting events, extra-curricular or field trips, assignments are due the following day.

If a student's absence is unexcused, the student cannot make up any work missed during the absence and will receive zeroes for every assignment missed.

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

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 that parents wishing to contact teachers and administrators follow this process:

- All initial questions about class routine, grading, homework, pedagogy or incidents within the class room should be directed to the classroom teacher or the advisor.
- If further assistance is necessary, then communication with the respective division director is the next appropriate step.
- Questions concerning the athletic program should be directed to the athletic director.

Parents should check the school's website, www.tallulahfalls.org, for current news, information, and announcements which can also be found on each parents' Renweb home page. All teachers, administrators, and staff have e-mail addresses that are available in the faculty listing on the web. Parents are encouraged to use e-mail to communicate with individual teachers in a positive and constructive fashion.

Food and Drinks in the Classroom Building

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

Grade Classification

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

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

- 9th Grade - Completed 8th Grade
- 10th Grade - Five (5) Units
- 11th Grade - Ten (10) Units
- 12th Grade - Sixteen (16) Units

Students entering Tallulah Falls School from home schools or other alternative schooling are placed in a grade or class through appropriate testing in subject areas.

All students graduating from Tallulah Falls School must have earned twenty-three units with the incoming Class of 2016.

Grades

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

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

Students obtaining an “A” in all courses are eligible for the Trustees’ Honor Roll. Students obtaining an overall average of 3.5 quality points are eligible for the President’s Honor Roll.

Presidential Scholar List

The Presidential Scholar List is distributed at the beginning of each grading period based on the previous term’s performance. Students who are new to Tallulah Falls School may become eligible for the Presidential Scholar List after the first semester and at the end of the school year.

A student earns a position on the Presidential Scholar List by maintaining a 4.0 grade point average, no majors and by not accruing more than 15 demerits for each semester and 30 demerits for the academic school year. Students who earn a spot on the Presidential Scholar List will be rewarded with a special off-campus dinner.

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

Graduation Requirements for College Preparatory Curriculum

Tallulah Falls School requires the following courses to graduate with a college preparatory diploma:

Graduating Classes of 2015 - 2016. All students graduating from Tallulah Falls School must complete twenty-three (23) units.

Course	Number of Required Units
English	4 Units
Foreign Language	2 Units
Mathematics	4 Units
Physical Education/Health	1 Unit
Science	4 Units
Social Studies	4 Units
Other	5 Units

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

Honor 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’s 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

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

The following terms and definitions explain in detail the actions which are considered breaches or violations of the “Honor Code.”

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

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

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

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

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

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 (inclusive of all grades for which high school credit is earned). Final GPA's will include a weighted average for Honors, Advanced Placement (AP), Joint Enrollment and Dual Enrollment courses. Each Honors level and AP course will have an additional 3 points added to the total points used in determining the final numeric average. Each Joint Enrollment and Dual Enrollment course will have an additional 5 points added to the total points used in determining the final numeric average. Students will be awarded additional points to the final GPA for completing the following years at Tallulah Falls School: 2 Years – 0 grade points, 3 Years – 0.1 grade points, 4 Years – 0.2 grade points.

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
- Extra-Curricular 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.

Student Ambassador Team

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

National Honor Society

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

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

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

Interscholastic Athletics Program 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 typical sportsmanship responses 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 signature, our constant guide and assessment, our very core, our brand.

Philosophy (We believe...) We seek unifying partnership of this philosophy
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 Trustworthy 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), the TFS Athlete's Pledge, and the Varsity Lettering Criteria (for high school sports). Every athlete - middle and high school - must have 1) GHSA physical examination form on file at TFS before being permitted to participate in athletics. Forms can be received from our web site <http://www.tallulahfalls.org/files/895852> 2)GHSA Physical Evaluation form and 3) a concussion form signed by parent and athlete, by law, for each season.

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

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

Contact Information

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

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 an athlete will sign a National Letter of Intent to compete in collegiate athletics, immediately contact the TFS AD who will contact the athletic office at the college for pertinent details. The school will set up an announcement ceremony in which to honor the athlete. Normally, the athlete, parents, and coach(es) will be accompanied by at least one administrative personnel (President, Athletic Director, Dean) representative at the ceremony. The actual ceremony may take place at a banquet, assembly, or other special recognition place. We wish to celebrate this time. 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.

Athletic Transportation and Day Student Pick-Up Policies

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 new parking lot below the academic building. 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 or the respective dorm upstairs.

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

This is reserved for officials, handicapped, and coaches only.

Pick up of Day Student Athletes After 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 join the boarding department (possible spots dependent upon arrival time are dining hall, student center, or dorm). If it is past 8pm, it will be the dorm. A charge is assessed if students must eat at the dining hall or become the responsibility of the boarding department without communication to Jimmy Franklin, Director of Boarding. 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 as close as possible return time after the contest or at a place of eating, if the time is different than on the schedule.

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 to the parent.
- A student may ride with another parent IF BOTH sets of parents request in writing ahead of time (3 days is best; at least a day ahead of time for planning purposes). We must have the okay from both parents and it must be in writing, not just verbal. Again, the students must be checked out from the coach to the driving parent.
- Students are allowed to leave ONLY with the approved person.
- Any deviation of team transportation must be approved by Coach, AD, and Dean of Students.
- 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 as the transportation policy already in effect. This is the same for all driving arrangements to a location for practices or contests. Again, 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 doesn't have to wait on the parent. If the parent is not there at the pick up, 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.

TFS Athletics "I Will" Code

Tallulah Falls School Athletic Mission

I will develop GREAT character, competence, and competitiveness, will help host GREAT events, and will help to create a Season of Significance.

As an individual:

- ___ I will develop my skills to the best of my ability.
- ___ I will give my best effort.
- ___ I will compete within the spirit and letter of the rules of my sport.
- ___ I will respect the dignity of every human being as an athlete and as a fan.

