



---

# Fullington Academy

---

## Student Handbook

Revised August 2024



Established 1970



The Board of Directors of Fullington Academy reserves the right to make amendments, additions, or corrections to the following pages which constitute our Student Handbook.

## **Table of Contents**

<b>Notifications</b>	<b>3</b>
<b>Asbestos Inspection</b>	<b>3</b>
<b>Licensing and Liability</b>	<b>3</b>
<b>Non-Discrimination Policy</b>	<b>3</b>
<b>Mandatory Reporter</b>	<b>3</b>
<b>AIDS Policy</b>	<b>3</b>
<b>Visitors</b>	<b>3</b>
<b>Introduction</b>	<b>4</b>
<b>Mission:</b>	<b>4</b>
<b>Beliefs</b>	<b>4</b>
<b>History</b>	<b>5</b>
School Mascot and Colors	6
<b>Alma Mater</b>	<b>6</b>
<b>Board Policies and Procedures</b>	<b>7</b>
<b>Admissions</b>	<b>8</b>
<b>CURRENT Students</b>	<b>9</b>
NEW APPLICANT	9
Transfer Students	10
<b>Tuition</b>	<b>10</b>
<b>Statement of Procedure</b>	<b>12</b>
<b>High School ONLY</b>	<b>12</b>
<b>Driving and Parking Directions</b>	<b>12</b>
<b>Homecoming Court</b>	<b>13</b>
<b>Prom</b>	<b>13</b>
<b>College Days</b>	<b>14</b>
<b>Dual Enrollment Program</b>	<b>14</b>
<b>Graduation Ceremonies</b>	<b>14</b>
<b>Dress for Baccalaureate and Graduation</b>	<b>15</b>
<b>Guidelines for Seniors</b>	<b>15</b>
<b>Honor Cords:</b>	<b>16</b>
<b>Senior Portraits</b>	<b>16</b>
<b>Senior Superlatives</b>	<b>16</b>
<b>Work Study Program</b>	<b>16</b>
<b>Academics</b>	<b>17</b>
<b>Promotion Requirements for Elementary, Middle School and High School:</b>	<b>17</b>
<b>Receiving Credits in a Course:</b>	<b>17</b>
<b>Course Credits</b>	<b>17</b>
<b>Attendance</b>	<b>18</b>
Critical Days	20
Emergency and Medical Policies	20

<b>Communication</b>	<b>21</b>
<b>Meals and Snacks</b>	<b>22</b>
<b>Breakfast</b>	<b>22</b>
<b>Lunch</b>	<b>23</b>
<b>Snacks</b>	<b>23</b>
<b>FOOD GUIDE PYRAMID</b>	<b>23</b>
<b>Lunch</b>	<b>24</b>
<b>Transportation Plan</b>	<b>24</b>
<b>Code of Conduct</b>	<b>25</b>
Discipline and Behavior Management Policy (3K-5K)	25
<b>Consequences</b>	<b>26</b>
<b>Expulsion:</b>	<b>27</b>
<b>Infractions</b>	<b>28</b>
<b>Dress Code 3K - 5th</b>	<b>28</b>
Dress Code 6 - 12	28
<b>Athletics and Fine Arts Policies</b>	<b>34</b>
<b>Appendix</b>	<b>37</b>
<b>I. Internet Acceptable Use Policy</b>	<b>37</b>
<b>II. Weapons and Dangerous Instruments Policy</b>	<b>38</b>
<b>III. Student Substance Abuse Statement and Policy</b>	<b>38</b>
<b>IV. Sexual Misconduct Policy</b>	<b>43</b>
<b>Office Referral</b>	<b>48</b>

## **Notifications**

### ***Asbestos Inspection***

The management plan for asbestos-containing building materials (ACBM) required by the federal Asbestos Hazard Emergency Response Act (AHERA) has been performed for this facility. The management plan is on file and is available for public inspection upon reasonable notice. If desired, a copy of the plan may be obtained upon payment of a reasonable reproduction cost.

### ***Licensing and Liability***

Fullington Academy is a private non-public educational program with an established curriculum for children three (4) years old and older that operates during the school term for the customary school day, as defined by Georgia law and therefore exempt from licensing by the state of Georgia in accordance with Exemption Rule 591-1-1-.45(1)(b)2. Fullington Academy carries liability insurance that covers all of its facilities, students, and faculty. Fullington Academy is accredited by the Georgia Accrediting Commission, Inc. with a Quality rating for our 4K-12<sup>th</sup> grades. Our 3K program is a Georgia State Licensed Program certified by Bright from the Start under the Georgia Department of Early Care and Learning.

### ***Non-Discrimination Policy***

Fullington Academy, Inc. admits students of any race, color, nationality, sex, religion, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school.

We make an effort to support Christianity through school prayer and devotion however, Fullington Academy, Inc, does not discriminate on the basis of race, color, nationality, sex, religion, or ethnic origin in the administration of its educational policies, admission policies, athletic programs, or other programs or policies.

### ***Mandatory Reporter***

All faculty and staff are considered mandatory reporters and are required to report any circumstance where there is cause to believe that a child under the age of 18 has had physical injury or injuries inflicted other than by accidental means by a parent or caretaker or has been neglected or exploited by a parent or caretaker, or has been sexually assaulted. All incidents should be reported to a member of the leadership team who should in turn document the incident and report it to the appropriate organization as mandated by law.

### ***AIDS Policy***

We will comply with all Federal laws, rules and regulations, as the same pertains to students and staff of private schools.

### ***Visitors***

All visitors to the school will sign-in at the school office. Parents/guardians are encouraged to visit the school at any time, but appointments must be made with the teacher prior to arriving. They are required to sign in at the main office first and get a visitor's pass.

All visitors other than legal guardians must be approved by the Headmaster.

## **Introduction**

### ***Mission:***

To provide a learning community, with the shared **Biblical** values of the community, in a safe environment to promote academic achievement as well as, social and civic responsibility, to produce compassionate, self-motivated, life-long learners.

### ***Beliefs***

The Board of Directors, Administration, and the Faculty of Fullington Academy will work with relentless effort to ensure a positive learning environment.

Academics, athletics, arts, and agriculture will all be supported for students to learn and grow to their fullest potential in achievements and talents.

### ***History***

Fullington Academy is in Pinehurst, Georgia, on highway 41 North. This small town, with a population of a few hundred, hosts the only private academy in Dooly County. Fullington has educated students for over 50 years, and it continues to provide exceptional educational opportunities for its students. Its exceptionality is attested by the rigorous standards with which it must comply to continue as an academic facility. The Georgia Independent School Association (GISA) governs academics and athletics. Fullington is accredited with the Georgia Accrediting Commission and undergoes evaluation to maintain its status every five years. However, the school is reviewed annually.

The school began operations as Fullington Academy in the fall of 1970. There were only two buildings on campus. The primary building and the high school building were used to educate students in the first through twelfth grades. Mr. C.T. Alexander was the first headmaster. He oversaw the faculty consisting of 16 members and a student body of 349 pupils.

After the gymnasium was built, Wayne Smith, 1970-71 class president, drew the Trojan head on the center of the court as the official mascot of the school. The first basketball game was held in January 1971, marking the beginning of Fullington Athletics. football, softball, tennis, track, golf, and other events followed quickly.

Sewell Hall was completed in 1973 and currently houses grades one through five.

The Learning Center was founded in 1982. The building houses a program specifically for children with learning disabilities and/or attention deficit disorder. Students are supported through an individualized academic program. Students are prepared to go back to the traditional education environment equipped with better skills in academics, organization, and self-advocacy. These skills help students become independent and successful learners.

Garden Hall was completed in 1997. It is named after former headmaster Jerry Garden who served Fullington Academy for twenty-five years. He began in the 1974-1975 school year and continued his service until 2000. This building houses grades six through eight as well as the lunchroom.

## **School Mascot and Colors**

Fullington Academy's mascot is the Trojan.  
The school colors are navy blue and yellow gold.

## **Alma Mater**

Fullington we'll ere be faithful  
Thy ideals uphold.  
Ever true and loyal lovers  
Of the blue and gold.

Hail, O Hail, our Alma Mater  
Dearest ever known.  
Hail, O Hail, we'll never fail thee  
Our dear high school home.

This handbook is for the parents, students, teachers, and administration of Fullington Academy. To maintain high academic achievement, a collective set of policies and procedures must be followed by all stakeholders for the school to operate effectively.

The interpretation, intent, and effect of these policies and procedures will be made by the appropriate personnel. Students enrolling at Fullington Academy and their parents agree to abide by these policies and procedures.

These policies and procedures are regulatory in nature and are not to be construed to give rise to any substantive or vested rights. Fullington Academy, The Board of Directors, and the Head of School reserve the right to amend, suspend, repeal, modify, or revoke the policies, rules, and regulations at any time as to any students or related persons without incurring any obligation to respect to the old or existing policy, rule, regulation, or administrative procedure.

Fullington Academy's officials reserve the right to dismiss at any time any student who in the opinion of the Headmaster and the Board of Directors does not meet the scholastic achievements established by Fullington Academy or has become a disciplinary problem or will not abide by the rules and regulations set forth in the student handbook. Upon dismissal, all fees and tuition are forfeited by the student.

## **Board Policies and Procedures**

- 1- Each student and/or faculty family shall be permitted one vote at the annual family meeting.
- 2- A prospective Board member must have a child enrolled in Fullington Academy to be eligible for election to the Board. Nothing herein shall prevent a duly elected Board member from serving out his or her term in the event of graduation of his or her child from Fullington Academy.
- 3- No Board member shall hold a teaching, aide, secretarial, or bookkeeping position unless that member of the Board resigns immediately upon acquiring the position as the Board member.
- 4- The Headmaster and Business Manager shall be authorized to cosign checks up to \$30,000. For amounts above this, the additional signature of a Board member shall be required.
- 5- The signatures of the Board Officers shall be required on all loans.
- 6- The Headmaster shall be given the authority to hire and fire faculty members and all other school employees.
- 7- The Board shall set and determine the pay scale of the faculty.
- 8- Any indebtedness, solicitation of funds, or collections of money in the name of Fullington Academy must have the recommendation of the Headmaster and the approval of the Board.
- 9- All school purchases of \$500 or more shall require a purchase order signed by the Headmaster.
- 10- A financial statement shall be prepared annually by a certified public accountant.
- 11- A position bond shall be required of the Headmaster and Office/Business Manager. The amount of the bond shall be determined by the Board.
- 12- The Board is generous in its desire to share facilities with responsible groups. It is necessary; however, to obtain prior approval to avoid conflicts in scheduling. Our insurance requires that all activities be properly supervised.
- 13- The buildings and grounds shall be always off limits to unscheduled and unsupervised groups and activities.

## **Admissions**

Fullington Academy accepts the responsibility to provide facilities and to furnish a setting which will enable each student to have a reasonable chance for successful academic development. Fullington Academy places great emphasis on academic achievement. Fullington is interested in the student who is willing to work and will give to his/her studies consistent and diligent effort. Therefore, should some condition or characteristic of the applicant discourage a happy adjustment and a satisfactory outcome in such an environment, it would be the obligation of the school not to grant admission to such an applicant.

Admission will not be granted to a pregnant girl or mother of a child, nor a boy who is the father of a born or unborn child. Also, admission will not be granted to students that have been married, divorced, or have a domestic living arrangement with someone other than a parent, legal guardian, or family member.



## ***CURRENT Students***

All current students are required to keep on file:

- 1- As required by Georgia state law, all students must have on file and be up to date:
  - a. Birth certificate
  - b. Certificate of Immunization
  - c. Ear, eye, dental (form 3300)
- 2- Membership fees must be paid for the upcoming year.
- 3- Records updated to reflect any significant changes as they occur (telephone numbers, address, work numbers, emergency contacts, physician, health status, and immunization records)

## ***NEW APPLICANT***

Each new applicant is required to complete the following.

- 1- Submit a formal Application for Admission by his/her parent/guardian.
- 2- All transcripts from prior school must be received. Information that pertains to the students such as:
  - a. Grades
  - b. Behavior record
  - c. IEP
  - d. 504
  - e. Medical
  - f. Psychological report
  - g. Forms required by Georgia Law: (birth certificate, immunization, form 3300)
  - h. Two (2) letters of recommendation from a teacher, coach, or previous administrator. (Kindergarten and first grade students should have 1 letter from an adult that has worked with the child such as a Sunday school teacher or day care.)
- 3- Make arrangements for a personal interview with the Headmaster of Fullington Academy and/or Learning Center Representative. (Learning Center Representative may become involved if student has an IEP/504/Medical/or psychological report to ensure needs can be met)
- 4- Admissions testing will be scheduled, and the student can shadow while here. Specific tests depending on grade level will be given that is appropriate for that age. **If letters of recommendation are not submitted, the student may participate in a behavioral assessment/screening during this time.**
- 5- Admissions committee meets to determine eligibility. Parents will be notified via email of acceptance or denial. Students entering Fullington Academy will be on probation status for two full, consecutive semesters after the date of entry. If behavioral, emotional, or academic problems become apparent and Fullington Academy concludes that it cannot handle the problem under the normal policies and procedures listed in this handbook, then it may at its own discretion deem the student in violation of probation and excuse the student from Fullington Academy. A parent/guardian is required to sign the Probation Form for all new students at the time of entrance to Fullington Academy.
- 6- Prepayment of all fees including membership, registration, book fees, building fund fees, and partial tuition must be made. An admission contract must be completed and signed by the person responsible for paying fees or no reservation or acceptance of student will be made.

*\*\*Students in grades 9-12 may be required to submit and pass a drug test before final approval for acceptance.*

Students entering 3K, 4K, 5K must be ages 3,4, or 5 respectively by September 1. These students will participate in age-appropriate testing and will participate in playdate before students are admitted. These students must be potty trained. Fullington Academy reserves the right to dismiss and/or not accept students who are not able to avoid accidents.

Entrance for Grade 1 is six (6) with the birthday coming before September 1.

Fullington Academy will not accept any senior after May 1 for the next school term unless they move into Dooly County, or they have Board approval. Juniors are also subject to Board approval.

If any student after his acceptance to Fullington Academy should withdraw after payments have begun, up until the first 5 days of the academic school year, all fees will be forfeited; but tuition paid may be refunded. If any student after his acceptance by Fullington Academy should withdraw after the 5-day period, fail to attend for any reason and through no fault of Fullington Academy, **ALL FEES AND TUITION ARE FORFEITED** by the applicant. The party will be responsible for all fees due up to the date of withdrawal.

### ***Transfer Students***

Any student transferring from Fullington Academy will be assisted in making the transition to the new school. Such assistance will include, but not limited to, evaluation of work completed, credits earned, tests completed, attendance, discipline, records transfer, and other pertinent information. However, Fullington has the right to withhold records until all obligations, such as financial obligations, have been met.

Any student transferring to Fullington Academy will be evaluated through an entrance exam to certify satisfactory performance and/or to validate transfer credit from a non-GAC or non-SACS accredited school. All academic work transferred from a school accredited by the Georgia Accrediting Commission will be accepted with the following exception: a student may not be granted credit for more than 30 quarter hours or two Carnegie Units during any summer school period, including transfer credit. Fullington Academy will ensure that at least 60% of all transfer students will enter from accredited feeder schools. High school students (grades 9- 12) will be subject to individual review of Carnegie Units. The Administration has discretion to amend the total number of Carnegie Units required based upon circumstances including but not limited to grade level and date of transfer, and credits and scheduling from previous schools. The Administration will follow the Board of Regents Requirements to determine credits for graduation.

### ***Tuition***

The Board of Directors has approved the following payment options:

12 Month Basis – Tuition will be paid monthly, beginning in May and ending in April. If payment is not received by the 10th of the month, a \$25.00 late fee per child will be charged for every month the payment is late.

Quarterly Basis – Three months of tuition will be paid every three months on May 1<sup>st</sup>, August 1<sup>st</sup>, November 1<sup>st</sup>, and February 1<sup>st</sup>. If payment is not received by the 10<sup>th</sup> of the first

quarterly month, a \$25.00 late fee per child will be charged for every month the payment is late.

Semi-annual Basis – Six months of tuition will be paid on May 1<sup>st</sup> and the balance of six months tuition on November 1<sup>st</sup>. If payment is not received by the 10<sup>th</sup> of May or by the 10<sup>th</sup> of November, a \$25.00 late fee per child will be charged for every month the payment is late.

Annual Basis – The full amount of tuition will be paid with the option of paying any month between May and December. **This payment option will require the Board's approval unless the full payment is made in May.** If tuition is paid in May, a 5% discount will be given.

All late fees will be charged as stated. If payment is not received in our office by the due date, you will be charged the late fee. **THERE WILL BE ABSOLUTELY NO EXCEPTIONS TO THE RULE.** If payments for the new school year are not begun in May, a \$75.00 late entrance fee will be charged.