As a member of a team:

- ___ I will place team goals ahead of personal goals.
- ___ I will be a positive influence on the relationships within the team.
- ___ I will follow the team standards.

As a member of society:

- ___ I will display GREAT behavior to others.
- ___ I will give of my time, skills, and resources as I am able for the betterment of others.

Because I am a role model and have the opportunity and responsibility to make a difference in the lives of others, I commit to this Code. I will take responsibility and I will accept appropriate consequences if I fail to live up to it.

PRINTED Name _____

Signature _____

Sport _____

Date _____

Athlete Behavior

While our intense quest is to honor positive behavior and reduce poor choices, consequences will occur when our character standards are not demonstrated. For instance, any team member receiving an unsportsmanlike infraction must make an appointment to see the athletic director before they may 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 sit out the rest of that game plus the next game. If a player receives a second technical foul/red card in a season, the player will sit out that game plus the next two games at minimum. Any excessive or consistent inappropriate behavior will result in more stringent disciplinary action, which can include dismissal from the team. An athlete ejected from a contest will automatically be suspended from competition for a minimum of one week.

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

Hair Policy

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. A team member in violation of this policy will not participate in contests until no longer in violation.

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 doctor or emergency 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, late to, or leaving early from practice may affect playing time, lettering, etc. Please plan, as much as possible, medical appointments for dates that we are not in school. Coaches will determine the best action to take when an athlete does not meet the practice requirement.

Athletic Banquet

The athletic banquet is a calculation of the season where we rightfully honor teams and members. Failure of an athlete to attend the Athletic Banquet may result in a \$20 charge to the athlete and possible loss of award, recognition. The banquet is considered to be a commitment of being on the team with consequences for missing.

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.

(a) As used in this Code section, the term:

(1) "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.

(2) "School" means any school, college, or university in this state.

(3) "School organization" means any club, society, fraternity, sorority, or a group living together which has students as its principal members.

(4) "Student" means any person enrolled in a school in this state.

(b) 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.

(c) 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 quite simple: "Cheer For, Not Against!" We ask that derogatory remarks not be made toward officials, opposing teams, coaches, etc. Please set the example of GREAT character in your own behavior and words so that our students will see what positive behavior looks like and will want to emulate you!

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, by learning about athletic issues, and by FUNdraising to provide excellent and memorable resources.

Support

The TFS standard is to Cheer FOR, not against, 100% positive. MS and HS athletics are to be fun while developing life lessons, so we ask our "Tribe" to reflect these proactive traits to our students and to our guests.

Fan Pledge

By entering, I agree to Cheer FOR, Not Against, 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.

Team Parent Coordinators (oversees team projects)

- Contest pictures
- CD/DVD for team party / banquet
- End of season party coordinator
- Away game attendance
- PowerAde at practices or contests
- Snacks (home, away, guests/visiting team – i.e. tennis)
- FUNctional help
- entrance gate
- FUNraising team social events (spaghetti dinner, watermelon party, ice cream social, etc.)

Day/Boarding Coordinators

Communicate functions; help boarding parents be a part

Promotion

Promoting our athletic teams in the community

Education

- Concussion education, nutrition, The Role of the Parent in Sport Tool Kit, current issues in sport
- College athletic participation info (NCAA Clearinghouse info)
- www.nfhslearn.org

FUNDraising

Concessions

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

Advertising

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

Special Gifts/Donations

Often team or sport specific, but may include items such as

- Record board
- Roster board
- Sport banner
- Team Warm Ups, Bags, other special items
- Team Sponsorship

Official Indian Head

The official Indian head is on our web site and can be received by contacting Scott Neal in the athletic department. No items can be used with any other Indian head other than our official Indian head.

More detailed information can be obtained from our web site or by contacting the Athletic Director.

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 (not complaining...)

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.

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 so overwhelmingly productive to team success (the Head Coach determines that a letter is earned; this must be approved by the Athletic Director).

Cross Country Performance Criteria

- 1) A runner finishes in the top half at the Region Championships or
- 2) A runner averages 7 or fewer points for the total number of scheduled meets -- 5 or fewer points for dual or tri meets.
- 3) The team goes to the State Championships; top 7 runners would letter. At coach's discretion and an exception: significant improvement, placing during the season (dependent upon level of competition), and extenuating circumstances. All lettering based upon coach's discretion must have Athletic Director's approval.

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

Soccer Performance Criteria

- 1) Varsity performer in at least half the minutes of one season.

Spirit Cheerleading Performance Criteria

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

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

Track and Field Performance Criteria

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

Volleyball Performance Criteria

- 1) A player 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.

Athletic Parking - Visiting Team Bus Drop-off and Parking

Baseball

Buses can drop off and park at the baseball field. Make first left immediately before the stadium field.

Soccer / Tennis

Buses can drop off and park either below or above the soccer field. If drop off/park below, please go through the right gate (not through the TFS shrubs). If parking above, please park big bus on the gravel lot next to tennis courts or along the road toward end of tennis courts. Turn around is at the end of this road (there is a T in the road that buses can turn around). Please leave the tennis court parking lot for vehicles. Fans can park in the lot or along the road. Restrooms are located under the bathroom sign at the immediate building. Portable toilets for teams are located next to field house.

Volleyball/Basketball

THERE IS NO PARKING ON THE UPPER ROADS NEXT TO THE GYM. Any parking slots are for handicap, officials, or coaches. All VB/Bkb parking should be in the lowest lot, the middle lot below the dining hall, the museum parking lot, or the new central lot located below the academic building.

ENTRANCE: Visitors may come up the steps, through the “Circle” Building (name of the building) doors, and follow the “gym” signs or may walk around to the upper road.

NOTE: Gym and classroom building upper road is heavily congested from 3:10-4:40.

Restrooms located in circle building lobby (below the gym).

Entrance to all TFS Athletic Events are \$5 adults (\$3 for Tri State MS contests), \$3 students, 10 and under free.

Directions to Tallulah Falls School

From Atlanta

Take I-85 North to exit 113, the I-985 North / Lanier Pkwy exit, bearing left toward Gainesville. Continue North as I-985 becomes Hwy 365, then merges with Hwy 441 in Cornelia. Follow Hwy 441 North approximately 20 miles to Tallulah Falls, Georgia. Look for the main entrance to the school on the left. (Total trip = approximately 1.5 hours.)

From Athens/Commerce: 441 North through Cornelia – continue 441N apx 20 miles to TFS on left.

From Greenville, SC

Take I-85 South to Georgia exit 173 toward Lavonia/Toccoa. Follow Highway 17 North through Toccoa. Proceed on 17 North for 5 miles from Toccoa, then turn onto Hwy 441 North and drive 6 miles to Tallulah Falls, Georgia. Look for the main entrance to the school on the left. (Total trip = approximately 1.5 hours.)

From Chattanooga, TN

Take I-75 South to the Dalton exit. Follow Hwy 76 from Dalton to Clayton, Georgia. Turn right onto Hwy 441 South, and travel approximately 12 miles Tallulah Falls, Georgia. The main entrance to the school is on the right. (Total trip = approximately 3 hours.)

View Larger Map GPS Coordinates: N 34, 43.885° W 083, 23.585

Tallulah Falls School Athletic Transportation and Day Student Pick-Up Policies

Pick up of Day Student Athletes After PRACTICES

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- Students are allowed to leave ONLY with the approved person.
- Any deviation of team transportation must be approved by Coach, AD, and Dean of Students.
- 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 as the transportation policy already in effect. This is the same for all driving arrangements to a location for practices or contests. Again, 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 doesn't have to wait on the parent. If the parent is not there at the pick up, 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.

III. BOARDING STUDENTS

Automobiles

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

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

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

Day and Boarding students are not permitted at any time to ride in a vehicle which has not been approved by the Dean of Students. Any student may lose his/her driving privileges if he/she does not follow all driving policies.

Campus Boundaries

Students must stay within the bounds of the campus at all times. The "in-bounds" area is very large and allows for all necessary movement during leisure time. Areas within the "in-bounds" area become "out of bounds" when students are scheduled to be elsewhere. Campus boundaries/unauthorized areas will be defined by TFS faculty and staff members.

Chapel

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

Dormitory Rooms

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

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

Prohibited Items. Prohibited items include articles, such as weapons or inhalants, etc., that may be used in a harmful way. Prohibited items also include certain electrical appliances. Electrical appliances which are not allowed include coffee pots, hot plates, microwave ovens, popcorn poppers, coolers, refrigerators, irons, televisions, heaters, and items of a similar nature. Individual students may be allowed to use certain electrical appliances, such as rice cookers, in common rooms only with special permission from the dorm counselor.

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

Room Inspection. A room inspection will take place each morning from Monday through Saturday. Students are to leave their rooms orderly and beds made prior to going to school. A major cleanup and an inspection are held each Saturday. Details for these inspections are provided by the dorm counselors. Room inspections take into account prohibited items and appropriate decor.

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

Laundry Service

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

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 school's and the parents'/guardians' prior approval).

Student Center (Vending Machines and ATM)

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

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

Student Life Assistants

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

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

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

Student Mail

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

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

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

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

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

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

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

Study Time in the Dormitories

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

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

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

Cell Phones

Upperclassmen (10th-12th grades):

1. Upperclassmen are to register their cell phone with their dormitory counselors.
2. Upperclassmen may keep their phones at all times, except during the academic day. Boarding students are to leave their phones in their safe or with their dorm counselor prior to leaving for school in the morning.
3. Electronic devices, not including laptops, may be used on buses to and from extended academic off-campus trips. When leaving school early for a sporting event or extracurricular activity where phones are allowed, students may take their phone to the academic building and turn it in to the academic office. During academic field trips, meal times and chapel, cell phones are not to be used.

Underclassmen (6th-9th grades):

1. Underclassmen are to register their cell phone with their dormitory counselors.
2. Underclassmen may keep their cell phone on weekends (after school Friday- until study time on Sunday).
3. Electronic devices, not including laptops, may be used on buses to and from extended academic off-campus trips. When leaving school early for a sporting event or extracurricular activity where phones are allowed, dorm counselors will take their phone to the academic building and turn it in to the academic office. Cell phones are not to be used during academic trips, meal times and chapel.
4. Unregistered cell phones will be considered a major infraction. Cell phone use may be restricted due to unsatisfactory academic or behavioral performance.

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 for three full weeks after the school opens in the fall. After the first three weeks, parents may request a weekend leave provided that the request for leave is received in writing and addressed to the attention of the Dean of Students by the Wednesday immediately preceding the weekend and further provided that the student is not scheduled for weekend work responsibilities or disciplinary restrictions.

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

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

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

All student leave requests must be emailed or faxed.

IV. DAY STUDENTS

A Similar Experience for Day Students and Boarding Students

Day students and boarding students share membership in the Tallulah Falls School family.

Automobiles

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

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

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

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

Cell Phones/Communication Devices

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

Clubs, Interscholastic Activities, and Weekend Activities

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.

Interscholastic and Weekend Activities. All day students may participate in clubs and interscholastic activities under the direction of the Academic Dean. Day students may participate in most weekend activities with boarding students as deemed appropriate by the Dean of Students. In the event that a trip returns to campus late or leaves early the next morning, day students are allowed to make special arrangements with the Dean of Students to spend the night in the dorms.

Homework Requirements

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

After School Tutorial

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

Inclement Weather

As the school has a large boarding population, classes may continue even during inclement weather. All delays will be announced on Radio Stations WCON 99.3 FM, WRBN FM 104.1, and WGHC AM 1370. Parents will receive a phone call or e-mail as well from the school's Renweb Parent Alert. 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 books.

Shuttle Buses

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

Visiting Between Boarding and Day Students

Any visit by a boarding student to the home of a day student must be approved by the Dean of Students. The appropriate documentation must be submitted to the office of the Dean of Students by Wednesday of that week.