- Monthly tuition and fees are due when billed and any payment made will be deemed to pay fees first and then applied toward tuition.
- Any refund of tuition must be requested in writing and will require Board approval.
- The Family Registration fee may be paid over a four-year period. If you withdraw from Fullington Academy, Inc., before the four year period has elapsed, then the balance of the Registration fee will be due at that time and no records will be released until such monies are paid in full.

The Administration and Board of Directors work to assist any family that has financial difficulties. The following procedures will be in place for all accounts with past due balances:

- Statements will be mailed or emailed at the end of each month. Correspondence concerning past due accounts will be made as necessary by the Headmaster, Business Manager, or Board of Directors.
- The Learning Foundation statements will be mailed or emailed at the end of each month.
- If an account is 60 days past due at the end of the *first quarter*, their Renweb/FACTS accounts will be deactivated until the account is current. A 3% finance charge may be assessed in lieu of the \$25 late fee.
- A student will not be allowed to begin the *second semester* if their parent's account is not current. Exceptions to this rule will be made if a reasonable payment plan is submitted to the Board of Directors for approval. This plan should be submitted to the office by the last day of November of the current school year. If no plan is submitted by this date or payment is not made before the first day of classes of the second semester, the student(s) will be dismissed until the account is current.
- If a parent's account is 60 days past due at the end of the *third quarter*, their Renweb/Facts accounts will be deactivated until the account is current. A 3% fee may be charged.
- All account balances, including fees, tuition, and lunchroom charges, for students graduating from kindergarten or high school should have their account paid in full by May 1<sup>st</sup> of the year of graduation.
- **No student will be allowed to begin the next school year if fees and tuition are delinquent for the previous year.**

- **A student cannot take part in any graduation activities until tuition and fees are paid in full. This includes cap and gown pictures, baccalaureate service, or graduation exercises.**

Students who have outstanding accounts, library books, lunchroom charges, or have not turned in sports uniforms at the end of a semester will not be allowed to receive semester exam grades, receive report cards, or have preliminary or final transcripts sent on their behalf until accounts are paid, books or uniforms are returned to the school or other arrangements have been approved by the Headmaster and the Board of Directors.

Fullington Academy reserves the right to seek legal action to collect any and all unpaid balances owed to the school.

## Statement of Procedure

School begins at 8:00 a.m. and ends at 3:15 p.m. each day. Homeroom teachers will lead their class in the Pledge of Allegiance, devotion, and daily business and housekeeping tasks from 8:00 to 8:15.

“I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.”

Devotion will be reciting the Lord’s Prayer, or it could focus on a Bible verse. This time may be teacher led, student led or a simple prayer request.

Attendance and lunch orders, field trip information, notices, and status of the day are examples of daily business that teachers must take care of to provide an environment that is conducive to learning for the remainder of the day.

Students are dismissed each day at 3:15 pm and are to leave the premises immediately unless he/she is enrolled in the After School Program or has scheduled activities such as sports practice or a club meeting.

## High School ONLY

### *Driving and Parking Directions*

Operators of cars, trucks and motorcycles must have a valid driver’s license and approval from the Headmaster to park on campus.

- 1- Students must register their vehicles by returning a parking application to the office and providing a copy of their driver’s license.
- 2- Student vehicles are to be properly parked in the student parking area (baseball field) and left there until the end of the school day.
- 3- All students who drive should check with the faculty member on parking duty for exact parking instructions.
- 4- Students are to get out of their cars **immediately** on arrival. **Once a student exits their car, they should not return to it until the end of the school day. Office personnel can give permission for extreme circumstances. This privilege is not to be abused and can but cut off at any time.**
- 5- Students are not allowed to leave campus without permission for any reason.

6- The speed limit on campus is 10 m.p.h.

Any student caught driving recklessly on campus which includes speeding, “laying drag”, spinning tires or not following any above protocols will be prohibited from driving on campus for an extended period of time.

Fullington Academy is not responsible for any damage to cars that may occur while parked on campus. Vandalism or any damages to other vehicles may result in loss of driving privileges and/or other disciplinary actions.

Vehicles should not be left unattended on campus when not participating in school activities.

### ***Homecoming Court***

High school students and high school faculty will be given the opportunity to vote for the Homecoming Court, which will only consist of senior girls. **In order for a senior boy or girl to be on the voting ballot for Homecoming King/Queen, he/she must have been enrolled in Fullington Academy for the previous 2 full consecutive semesters.** However, all senior boys and girls may participate in the Homecoming festivities (Court presentation at football game and pictures). Attire for Homecoming Court festivities must be formal and modest and appropriate for teenage girls. Homecoming Dance attire should be semi-formal to formal, modest, and appropriate as well. **Same sex couples will not be allowed at the Homecoming Dance.**

### ***Prom***

The Junior Senior Prom is a formal event sponsored by the school. If this event is not on campus, school rules will still apply. The location and scheduling of events must be approved by the headmaster. Junior class parents will be asked to assist in planning, decorating, and providing refreshments for the dance. Policies governing the prom are as follows:

- 1- A list of students and their dates must be presented to the faculty prom committee for approval prior to the event. **Same sex couples will not be allowed at prom.**
- 2- Date swapping will not be allowed. For purposes of prom pictures and the Grand March, students must appear with the date listed on the approved guest list.
- 3- Alcohol, illegal drugs, tobacco products (including E-cigarettes) will not be permitted on campus. Any student in possession of or using these substances will be asked to leave, and parents will be called to pick up the student.
- 4- An officer will be present at the door. Students and their dates who are under the influence of illegal substances will not be allowed at prom. Parents will be called to pick up the student(s). (See also Alcohol and Drugs in Appendix)
- 5- Students will not be allowed to change clothes from their formal attire. The only clothing items that can be removed are jackets, vests, ties, and shoes. Shirts must remain buttoned.
- 6- Girls’ dresses should not be excessively revealing and should be appropriate for high school girls. If there are any questions about a dress, a teacher or administrator can approve or disapprove it.
- 7- All bags and purses are subject to be searched upon entering the event.
- 8- If for any reason a student needs to return to a vehicle at any time during the prom, he or she will be escorted by a chaperone.

- 9- After arrival, students must stay at the location until the end of the dance.
- 10- Parents are welcome to attend the Grand March. Parents and uninvited guests will not be allowed at the dance.
- 11- Junior Parents will chaperone the event.
- 12- The school will also hold accountable any student whose actions at any time jeopardize the good name of Fullington Academy.

### ***College Days***

Seniors with permission from parents and the Headmaster may be excused for two days during the senior year prior to May 1<sup>st</sup> to visit schools of higher learning, provided they notify the office in advance and an exam is not scheduled for that day. Proof from the registrar's office of the college visited will be required to receive credit for the college day. The day will be considered an absence without the proper proof. College Day forms are available from the main office. Juniors may take one college day during the year, but must adhere to the same rules as senior college days.

### ***Dual Enrollment Program***

Any student wishing to participate in the Dual Enrollment Program must notify the Academic Counselor by May 1<sup>st</sup> to participate in the upcoming year. Dual Enrollment students must meet the necessary entry requirements of the college with which Fullington Academy participates. Partner schools are Brewton Parker College, Central Ga Technical School, and South Ga Technical School. Specialized programs that need courses that can not be obtained at these three schools need to be addressed with Academic Counselor and Head of School by May 1. (example: aviation will require a specialized skill set that is not obtainable at these schools and will be considered if the student lets school administrators know in enough time to see if we can allow it)

Students participating in the Dual Enrollment Program who choose to drop a Dual Enrollment class mid-year are required to finish the corresponding high school class at Fullington until the end of the year. However, final decisions of participation in the Dual Enrollment Program are left to discretion of the Academic Counselor and Headmaster. Credit will not be given for failing a Dual Enrollment class for the year and will require that class to be completed during the summer school for a diploma to be awarded.

Fullington Academy also offers dual enrollment for technical track students through technical colleges. See the Academic Counselor for information and guidelines.

### ***Graduation Ceremonies***

The administration will make the decisions as to time and program agenda. Traditional march music will be used at Baccalaureate and Graduation. These are considered school tradition and are not subject to class choice. Seniors may have a choice as to hymns sung at Baccalaureate and special music sung by an individual at Graduation. All songs for Graduation/Baccalaureate must meet the approval of administration and senior faculty advisors. A copy of all speeches to

be presented must be submitted for approval by the Administration at least one week prior to Graduation.

Graduation is the time to recognize academic achievement; therefore, only academic awards and scholarships will be recognized at that time. The following awards will be given at graduation: Valedictorian, Salutatorian, Honor Graduates, Subject Awards in English, Math, Science and Social Studies. These subject awards are determined by highest averages of honor students. The Business Award is given to the graduate with the highest business average. Any awards authorized by clubs or sponsoring authorities, such as STAR Student, DAR, SAR, FBLFA, Beta, etc. will be awarded at graduation.