Commuter Student Contract

The privilege of commuting to Tallulah Falls School brings specific responsibilities for the safety and well being of our TFS community. By initialing beside each rule below, you have made a commitment to follow the prescribed guidelines. Failing to do this may result in loss of driving privileges.

_____ I agree not to bring any contraband onto the Tallulah Falls School campus. This includes, but is not limited to, any tobacco products, alcohol, drugs, etc. If I violate this rule, I understand that my driving privilege will be revoked for the remainder of the year and the incident will be reported to the Disciplinary Committee for further review.

_____ I agree to drive my car directly to my assigned parking area once arriving on campus. I am not to drive anywhere else on campus to include the upper campus road or to athletic facilities. Failure to adhere to this rule may result in loss of my driving privileges.

_____ I will not allow anyone else in my car without prior approval from Mr. Rogers or Mr. Franklin. Failure to adhere to this rule may result in loss of my driving privileges.

_____ I understand that my driving privileges will be revoked if I accrue five or more unexcused tardies for the 2015-2016 school year.

If you have any questions about the Commuter Student Policy, please contact Mr. Rogers or Mr. Franklin.

Student Signature

Parent/Guardian Signature

V. MIDDLE SCHOOL ACADEMICS

Advisory/Reading Program

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

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

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

Class Attendance

Class attendance is vital to the success and smooth operation of Tallulah Falls School. Student absences from class are disruptive to both the student and the academic program. A student who incurs excessive absences (15 or more) during a year may not be granted a passing grade for the course. Exceptions will be made for a long-term illness.

Credit Recovery

Students who fail any academic subject must retake and pass that class during the summer school. 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 8th 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 range from nine week to eighteen 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 school's Academic Dean and the middle school faculty.

Homework Requirements

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

After School Tutorial

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

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: the “Technology Acceptable Use Policy for Students,” controlled substances/alcohol and tobacco products, dating activities, dress code, following scheduled activities, violence (fighting, harassment, and weapons), searches, and withdrawal/dismissal.

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

Technology Acceptable Use Policy for Students

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

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

Personal Safety

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

Illegal Activities

1. Users will not deliberately attempt to disrupt the system performance or to destroy data. Users will avoid practices that make the network vulnerable to the spread of computer viruses or worms that damage or harm systems or networks.
2. Users may not mount an attack against our system or any other systems on the Internet. This includes but is not limited to mail bombing (sending three (3) or more unsolicited items of e-mail), “hacking,” or attempting to gain access into unauthorized accounts, ping flooding, or annoyance utilities. A denial of service attack is illegal.

3. Users will not send, receive, view, or download any illegal materials or engage in any other illegal act (i.e., arranging for the sale/purchase of drugs, engaging in criminal gang activity or threatening the safety of another individual).

4. Users may not download, store, use, or distribute pirated software. Using an account to distribute copyrighted material without the consent of the copyright holder, to distribute threatening material, or to distribute material protected by trade secret is also illegal.

Inappropriate Language

1. Restrictions against inappropriate language apply to public messages, private messages, and material that is posted on Web pages. Students and employees will conduct themselves in a manner that is appropriate as representatives of the school.

2. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.

3. Users will not engage in personal attacks including prejudicial or discriminatory attacks.

4. Users will not knowingly or recklessly post false, defamatory, or malicious information about a person or organization via e-mail, news, or any other electronic/media service that the school provides.

Respect for Privacy

1. Users will not post private information about another person.

2. Explicit authorization must be granted to access or to copy another user's electronic mail, data, programs, or other files.

3. There is no expectation of privacy on the school's network for data, e-mail (or the contents, or Internet sites due to the necessity of normal system administration).

Inappropriate Access to Material

1. Users will not use the system to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination toward other people (hate literature).

2. Users may not upload, download, distribute, or possess pornography.

3. Wireless internet access other than that provided by the school is not allowed on campus. This includes (but is not limited to) PDAs, cell phones, PCMCIA (PC card) cards, and Bluetooth devices.

Respecting Resource Limits

1. The school system will be used only for educational and professional activities during school and professional hours.

2. Streaming media, both audio and video, is not allowed in the interest of preserving sufficient bandwidth to share among multiple users.

3. Users will not engage in “spamming.” Spamming includes sending annoying or unsolicited message(s) to other persons.
4. Users may only use consumables in a manner that is not wasteful. Users are encouraged to recycle paper, print in grayscale, use color only for final versions of projects, and refrain from printing unnecessary copies.

Plagiarism and Copyright Infringement

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

System Security

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

Laptop Usage Policy

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

- Students shall charge laptop batteries fully prior to school each day. Not having it charged before you come to class is taking away time from the teacher and a distraction to others. Charging a laptop in the classroom is a tripping hazard.
- 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 their 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 personnel or IT staff.
- If a student fails to bring their laptop to school, a loaner will NOT be provided.
- There will be zero tolerance for vandalism, defacing or graffiti of school-owned devices. Consequences are as followed:
 - 1st Offense: \$50 fine and 5 Demerits
 - 2nd Offense: \$75 fine and 10 Demerits
 - 3rd Offense: \$100 fine and 25 Demerits. Student is required to check out a loaner from the Media center every day. The loaner laptop stays at school.
- If the loaner laptop is damaged, a \$250 replacement fee will be placed on the student's account.
- In the event of theft/loss report it to a teacher, media specialist, Helpdesk, or IT Department. The earlier we know the faster we can help find it. 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:

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

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 have official weekend leaves from school. Male/female behavior on campus must be appropriate at all times. Inappropriate conduct will be addressed on an individual basis. Intimate display of affection is considered to be inappropriate conduct. Age-appropriate dating will be dealt with on a couple-by-couple basis.

Cell Phone Use

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

Controlled Substances, 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 proven to be 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. Tobacco products in any form and the use of tobacco products are prohibited at Tallulah Falls School.

Alcohol/Drug Tests. Tallulah Falls School reserves the right to test its students for the use of illegal substances. During the academic year, the school's response to alleged substance abuse after enrollment includes testing of breath, blood, hair, saliva, or urine for the presence of abused substance. 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 Officials. Tallulah Falls School is required by state law to report to law enforcement authorities any student who is reasonably believed to use, purchase, sell, or otherwise have control of marijuana or any other controlled substance in accordance with O.C.G.A. & 20-2-1184.

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

Dress Code

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

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

Boys' Clothing

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

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

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

- Slacks: Khaki slacks with Buckhead Logo (must be worn with belt). Grey slacks for seniors only.
- Shirt: White short-sleeve, Oxford cloth shirt.
White long-sleeve, Oxford cloth shirt.
- Blazer: Navy blazer with an emblem.
- Jackets: One or more of the following jackets is required:
 - Navy or Hunter Green ½ or Full Zip Fleece Jacket with Embroidered School Monogram.
 - Navy Nylon (Survivor) Jacket with Embroidered School Monogram.
 - Navy Woodsman Long Jacket with Embroidered School Monogram (Adult Sizes Only).
- Belt: Black or dark brown leather belt only.
- Tie: Tallulah Falls School tie.
- Socks: Black, white, grey, dark green with tennis shoes
- Shoes: Black or dark brown leather shoes (loafer or lace up) and tennis shoes (white, black, dark green, or gray).

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

- Shirt: White or green, short-sleeve, pique or jersey-knit shirt with the school logo.
White or green, long-sleeve, pique or jersey-knit shirt with the school logo.
- Shorts: Khaki shorts with Buckhead Logo (may be worn during the first nine weeks and last nine weeks of the school year).
- Sweater: Green crew-neck sweater (no 100 percent cotton sweaters).
- Undershirt: Must be white

Boys' Dress Uniform.

- Khaki slacks
- White oxford cloth shirt
- Navy blazer
- School tie
- Black or navy socks
- Black or dark brown leather shoes (no tennis shoes)
- Belt

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

Girls' Clothing

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

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

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

- Skort: Green and blue plaid skort; no shorter than 3 inches above the knee.
- Shirt: White short-sleeve, Oxford cloth shirt.
White long-sleeve, Oxford cloth shirt.
- Slacks: Khaki slacks with Buckhead Logo (required); must be worn with a belt.
- Blazer: Navy blazers with TFS emblem.
- Jackets: One or more of the following jackets is required:
 - Navy or Hunter Green ½ or Full Zip Fleece Jacket with Embroidered School Monogram.
 - Navy Nylon (Survivor) Jacket with Embroidered School Monogram.
 - Navy Woodsman Long Jacket with Embroidered School Monogram (Adult Sizes Only).
- Belt: Black or dark brown leather belt.
- Socks: Black, navy, or hunter green crew or knee socks (solid color); black and white socks with tennis shoes.
- Shoes: Black or dark brown leather shoes (loafer or lace up) OR tennis shoes (white, black, dark green, or gray).

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

- Skort: Pleated or straight khaki skort; no shorter than 3 inches above the knee.
- Shorts: Khaki shorts with Buckhead Logo.
- Shirt: White or hunter green, short-sleeve, pique, jersey-knit shirt with school logo.
White or hunter green, long-sleeve, pique, jersey-knit shirt with school logo.
- Sweater: Green v-neck pullover sweater or v-neck cardigan.
Green sweater vests.
- Slacks: Khaki slacks with Buckhead Logo, appropriately-sized and hemmed to proper length; must be worn with a belt. Slacks must not be torn or ripped.
- Shoes: Boots may be worn during winter months (brown, black or gray).
- Tights: Must be black or navy.

Girls' Dress Uniform.

- Plaid skort
- White oxford cloth shirt
- Navy blazer
- Black or navy socks
- Black or dark brown leather shoes (no tennis shoes)

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

Girls'/Boys' Athletic Team Apparel

Teams should be dressed neatly, appropriately, and alike for all contests. Travel attire on contest day is Sunday dress 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 Sunday dress, 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. Hoodies may not be worn from 7:00 a.m. until the end of the school day.

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. A team member in violation of this policy will not participate in contests until no longer in violation.

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

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

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

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

Following Scheduled Activities

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

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

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

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

“Lights Out” (Except Seniors)

On Sunday through Thursday evenings lights are out at 10:00 p.m, 11:00 p.m. for freshmen and sophmores, 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 11:00 p.m., juniors and seniors must be in their room working on a quiet task or may use additional hour for study.

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

Harassment and Discrimination

Tallulah Falls School cherishes the diverse characteristics and traits that make each of us the unique people that we are. 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:

- (1) To provide an environment where it is clear that harassment and discrimination are unacceptable, thereby reducing the likelihood that a violation of the policy will occur.
- (2) To provide a mechanism to report and resolve complaints of harassment or discrimination.

Definitions

Harassment Other Than Sexual Harassment. Conduct or comments which act 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. 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.

Searches

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

Withdrawal/Dismissal from Tallulah Falls School

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

VIII. DISCIPLINARY PROGRAM

Disciplinary System

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

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

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

Consequences for Inappropriate Behavior

Any student who is unable to subscribe to the school's accepted behavior will be subjected to discipline as 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 9:00 p.m. If such assignments include weekend hours, a student will be placed on school restriction.

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

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

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 e-mail privileges and telephone use, and confiscation of a student's sound system, computer, skateboard, video game, etc.

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

Minor Infractions

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

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

Zero (0)-Demerit Disciplinary Reports

Zero (0) demerit disciplinary reports are assigned as a result of any of the following:

- Failing to turn in homework

Two (2)-Demerit Infractions.

Two (2)-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 (5)-Demerit Infractions

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

- Argumentative behavior
- Behaving inappropriately as a couple
- Being unaccountable
- Failing to show up (“no show”)
- 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.
- Sunday afternoon study hall (or equivalent hours of supervised study if participating in a school activity).
- Saturday morning work detail (or equivalent hours of supervised work if participating in a school activity).