### ***Dress for Baccalaureate and Graduation***

All seniors will wear navy robes. Honor Students will wear gold stoles. Beta Club members will wear gold cords. Boys will wear khaki pants, conservative ties, white shirts, and dress shoes and socks. Girls will wear skirts or dresses underneath robes with appropriate shoes. Shorts and miniskirts are not acceptable. The senior class will decide attire by the end of the first semester.

**Junior Marshals** for Baccalaureate and Graduation will wear church type clothing. Top GPA (top 4 girls and top 4 boys) and behavior reports will be considered to determine who will serve as a Junior Marshal.

Boys – suit and tie or sports coat and dress slacks with tie.

Girls – dressy dresses of appropriate length and neckline as worn to church.

**No writing, monogramming or personal drawings on any graduation attire will be permitted. Disciplinary action will be enforced if any infractions occur.**

### **Guidelines for Seniors**

- If a senior has not completed all required academic curriculum but is only two units short of the required units by the end of his/her senior year; and he/she and his/her parents have signed a commitment to earn the additional units during summer school, he/she may march in the graduation processional and receive his/her diploma cover at graduation. The actual diploma will be held in his/her permanent record file until he/she has completed the graduation requirements needed for a valid transcript.
- To attain honor status at graduation, a student must take 4 units each in English, Mathematics (Algebra I, Algebra II, Geometry & Pre-Calculus) and Science (Physical Science, Biology, Chemistry or Environmental Science, & Physics or Anatomy) and 3 units in History and maintain a cumulative grade point average of 90 or better for all courses taken.
- Valedictorian, Salutatorian and/or Star Student Requirements: A student must maintain a 93 or better cumulative grade point average for all courses taken. A student must have completed the four preceding high school semesters at Fullington Academy. A student must be in the College Prep program in order to be eligible. Anyone who attends the Learning Foundation for the preceding four semesters would not be eligible to be Valedictorian, Salutatorian or Star Student.
- A student cannot take part in the Baccalaureate service or graduation exercises until tuition and fees are paid in full.
- A student shall be allowed one (1) suspension (throughout his/her high school years) before being denied the privilege of graduation with honors. Any student who chooses early college admission and passes the required subjects may return and participate in graduation exercises. Any student who chooses early college admission will be ineligible to receive awards given to those graduates who chose to complete their senior year at Fullington.

### ***Honor Cords:***

Honor graduates will receive an honor stole to wear at graduation.

- Students who are in Beta Club their senior year shall receive a gold cord to wear at graduation.
- Students who participate in FFA shall receive a blue/gold cord to wear at graduation. Participation must be for 2 years of high school with one year being senior year.
- Students who participate in Literary, One-Act-Play, or other Fine Arts during their junior **and** senior years shall receive a brown cord to wear at graduation.
- Students who have participated in a minimum of two varsity sports **both** their junior **and** senior years shall receive a navy/white cord to wear at graduation.
- Students who participate in two Red Cross Blood drives their senior year shall receive a red cord to wear at graduation.
- Students who participate in two years of Yearbook Club from grades 9-12 will be awarded a purple/red cord to wear at graduation.
- Other cords may be awarded from certain sanctioned organizations approved by the school.

### ***Senior Portraits***

All senior portraits included in the yearbook may be casual or dressy but must meet with the approval of the Yearbook Staff and Advisor. The Headmaster along with the Yearbook Advisor has final approval of senior ads, portraits, or any other item included in the yearbook.

### ***Senior Superlatives***

The senior class will be given the opportunity to vote for senior superlatives and in the event of a tie, the high school faculty will be asked to vote. Each senior will be limited to two superlative awards.

### ***Work Study Program***

The Work Study Program provides senior students an opportunity to earn one academic credit towards graduation while gaining valuable work experience. Students participating in this program will attend their academic classes daily and be granted an early dismissal to participate in employment during school hours. Participants must have written parent permission AND proof of employment in the form of a pay stub.

- Students must have employment prior to starting the program.
- Work Study students will be dismissed at the end of 5<sup>th</sup> period. They will sign out in the office every day before leaving campus. The student will then be required to leave school grounds each day.
- Students must maintain passing grades in all academic subjects.
- Students will meet with and inform the Academic Counselor immediately if he/she is considering quitting their job prior to giving notice to the employer.
- If a student quits or is fired from employment, they must return to school as a full-time student.
- The student will maintain a good attitude and be cooperative while in school and on the job site.
- The employer of the student will be contacted periodically to verify the status of employment and to assess the attitude and cooperative spirit of the student employee.
- Students with athletic practice immediately after school are not allowed to participate in work study.



## Academics

### ***Promotion Requirements for Elementary, Middle School and High School:***

Grades 1-5: A student must pass English, Math and Reading to be promoted to the next grade.

Grades 6-8: A student must pass all four academic subjects: Language Arts, Math, Science and Social Studies to be promoted to the next grade. A maximum of two units can be made up in summer school.

Grades 9-12: A student must be up to date with all subject requirements in their chosen track. A maximum of two units can be made up in summer school. Students must meet minimum state requirements to qualify for graduation.

If a parent chooses to retain their child in any year 3K-12th grade, a meeting with the Headmaster must be scheduled by May 1. The Headmaster reserves the right to accept or deny the petition to retain the child.

### ***Receiving Credits in a Course:***

- Must meet attendance policy
- Students must score 70 or higher. Students that score 69 or below for fall and/or spring semester will attend summer school for ½ credit per semester on dates provided at the cost of the student.

Fullington Academy offers two tracks of completion for graduation: College Preparatory and Technical/Career. Each track offers a unique result for options beyond high school.

Students entering 9<sup>th</sup> grade will be asked to choose a track of College Prep or Technical, which must be approved and signed by parent or guardian. Students not meeting course requirements at midterm of first semester will be subject to parent conference to discuss the needs of the student.

### ***Course Credits***

The College Preparatory Diploma will prepare students for a successful college experience within the University System, which includes all two year and four-year colleges and universities. To meet the requirements of the Board of Regents of the University System of Georgia for entry to two and four-year colleges and universities across Georgia, Fullington Academy will require the following minimum Carnegie units in order to graduate with a College Prep Diploma:

	<u>2024-25</u>
English	4
Mathematics	4
Social Studies (Includes Am. Hist. & Gov.)	3
Sciences (Chemistry)	4
Foreign Language	2
Physical Education/Health	1
Electives (Includes 2 Social Sciences)	6

The Technical/Career Diploma track prepares students for post-secondary options within the Technical College System of Georgia. Any student completing a Technical/Career Diploma must satisfy the following minimum Carnegie units in order to graduate with a Technical/Career Diploma:

<u>2024-25</u>	
English	4
Mathematics	3
Social Studies (Includes Am. Hist. & Gov.)	3
Sciences (Environmental Science)	3
Physical Education/Health	1
Technical/Career Classes (includes a 4 <sup>th</sup> Math)	4
<u>Electives (Includes 2 Social Sciences)</u>	<u>4</u>
TOTAL CARNEGIE UNITS	22

### **Honor Roll:**

An Honor Roll will be published each quarter. To qualify for the Honor Roll, a student must make no less than 90 in each class regardless of subject. Honor awards will be offered to students in grades 1-12 who have a 90 average or better in each subject for the first semester and the second semester (semesters will not be averaged together).

### **Summer School:**

Summer school courses shall only be accepted on a makeup basis. Exceptions to this rule can be approved by the Board. With Headmaster approval, college credits shall be accepted toward a high school diploma. **A maximum of two (2) credits may be earned in summer school.**

### **Attendance**

Students are expected to report to school each day for all scheduled classes.

It is the responsibility of the student to bring a note signed by the parent or guardian giving the reason for the absence. A written excuse must be presented to the office the morning of the student's return to school. Fullington Academy would like all students to participate in extra-curricular activities, but please realize that these activities are privileges. No matter the activity, (sports, literary, field trip, etc.) students are expected to be in school the next morning.

Unapproved absences the day after an extracurricular event could result in revocation of future privileges to participate in that event. **Students must be present for at least 4 complete class periods in order to participate in an extracurricular activity that day.**

Work missed due to extracurricular activities: Extracurricular activities are a big part of the educational experience for students. It is important that teachers be aware of the activities calendar and plan accordingly. If a student misses a class the day before a previously scheduled (prior to their absence) test or quiz and returns on the day it is to be taken, he/she will take it on that day. Teachers will give advance notice for quizzes and tests so that students have plenty of time to prepare. If a student is leaving school or missing classes for extracurricular activities, he/she must meet with their teacher before the event to make arrangements to take the quiz or

test that will be missed. Failure to make arrangements could result in a zero. The teacher will work with the students' schedule to take a quiz or test in a timely manner. Other work will be due when the student returns to class.