Day Student Consequences:

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

Demerit Week(s). For purposes of determining demerit totals, the demerit week will run from Wednesday through Tuesday of each week. This will allow sufficient time for parents or guardians to be notified of weekend leaves that must be cancelled due to disciplinary restriction. If minor infractions continue to accumulate over a course of several weeks, the student will meet with the 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
- Violating the Honor Code (Lie, Steal, Cheat, Plagiarize)
- Violating the "Computer Acceptable Use Policy"
- Violating the school's cell phone policy

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

Boarding Student Consequences:

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

Day Student Consequences:

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

Special Conditions

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

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

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

Procedures and Outcomes for Infractions

The process of recording demerits, and the consequences of demerits are as follows:

1. A report of the infractions is e-mailed daily to the Assistant Dean of Students via Renweb. Students should be given verbal notification.
2. A weekly report is provided to all employees.
3. 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.
4. Students who commit a first offense as described under “Special Conditions,” students who commit a second major offense, and students who have accumulated at least seventy- five (75) demerits will be referred by the Assistant Dean of Students to the Disciplinary Committee.
5. 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.
6. 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.
7. Once the school dismisses a student, that student may not enter the campus or attend any school functions. The student may not reapply for admission to Tallulah Falls School until one (1) year has expired since the student’s dismissal. Readmission or rejection will depend largely on the acts which led to the student’s initial separation from the school.

Merit System

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

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

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

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

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

2 Merits = A minor, but significant, one-time action

5 Merits = A substantial one-time action

10 Merits = A major and ongoing action

The school administration will decide what actions qualify to receive merits. 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. As faculty and staff members we are not perfect, and we do not expect perfection from our students. Positive points give students a way to demonstrate regret for past actions and, to some extent, to redress negative behaviors.

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

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

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

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

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

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

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

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

Qualifiers. Qualifiers are as follows:

1. Major offense demerits may be removed by earning positive points. However, if a student receives two (2) major offenses, he/she will be requested to meet with the Disciplinary Committee regardless of the demerit total.
2. Positive points must be earned, and demerits removed within the semester in which they were received.

IX. STUDENT FINANCES

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 to be deducted from the student's security deposit.

Financial Services Provided by Tallulah Falls School

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

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

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

1. Start by mutually establishing a weekly spending allowance (\$15-\$20) for use at the school's student center, a movie theater, or a local vendor. Remember to include an estimate of student incidental needs, i.e., shampoo, toothpaste, soap, and other personal items. Students are asked to turn in amount of money over \$20.00
2. While the school arranges many free activities for students, there are activities where students are required to pay an activity fee to participate which will require budget allocations that are in addition to the student's basic spending needs.
3. The Dean of Students furnishes a printed activity schedule to parents and students to assist in planning and budgeting.

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

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

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

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

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

Regardless of which payment option that you select, credit/debit cards can be used directly at 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. To assist parents/guardians in meeting their financial obligations at Tallulah Falls School, the following forms of payment are acceptable in addition to the major credit cards/Visa Debit Cards mentioned above: (1) cash (not encouraged by mail), (2) check, (3) wire transfer, and (4) money order.

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

Tuition Payments. The school will bill tuition in accordance with the terms of each student's Enrollment Contract. Parents/guardians are expected to make timely payments as they are billed. Tallulah Falls School currently accepts credit cards for the payment of tuition.

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

X. STUDENT HEALTH SERVICES

Consultation with the School Nurse

A school nurse is in charge of school health services and is available to students for assistance with their health needs. The student is to request a staff member to contact the nurse whenever the nurse is needed. The school infirmaries are located in the Upper and Middle School buildings. The infirmary is open each school day from 7:30 a.m. until 3:00 p.m. If a student is unable to participate in physical activities, the student must furnish a note from the school nurse.

Confinement to the Infirmary

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

Doctors Appointments and Bills

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

Insurance (Student Accident)

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

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

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

Physical Examination

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

Prescription Drugs

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

Concussion forms are required for every season.

Taking Medication

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

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

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

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

XI. 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:

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

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

TFS CAMPUS TELEPHONE DIRECTORY

Tallulah Falls School - Main Switchboard Telephone Number 706-754-0400

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

Willet Building Extension Numbers

President and Head of School (Larry A. Peevy) 2010
Vice President (Mark W. Rasmussen) 2015
Assistant to the President (Melody Henderson) 2000
Dean of Enrollment Management (Kelly Woodall) 2009
Director of Technological Services 2020
Director of Communications (Brian Boyd) 2041
Director of Development (Stuart Miller) 2027
Development Associate (Mike Dale) 2021
Director of Employee and Community Relations (Lane Gresham) 2024
Business Office (Pamela Vaughan) 2028

Cannon Classroom Building Extension Numbers

Upper School Academic Faculty 2001
Middle School Academic Faculty 2045
Upper School Academic Dean (Kim Popham) 2018
Registrar (Tish Roller) 2030
Middle School Academic Dean (Dave Chester) 2007
Director of Athletics (Scott Neal) 2004
Dean of Students and Boarding Director (Jimmy Franklin) 2022
Chaplain (Randy Morris) 3010
Director of Security (Dustin Rogers) 2056

Other Buildings Extension Numbers

School Nurse (Patsy Baker) Cell Phone 706-599-2188; 2006
Guidance Counselor (Bobby Hammond) 2042
Dormitories Extension Numbers
Fitzpatrick Hall for Boys
Lower Floor: 2014, 3032, 2019
Upper Floor: 2012, 3040, 2031
Westmoreland Hall for Girls
Lower Floor: 2016, 3036, 2011
Upper Floor: 2024, 3045, 2017
Emergency Number at Girls' Dorm (after 11:00 p.m.) 2024

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

E-Mail Addresses:

School E-Mail: Enter the person's first name, a dot, and last name and add: @tallulahfalls.org