Excessive absenteeism by a student may result in having to repeat the academic year or not being allowed to return the next year. A student must be present four (4) full periods on full days to be counted present for the day, and he/she must sign in and out through the office. Students will be counted absent for those classes missed. On ½ days, students must come all periods to be counted present for the day.

If a student in grades 6–12 misses any class more than six (6) times during a semester, he/she may not receive credit for that class. If a student reaches six (6) absences during a semester, he/she will have to go before the Headmaster for a meeting. **All absences are marked as unexcused.** Excused absences are for students who are out of class but doing a school function.

If a student in grades 1- 5 misses more than 12 days for the entire year, he/she may not be promoted to the next grade.

The previous rules will be waived only in the event a student has a serious illness and provisions have been made for him/her to study at home with Headmaster approval to do so. Late check-in or tardiness is defined as coming in late or before **11:10** (when on regular schedule). If a student comes in after **11:10** (when on regular schedule) the student will be marked absent. Early check-out is very similar but is defined as leaving school early before the dismissal time, which is 3:15 p.m. on full days.

Students in grades 1st-12th are allowed **6 tardies/early check-outs per semester;** however, late check-ins or early check-outs will not count against the 6 allowances if a doctor's note is given at the time of check-in for tardies and the very next morning for early check-outs. It is the student's responsibility to turn in the doctor's note. If doctor's notes are not turned in by the next morning the tardy/early checkout will not be excused.

All students 5K-Non drivers will be charged a \$20 fee every time they are tardy or checkout early once they have met their limit of 6 per semester, if they don't provide a doctor's note.

**High School drivers will be assigned detention as stated on page 21 after they meet their limit.**

Students can make up the work within **3 class periods/days for full credit** when they are absent.

Preschool students will not be allowed to enter or leave the facility without being escorted by the parent(s), person authorized by parent(s), or facility personnel.

In order for a student to leave school, a parent must send written permission including time and specific reason. The student's name will be listed on the daily status report. If the student's name is not listed on the status report, permission from the office will be required. **All students must sign-out in the office before leaving the campus.**

**There will be no checkouts after 2:45 each day. Any distractions of office staff during this time could interfere with the safety of hundreds of children.**

An attempt to contact a parent or guardian will be made if a student is marked absent. Therefore, **it is very important for students to sign-in at the office if they come in late.**

If an absence is anticipated where an illness is not involved, the student should check with the Headmaster for approval.

School begins at 8:00 a.m. All students must be in their Homeroom class by the bell, or they will be counted tardy. Please plan to arrive a few minutes early to allow students time to prepare for their day.

The following rules will be applied to all **High School Drivers per semester:**

First 6	late check-in/early check-out no consequence
7-8	1 day before-school detention.
9-10	2 days after-school detention
11 or more	Administrative discretion

### **Final Exam Exemptions**

To exempt a **final exam** in any subject, the following criteria **MUST** be met:

- A student of grades 6-12 must have a 1<sup>st</sup> semester average of **93** or better (1<sup>st</sup> & 2<sup>nd</sup> quarter averaged together) and a 2<sup>nd</sup> semester average of **93** or better (3<sup>rd</sup> & 4<sup>th</sup> quarter averaged together).
- The above criteria will also apply to seniors except they must have an average of **93** or better.
- Students in grades 6-12 cannot have more than 6 absences per semester in a class to exempt final exams in that class.

### ***Critical Days***

Critical days are certain days that cannot be missed unless the student has a written doctor's excuse, a documented emergency, or prior approval from the Headmaster. **Critical Days are the days field trips are scheduled and any other days deemed necessary which will be announced in advance. (Examples may include senior picture day, senior skip day, senior lunch days, or days before/after school holiday)**

### ***Emergency and Medical Policies***

Emergency plans have been developed and are available in the main office. Our emergency procedures include plans for fire, severe weather/tornado, school lockdowns, physical facility problems such as power failure, etc.

In the case of an emergency involving the need for professional medical attention, students may be transported to the nearest hospital (Crisp Regional in Cordele, GA or Taylor Regional in Hawkinsville, GA) via ambulance or facility personnel vehicle.

Before any medication is dispensed to students, parents must provide a written authorization, which includes date; name of child; name of medication; prescription number; if any; dosages; date and time of day medication is to be given. Medicine brought to school by students should be in the original container with the child's name marked on it. Parents may also authorize their child to receive OTC (over the counter medicines) as needed from the office (grades 6-12 only) or from their homeroom teacher (3K-5<sup>th</sup> grades). Only recommended dosages will be administered.

Parents will be notified by phone, email, or person to person contact concerning such issues as illness, injury, exposure to notifiable communicable diseases, and noticeable adverse reactions to medications as well as any other issues of concern by the facility staff.

Below is our policy on exclusion of sick children:

### **Symptoms requiring removal of child from school:**

- Fever: Fever is defined as having a temperature of 100°F or higher taken under the arm, 101°F taken orally (a child needs to be fever free for a minimum of 24 hours before returning to school, that means the child is fever free without the aid of Tylenol®, or any other fever reducing substance.)
- Fever AND sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
- Diarrhea: runny, watery, bloody stools, or 2 or more loose stools within last 4 hours.
- Vomiting: 2 or more times in a 24-hour period. Note: please do not bring your child if they have vomited in the night.
- Breathing trouble, sore throat, swollen glands, loss of voice, hacking or continuous coughing.
- Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm.
- Child is irritable, continuously crying, or requires more attention than we can provide.

### **Communication**

Parents and students are asked to check the **status report** daily to keep up with the daily happenings of the building.

Advertising on the status report for other people, when it is not a school related event or fundraiser is strictly prohibited.

**All posts on Fullington Academy Social Media will go through administration vetting process and will not be immediate.**

Fullington Academy welcomes the opportunity for open discussion with parents; however, parents should attempt to resolve issues with the teacher first if possible. Teachers can be contacted by calling the school office or by email. Please allow them at least 24 hours to respond. If you have missed their planning period, please wait until the end of the day or their planning time on the next day to respond.

***Parents should never discuss or post negative remarks, concerns, questions, or issues of the school via email blast, text blast, newspaper articles, magazines, or social media such as Facebook, Instagram, or Twitter etc.***

1. Concerns, questions, issues pertaining to the operation of a teacher's classroom

- Contact should be made with the teacher first. This may be accomplished by a phone call or email. If initial contact with the teacher does not resolve your concern, the next step is to call the main office and request a one-on-one conference with the teacher. Conferences may be held during the teacher's planning time, before, or after school.

- In the event a one-on-one conference with the teacher does not resolve your concern, the next step is to call the main office and request a conference with the teacher and the Headmaster or a designated member of the school administrative team.

- Should you still have concerns after meeting with the teacher and Headmaster, you should request the Headmaster to arrange a conference with the teacher, Headmaster, and the parent's Board of Directors' representative.

- In the event there are still concerns, the Headmaster and the parent's Board of Directors' representative may make the decision to place the parent's name on the agenda of the next Board of Directors meeting to address the entire Board.

2. Concerns, questions, issues pertaining to the general operation of the school or its policies and procedures

- Contact should be made with the school office manager first. Clarification of the policy or procedure should first be discussed with the school office manager to be sure there is a clear understanding of the policy or procedure.

- If after clarification from the main office there is still a concern, a conference with the Headmaster should be scheduled to discuss the concern.

- Should you still have concerns after meeting with the Headmaster, you should request the Headmaster to arrange a conference with the Headmaster and the parent's Board of Directors' representative.

- In the event there are still concerns, the Headmaster and the parent's Board of Directors' representative may make the decision to place the parent's name on the agenda of the next Board of Directors meeting to address the entire Board.

3. Failure to follow the correct protocol for dealing with concerns, questions, and issues may result in the dismissal of your child from school.

## **Meals and Snacks**

*Students may be allowed to charge meals in the lunchroom with the lunchroom manager's approval. However, report cards will be held for students who owe outstanding balances.*

### ***Breakfast***

Breakfast is not served by Fullington Academy or any of its constituents. Students will not be allowed to bring or eat breakfast in homeroom.

### ***Lunch***

Fullington Academy has a lunchroom facility located in Garden Hall. It is required by the school for each student to enter the lunchroom during the assigned times to have lunch.

Lunches are not considered in the fees and tuition paid by the families. Lunches may be brought from home or purchased from Vanessa Jones, who leases our kitchen facility for the preparation of meals. Mrs. Jones prepares monthly menus, and they are distributed to each student via email, website, and paper copies. It is the responsibility and sole discretion of Mrs. Jones and her staff to prepare the menu items and have them readily available to the students of Fullington Academy. The students are to pay Mrs. Jones directly for meals and items purchased.

\*\*Pre-kindergarten classes are offered one fruit, one vegetable and milk with the purchase of their meals.

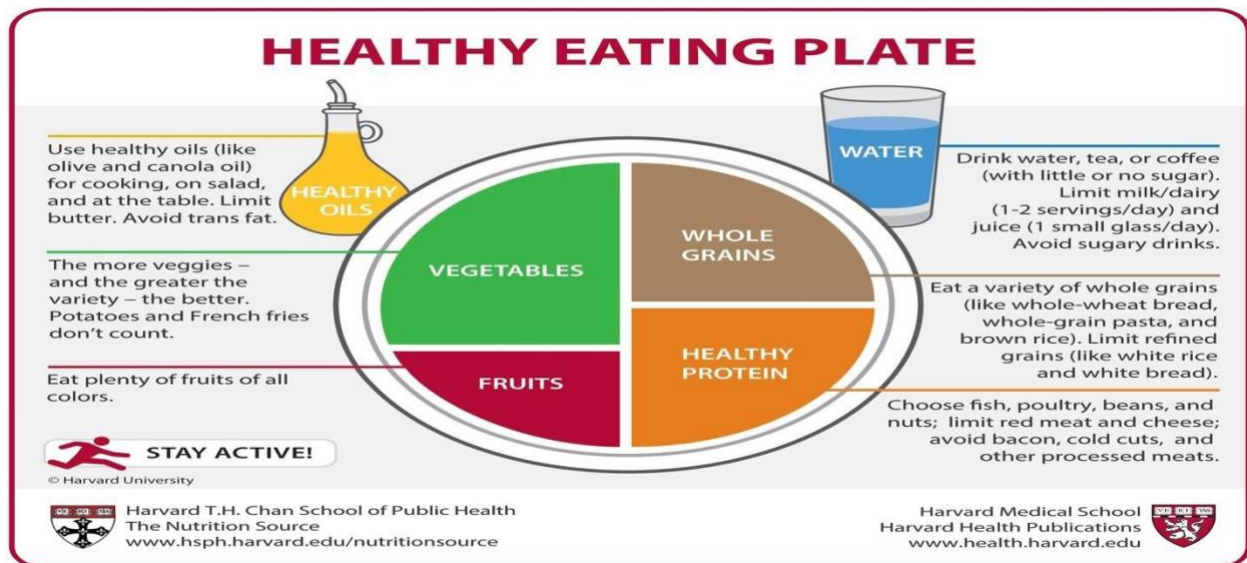
### **Snacks**

The school encourages all students in grades 3K through 12<sup>th</sup> grade to bring a snack from home. Snacks for 3K must meet state requirements. A designated break time is given to students each day. Fullington Academy does not provide snacks for students but may have snacks for sale through fundraisers of the active clubs at our school.

\*\*Pre-kindergarten classes snacks must meet state requirements. Snacks should consist of two of the following types of items: ½ cup of milk, ½ oz. of meat or meat alternatives, ½ cup of vegetables, ½ cup of fruit, or ½ oz. eq. of grains.

### **FOOD GUIDE PYRAMID**

In 2011, the new food pyramid was replaced by the USDA’s MyPlate. This colorful plate is divided into four sections – one for fruit, vegetables, protein and grains, and has a circular for dairy in the corner.



*ServSafe Certification from the National Restaurant Association is posted in our Lunchroom. Certification expires October 2025. Our lunchroom facility is inspected every six months by the Georgia Department of Public Health. Our last rating was 100%. The current report is posted in the kitchen of Garden Hall and past reports are available upon request.*

## **Lunch**

- All students must report to the lunchroom at the designated time. Students must bring their own lunch or order from the lunchroom. *Microwaves are available for heating food.*
- If a student has forgotten to order lunch, he/she may purchase a sandwich meal or the regular meal depending on which is available.
- Charges must be kept to a minimum and not used daily when ordering from the lunchroom.
- We encourage families to pay for each child separately per homeroom, but if parents choose to pay for multiple children in one payment, they must do so directly to the lunchroom director and should not send payment to a teacher.
- Parents will be responsible for the cost of lunches ordered and not consumed.
- Students are not allowed to leave for lunch with or without parental permission.
- Seniors will be allowed senior lunch throughout the year with parental permission and Headmaster approval.
- Lunchroom behavior will be monitored. It is the expectation of the administration that the students will be on their best behavior while eating lunch.

## **Transportation Plan**

Fullington Academy does not provide pickup and delivery services or field trips for its 3K students.

The school also provides periodic field trips according to grade level and subject. Teachers must complete a field trip request form at least three days prior to the date needed if a Fullington Bus is required. All bus drivers must have a valid Georgia Driver's License on file in the main office and be added to the school's approved drivers list.

For grades 3K-5K, at least one CPR certified faculty member must ride on the bus during a field trip. Fullington buses have a maximum passenger capacity of fifteen which includes the driver. A normal bus passenger list would include two faculty members (the bus driver and a certified CPR monitor) and thirteen passengers.

Each bus driver is responsible for verifying the passenger list before departure and at each stop before continuing the trip. A list of any pertinent medical information should be transported on each trip for any student with a diagnosed medical condition.

Annual vehicle inspections are done on every Fullington bus prior to the beginning of the school year. Periodic driver inspections are done prior to the departure of every field trip.

CPR trained personnel are documented, and a copy of their current training status is taken along on every field trip for ages 4K-5K.

In rare circumstances, children are allowed to ride with parents on field trips provided that a permission slip is signed by each parent stating the parent gives permission for the student to ride with stated parent.

Procedures for bus requisition can be found in the faculty handbook.

## **Code of Conduct**

### ***Discipline and Behavior Management Policy (3K-5K)***

Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop



good self-concepts, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this facility will practice the following discipline and behavior management policy:

**WE DO:**

- Praise, reward, and encourage the children.
- Reason with and set limits for the children.
- Model appropriate behavior for the children.
- Modify the classroom environment to attempt to prevent problems before they occur.
- Listen to the children.
- Provide alternatives for inappropriate behavior to the children.
- Provide the children with natural and logical consequences of their behaviors.
- Treat the children as people and respect their needs, desires, and feelings.
- Ignore minor misbehaviors.
- Explain things to children on their levels.
- Use short supervised periods of “time-out”.
- Stay consistent in our behavior management programs.

**WE DO NOT:**

- Spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the children.
- Make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children.
- Shame or punish the children when bathroom accidents occur.
- Deny food or rest as punishment.
- Relate discipline to eating, resting, or sleeping.
- Leave the children alone, unattended, or without supervision.
- Place the children in locked rooms, closets, or boxes as punishment.
- Allow discipline of children by children.
- Criticize, make fun of, or otherwise belittle children’s parents, families, or ethnic groups.

**“Time-Out” Policy**

“Time-out” is the removal of a child for a short period of time from a situation in which the child is misbehaving and has not responded to other discipline techniques. The “time-out” space, usually a chair, is located away from classroom activity but within the teacher’s sight. During “time-out,” the child has a chance to think about the misbehavior which led to his/her removal from the group. After a brief interval, the teacher discusses the incident and appropriate behavior with the child. When the child returns to the group, the incident is over and the child is treated with the same affection and respect shown to the other children.

It is the intent of Fullington Academy to provide a safe and orderly environment to provide all students with an education. Safety is a priority. In accordance with that purpose, students are required to always follow a code of conduct in order to facilitate a positive learning environment for themselves and other students. These standards for behavior require students to respect each other and the staff of this institution.

It is this school’s intent to educate, not to punish. However, when the behavior of a student comes in conflict with the rights of others, corrective actions may be necessary for the benefit of

that individual and the school. Accordingly, students shall be governed by policies, regulations and rules set for this in the Code of Conduct.

The student Code of Conduct shall be distributed to each student and the student's parents or guardians during the first week of school and upon enrollment of each new student. Parents shall be requested to sign an acknowledgment of receipt of the Code of Conduct and return promptly to the school. The Code of Conduct is effective during the following times and in the following places:

- 1- At school or on property owned by the school
- 2- Off school grounds at any school-related activity, function, or event and while traveling to and from such events.
- 3- On school buses

Also, students may be disciplined for conduct off campus, which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.