Admission E-Mail: admissions@tallulahfalls.org

Student E-Mail: Enter the first name, a dot, and last name: jane.doe@tfs.tallulahfalls.org

Fax Numbers:

President/Vice Pres. for Advancement/Business Office 706-754-3595

Admission Office 706-754-5757

Boarding and Instructional Offices 706-754-9933

Mailing Addresses for TFS:

President's Office P.O. Box 10, Tallulah Falls, GA 30573

Administrative Offices P.O. Box 249, Tallulah Falls, GA 30573

Night-Time Security 706-499-1716

Boys' Dorm P.O. Box 339, Tallulah Falls, GA 30573

Girls' Dorm P.O. Box 309, Tallulah Falls, GA 30573

Mailing Addresses for UPS, Airborne, and Fed Ex:

Teachers and Students 201 Campus Drive, Tallulah Falls, GA 30573

Admission Office 121 Willet Drive, Tallulah Falls, GA 30573

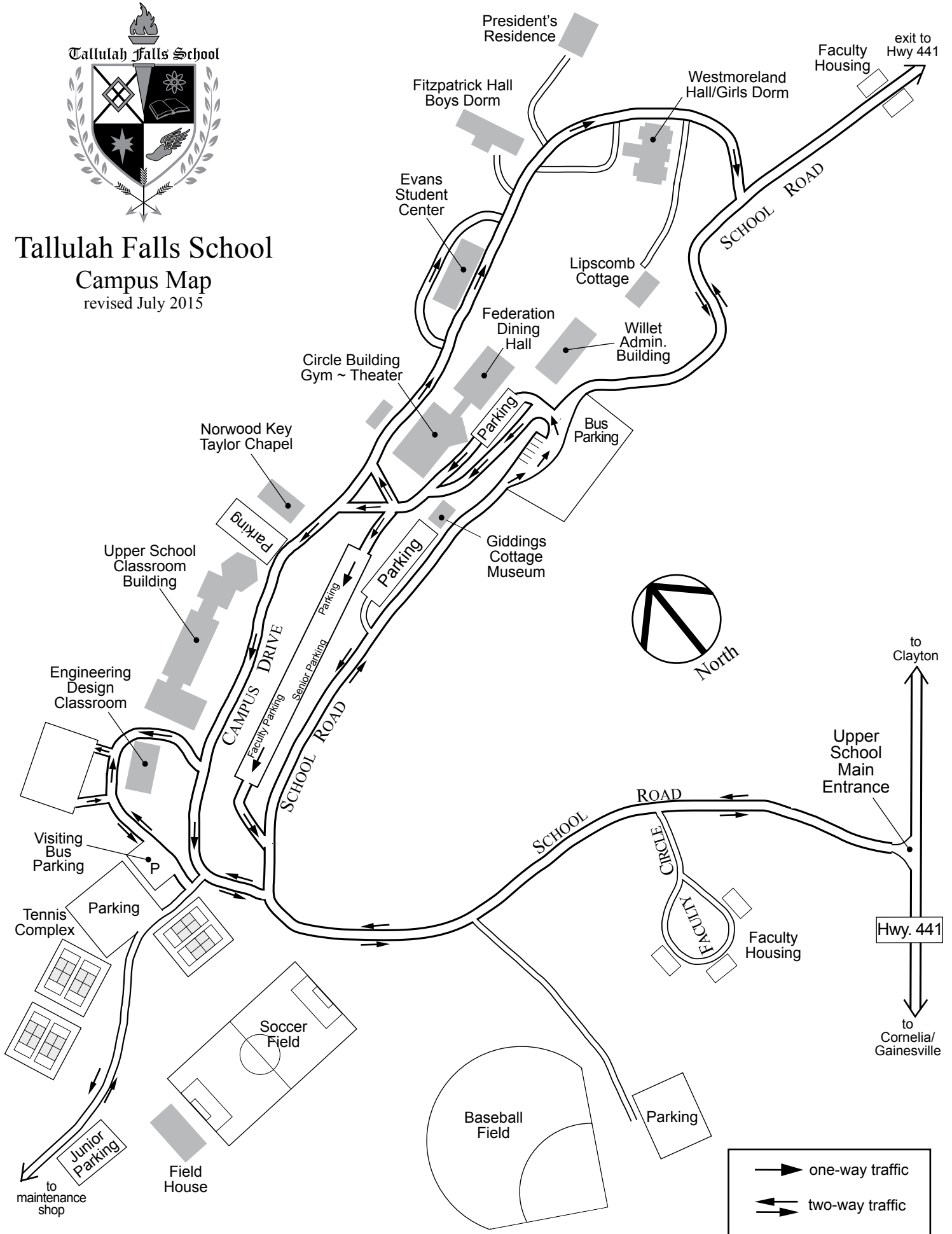
Security Cell Phones:

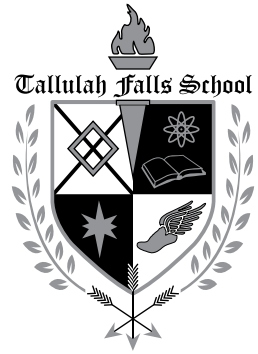
Day-Time Security 706-499-1716

Tallulah Falls School



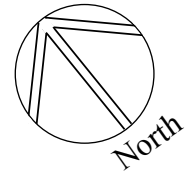
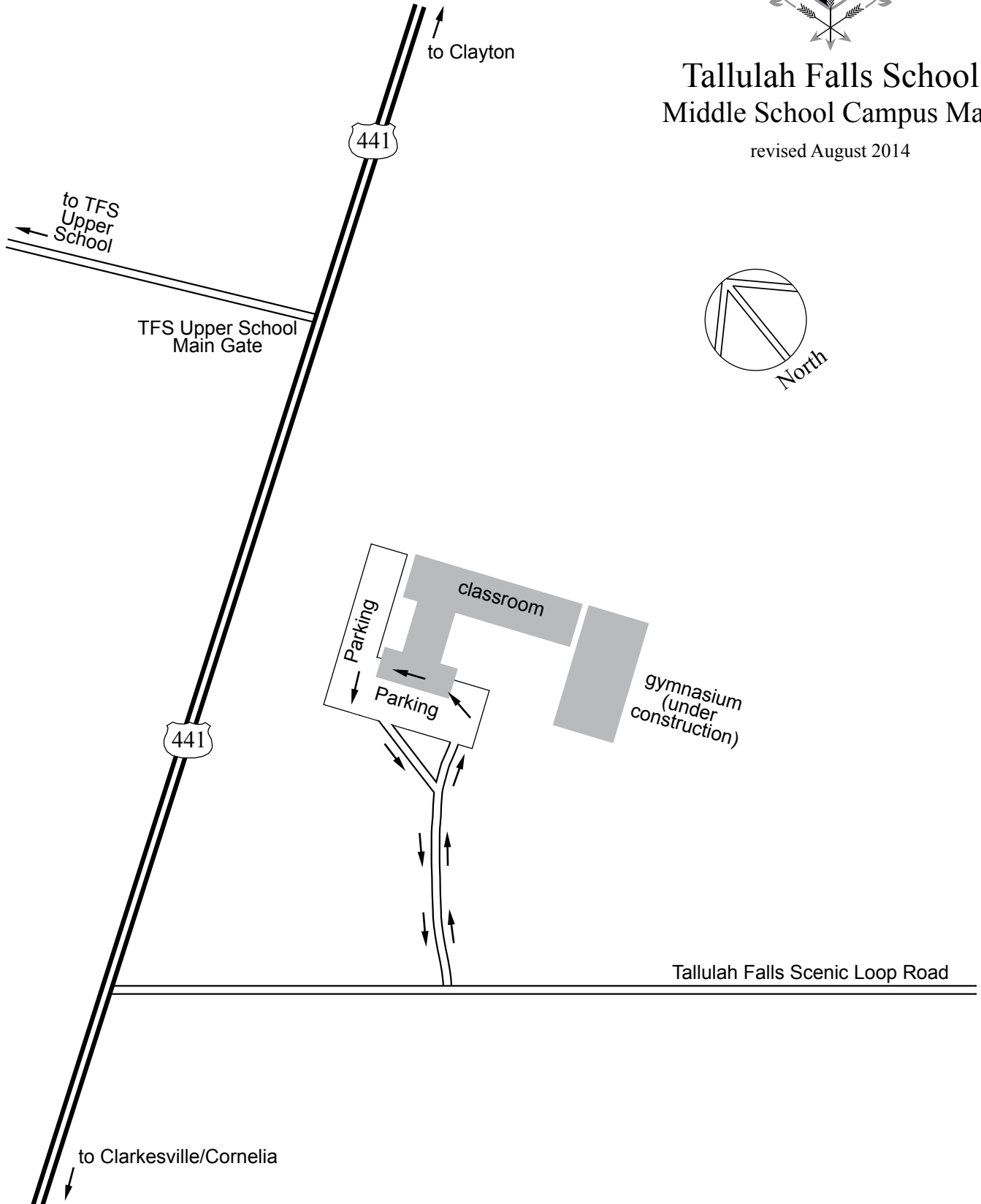
Tallahassee State College
Campus Map
 revised July 2015





Tallulah Falls School Middle School Campus Map

revised August 2014



**Tallulah Falls School
Upper School
Daily Class Schedule
2015-2016**

Building open:	7:45 a.m.-Students report to 1st period teacher
1st period	8:00-8:45
2nd period	8:50-9:35
3rd period	9:40-10:25
4th period	10:30-11:15
5th period	11:20-1:35 p.m.
6th period	1:40-2:25
7th period	2:30-3:15
Tutorial	3:20-3:45

Lunch:

1st lunch	11:20-12:05 p.m.-3rd floor.
2nd lunch	12:05-12:50 p.m.-2nd floor
3rd lunch	12:50-1:35 p.m.-1st floor/Circle Bldg.

5th period:

1st floor/Circle Bldg.
11:20-12:05 p.m.-Class
12:05-12:50 p.m.-Study Hall
12:50-1:35 p.m.-Lunch

2nd floor

11:20-12:05 p.m.-Study Hall
12:05-12:50 p.m.-Lunch
12:50-1:35 p.m.-Class

3rd floor

11:20-12:15 p.m.-Lunch
12:20-1:10 p.m.-Class
1:10-1:35 p.m.-Study Hall

**Tallulah Falls School
Middle School
Daily Class Schedule
2015-16**

Bell Schedule

1st Period	8:00 - 8:50 am
2nd Period	8:53 - 9:43
3rd Period	9:46 - 10:36
4th Period	10:39 - 12:02 pm
Lunch 6 & Adv 7	11:32 - 12:22
5th Period 8	11:32 - 12:22
Lunch 7 & Adv 6	12:05 - 12:35
Advising 8	12:25 - 12:53
5th Period 6 & 7	12:38 - 1:28
Lunch 8	12:56 - 1:28
6th Period	1:31 - 2:21
Tutorial	2:24 - 2:59
Extra Time	3:02 - 3:32

Half Day Schedule

1st Period	8:00 - 8:35 am
2nd Period	8:38 - 9:13
3rd Period	9:16 - 9:51
4th Period	9:54 - 10:29
5th Period	10:32 - 11:07
6th Period	11:10 - 11:45

Inclement Weather Schedule

1st Period	10:00 - 10:31 am		
2nd Period	10:34 - 11:05		
3rd Period	11:08 - 11:39		
advising/ tutorial/ lunches	} Lunch 6	11:42 - 12:12 pm	
		} Lunch 7	12:15 - 12:45
		} Lunch 8	12:48 - 1:18
4th Period	1:21 - 1:52		
5th Period	1:55 - 2:26		
6th Period	2:29 - 3:00		



TALLULAH FALLS SCHOOL

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

Telephone (706) 754-0400

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

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

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