When it is necessary to impose discipline, administration and teachers will follow a progressive discipline process as appropriate considering the student's discipline history and conduct.

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with good character traits.

## ***Consequences***

Consequences listed are suggested, but the Head of School will exercise discretion for consequences based on the severity of the infraction. Fullington Academy reserves the right to include law enforcement to investigate any activities deemed unlawful. In addition, law enforcement may be contacted as needed to maintain the safety of our students and campus.

Students may be assigned detention by a teacher for violations of classroom policies and procedures. Detention (break, lunch, before-school, or after school) may also be assigned by the Headmaster if needed. Failure to serve detention will result in disciplinary action.

Teacher Detention may be assigned by individual teachers from 7:30 – 8:00 a.m., student break, student lunch, or 3:15 to 3:45 p.m. Students assigned detention by their teacher will report to that teacher's room immediately at the time the teacher assigns. The teacher who is assigning the detention is responsible for monitoring the student in their classroom for the time period. Any student who does not serve an assigned teacher detention will be subject to disciplinary actions by the Headmaster. **The teacher will handle discipline in their classroom.** When necessary, discipline will be administered by the Headmaster.

Lunch Detention can only be assigned during the student's lunch time. On the day a student is assigned lunch detention, he/she will be confined to a designated area instead of the lunchroom for lunch. They will have their lunch delivered to them there and will remain in the designated

area throughout the lunch period. Students will be monitored by a faculty member during this time and will not be allowed to talk or socialize.

**Note:** Students and parents will be given a notice at least the day before for before-school or after-school detention, which will be sent via email through Renweb. Detention takes priority over extracurricular activities. Detention is not dependent on where the student lives, how he/she gets home from school, or work schedules. Playground detention for grades 5K – 5<sup>th</sup> break or lunch detention does not require notice; however, a teacher may choose to send an email to notify parents.

### **In School Suspension (ISS):**

Students who are assigned ISS will report to the Headmaster and will be placed in a quiet area where they will complete their daily assignments. An assignment list will be gathered from the student's teachers the day before the scheduled ISS. Assignments not completed while in ISS will result in a grade of "0" for that assignment. Students who are in ISS may **NOT** participate in extracurricular activities during or after school (game, literary, etc.) while serving ISS. Practice is permitted on ISS days. Any issues while serving ISS could revert the student to OSS.

### **Out of School Suspension (OSS):**

An assignment list will be gathered from the student's teachers the day before the scheduled OSS. No student shall be suspended for a period in excess of three (3) days without a Board hearing.

Google Classroom is a resource that may be available for students to complete work and submit assignments. A zero will be given for each assignment not completed for each day of suspension that will not be dropped. Every attempt has been made for a student in OSS to complete classwork. Not submitting work will be a choice the student makes and therefore a zero will be earned. Student shall be allowed one (1) suspension in high school before being denied the privilege of graduation with honors. A copy of the suspension document will be placed in the permanent records. A student who has been suspended will not be allowed to participate in any extracurricular activities (game, literary, etc.) on the day of the suspension. Practice is permitted, games are not. The school day ends at 3:15. Students may participate in games/activities as long as they complete their OSS time. As of 3:15 on their last assigned day of OSS or ISS, they can compete.

### ***Expulsion:***

If a student is expelled from Fullington Academy, the student will not be allowed to visit during regular school hours or activities. The student is eligible to reapply for admission after 365 days have passed from the time of expulsion, pending approval of the Board of Directors and Headmaster.

The following list of offenses are prohibited by all students enrolled at Fullington Academy. Violations of these offenses shall result in disciplinary actions that may include detention, in-school suspension (ISS), out-of-school suspension (OSS), or expulsion. Consequences listed are suggested, but the Head of School will exercise discretion for consequences based on the severity of the infraction. Fullington Academy reserves the right to include law enforcement to

investigate any activities deemed unlawful. In addition, law enforcement may be contacted as needed to maintain the safety of our students and campus.

## ***Infractions***

### ***Dress Code 3K - 5th***

The dress code for students in grades 3K-5<sup>th</sup> will be subject to their teacher's discretion. These teachers will be responsible for informing the parents of any inappropriate attire.

### ***Dress Code 6 - 12***

Proper dress and personal neatness are extremely important parts of the development of the successful student. A student's work is impaired when outlandish clothing or hairstyles attract so much attention that learning and teaching take second place. The following dress code is for students in grades 6-12 at Fullington Academy. Dress code will be checked throughout the day. The dress code will be enforced every day while school is in session. The dress code also applies to school functions such as Honor's Day, Grandparent's Day, Awards, Banquets, Field Trips, and any other events or school functions in which the Administration deems necessary.

It is much more difficult for the Administration and teachers to enforce the dress code during after-school activities, and it is important that our parents help us to guide their children in continuing to be modest and wholesome in their attire even after school. Except when students are in athletic/fine arts after-school practices, attire should continue to adhere to the daily, expected school-day attire.

The guidelines are as follows:

**1- Physical Education clothes are worn for P.E. classes and are not to be worn in the academic buildings during school hours or any school function without Headmaster approval. This includes all athletic shorts, pants, or any pants/shorts with a drawstring regardless of the material. Sports bras must not be seen and must be completely covered by a shirt over them at all times. \*\*\*Shorts need to cover the body modestly.\*\*\***

2- Clothing should be neat and clean.

3- No halter tops or tube tops, no backless, strapless, or off-the-shoulder blouses/dresses. Tops with less than 1½ inch width straps can be worn only if approved shirts are worn over them. At no time can the shirt be taken off. Items that are revealingly low cut or loose around the neck or arm holes are not permitted. Girls may wear sleeveless shirts or dresses if the shoulder strap width is at least 1½ inches wide. No sleeveless t-shirts for boys at all.

4- Clothes with holes are not to be worn.

5- Skirts and dresses should be less than 3 inches from the top of the knee. This includes the split.

6- Boys and girls shorts must have a hem.

**7- Girls and boys shorts must be 4 inches or less from the top of the knee.**

8- Clothes that look like second skin are not to be worn, including tight pants, shirts, shorts, skirts or dresses. Apparel may not be too tight or too thin. If the clothing conforms to the body like a second skin, or a person cannot get hands in pockets, then the attire is inappropriate. **No leggings.**

9- Outer clothing which resembles loungewear, pajamas, or underwear is prohibited.

**Boxer shorts should not be seen when sitting or standing. Blankets are not permitted at school.** If there is a concern about being cold, wear a jacket.

- 10- See-through (sheer) clothing is prohibited. All clothing must be worn with appropriate undergarments. **No undergarments shall be seen at any time (including when a student walks, bends, sits, or stretches.)** There should be **NO visibility of the cleavage line, the chest, the midriff, the stomach, the belly button, or the back.**
- 11- **Shoes/sandals must be worn at all times.**
- 12- Clothing shall not be worn which advertises alcohol, drugs, tobacco or tobacco products, sex or which contains inflammatory, vulgar, or suggestive writing (slogans), pictures, or emblems.
- 13- Sunglasses should not be worn on the face in the building unless prescription.
- 14- Male students may NOT wear earrings. Neither male nor female students may wear ornaments (jewelry) which pierce the skin such as the nose, lips, eyebrows or navel which can be seen. Excessive, gaudy or unacceptable jewelry is not permitted. Neither male nor female students may have exposed tattoos. All tattoos must be completely covered at all times while on school campus for any reason.
- 15- Sagging pants (worn below the waistline) shall not be permitted. Boys' pants must be worn at the proper level, generally the waist.
- 16- If belts are worn, they must be fastened.
- 17- Boys shall cut their hair in such a way that the lower lobe of the ear shows. The hair may hang to the top of the t-shirt but will not hang in the eyes. Sideburns shall not come below the bottom of the ear lobes. Hair must be neat and well groomed. Hairstyles that cause distraction such as punk or fad haircuts will not be allowed. Facial hair is not acceptable for students. Boys shall not wear headbands or sports bands in the academic buildings at all. No ponytails or man buns are allowed for boys.
- 18- Hats are not to be worn in buildings.

**\*\*Dress code violators\*\***

First offense is an office referral and detention.

Second or more offense, office personnel will call parents to bring change of clothes or call parents and send the student home to change clothes.

**\*\*\*Time missed out of class will count as an absence.**

**Students in grades 6-12 will be checked throughout the day.**

If you have any questions in your mind as to whether or not something meets dress code, **DO NOT WEAR IT TO SCHOOL!**

**Academic Dishonesty:**

A student commits academic dishonesty when he/she cheats to improve his/her academic grade. It can also include attempting to give or receive unauthorized help that could result in an unfair advantage in completing schoolwork or the presentation of another's work as one's own. Plagiarism is also a form of cheating. **A "0" will be given for the assignment.**

**Bullying: "Zero Tolerance"**

**FA believes that all students can learn better in a safe school environment. Behavior that infringes on the safety of students will not be tolerated. Bullying as defined in Georgia law, of a**

student by another student is strictly prohibited. Such prohibition shall be included in the Student Code of Conduct.

Bullying is defined as follows: Actions which occur on school property, school vehicles, at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology that is

1- any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;

2- any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or

3- Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:

- a. Causes another person substantial physical harm or visibly bodily harm.
- b. Has the effect of substantially interfering with a student's education
- c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- d. has the effect of substantially disrupting the orderly operation of the school.

Bullying also involves acts which occur through the use of electronic communication, whether or not such electronic act originated on school property or with school equipment, if the electronic communication

1- is directed specifically at students or school personnel

2- is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school and

3- creates a reasonable fear to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose.

Electronic communication includes but is not limited to any transfer of signs, signals, writings, images, sounds, data, or intelligence of nature transmitted in whole or in part by a wire, radio, electromagnetic photo electronic, or photo optical system.

Acts of bullying shall be punished by a range of consequences through progressive discipline process, as stated in the Code of Conduct. Such consequences shall include, at a minimum, counseling and disciplinary action as appropriate under the circumstances. However, upon the Head of School's discretion, a student in grades 6-12 that has committed the offense of bullying multiple times, the student may be asked to leave Fullington Academy.

Students and parents will be notified of the prohibition against bullying and the penalties for violating the prohibition by phone or by email.

### **Battery:**

A student commits battery when he/she intentionally causes physical harm to another at school or during a school sanctioned event.

### **Cell Phones and Other Electronic Devices:**

*Students with a legitimate need to make a telephone call during the academic day should request to do so in the school administrative office.*

Upon entering the classroom, students must turn off phones and place their phones in a designated area in the classroom as determined by the teacher. Phones will remain in the designated area until the end of the day.

If a student uses a cell phone to place or receive a call or text message during the school hours, disciplinary actions will follow the progressive discipline plan. Phones and/or devices will be confiscated and kept in the main office. On the first offense, the student can pick up the device from the main office at the end of the school day. Starting with the second offense, the device must be picked up by a parent.

Students may not use electronic devices (tablets, headphones, smart watches, etc.) during school hours without permission from a staff member. Students may not use smart watches for any reason other than telling time. During testing, students must place smart watches in the designated area in the classroom.

### **Chronic Misbehavior:**

A student commits chronic misbehavior when the student engages in repeated, continued or habitual acts of misconduct. A student is considered chronic when he/she commits three or more documented discipline infractions.

### **Class Disruption:**

A student disrupts class when he/she causes havoc by means of excessive talking, noise making, moving around, etc. to the point that other students are distracted from learning.

### **Damage to School or Private Property:**

A student shall not damage, destroy, or deface the personal property of other students or school personnel, or the property of the school. The Headmaster reserves the right to include law enforcement investigation as necessary. In addition to a behavior consequence, it is expected that the damage be repaired or replaced of equal value by the student /student's family.

The person financially responsible agrees to pay Fullington Academy a sum that would be required to repair or replace damage done by his/her student to windows, shrubs, desks, books, and any other school property and/or supplies in a willful and irresponsible manner.

### **Drugs, Alcohol, Tobacco, Vapor Products:**

*Drugs, alcohol, and tobacco products are strictly prohibited on campus or at any event sanctioned by the school.*

A student shall not engage in the use, sale, be under the influence, or have in their possession drugs or alcohol on or near the Fullington Academy Campus or at any event sanctioned by the school. This includes all drug or alcohol paraphernalia. The Headmaster reserves the right to include law enforcement investigation as necessary.

*The school's policies concerning substance abuse are contained in and set forth in the Student Substance Abuse Policy on file at the school. Copies of said policy is located in the Appendix of this handbook.*

Drug dogs will be used throughout the school year to check cars, trucks, and lockers for possible illegal drugs. If drugs are found, law enforcement officials will be notified.

A student shall not engage in the use or have in their possession any tobacco/vapor products on or near the Fullington Academy campus or at any event sanctioned by the school. This includes all tobacco/vapor products and any other products that are deemed harmful such as: cigars, cigarettes, snuff, chewing tobacco, pipe tobacco, and electronic cigarettes.

**Fighting:**

A student commits the offense of fighting when he/she passes blows with another student which disturbs the tranquility of the school.

Students who posture to fight without blows being passed are considered in pre-fight mode.

**Honor Code:**

Every student is honor-bound to refrain from lying and stealing.

- Lying: the intentional falsification or denial of fact, the intentional creating of a false impression or breaking of a pledge.
- Stealing: the taking of anything without the consent of the owner.

**Inappropriate use of School Technology\Internet:**

A student who uses the computer lab or any other school technology for inappropriate purposes (such as viewing inappropriate websites, sending inappropriate emails, posting inappropriate material online, casting, or any other use of the technology such as playing computer games) without teacher consent has inappropriately used school technology. Students should not use any computer device without teacher permission.

**Rude or Disrespectful Behavior:**

- A student shall at all times show respect for all school officials and shall not talk back, argue with, or in any manner whether by tone of voice, action, or use of words, be disrespectful to a school official or personnel.
- Students are to always follow faculty member's instruction.



- **Profanity or Obscene Language:** No student shall use profane, vulgar, or obscene words, gestures, or other actions to any other student or school official or personnel.

**Sexual Harassment:**

A student commits sexual harassment when he/she engages in unwelcome and/or uninvited sexual conduct that creates an uncomfortable environment for a student. This may include but not limited to sexual advances such as inappropriate touching, pinching, hugging, or kissing, sexual or dirty jokes, written or verbal sexual connotations including the use of social media, or spreading rumors about another students' sexual activity.

**Skipping Class:**

Students must report to all classes. The Headmaster must give permission for any exception and the teacher of the missed class must be informed prior to class. Leaving campus without permission is strictly prohibited.

**Social Media:**

Students are not allowed to administer a Fullington Academy social media account in any form.

**Student Relationships:**

Students must show respect for themselves as well as their peers. Students must always exhibit good moral behavior. Hand holding and other displays of affection as well as any sexual contact are not allowed.

**Terroristic Threats:**

Students should be mindful of their comments to others. Threats of any kind including verbal threats, electronic threats, or any other threat that disrupts the normal operation of the school will not be tolerated. "Just kidding" is not an acceptable excuse. Law enforcement will be advised of any terroristic threats.

**Weapons and Dangerous Instruments:**

Students will not have any form of weapon or item that could be used as a weapon on campus. See "Weapons and Dangerous Instrument Policy" for details on what constitutes a weapon. Campus includes student vehicle.



## Athletics and Fine Arts Policies

***“Fullington Academy and GISA (Georgia Independent School Association) encourages and promotes sportsmanship by student athletes, coaches, and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial, ethnic, or sexist comments, or other intimidating actions will not be tolerated are grounds for removal at the event.”***

- 1- Fullington Academy participates in GISA/GIAA which requires that a student be passing 5 subjects to participate in sports or other extracurricular activities. Students should also be on track to graduate in 4 years.
- 2- There will be no cuts unless the Headmaster deems it necessary. If the Headmaster approves a cut, the cut policies will be given out at the first practice of each sport and the cut policy will be on file in the Headmaster’s office.
- 3- Each athlete must have a physical exam once a year. A copy of each exam will be on file in the Athletic Director’s office and with the coach.
- 4- Each athlete is limited to a maximum of 2 competitive sports per season.
- 5- Letter Jacket Requirements: A student must letter two years at Fullington Academy in the same sport (Grades 8-12). Any appeal about receiving a jacket will be decided by the committee composed of the Headmaster, Athletic Director and Booster Club President.
- 6- The following programs will be offered at Fullington Academy:

### Sports

- Basketball: Jr. Pro (5<sup>th</sup> & 6<sup>th</sup>), Middle School (7<sup>th</sup> & 8<sup>th</sup>), B-Team, Varsity (9<sup>th</sup>-12<sup>th</sup>)
- Football: Jr. Pro.(4<sup>th</sup> & 5<sup>th</sup>), Middle School (6<sup>th</sup>-8<sup>th</sup>) and Varsity (9<sup>th</sup>-12<sup>th</sup>)
- Baseball: Jr Pro (3rd-6th) Middle School (7<sup>th</sup>-8<sup>th</sup>) and Varsity (9<sup>th</sup>-12<sup>th</sup>)
- Softball: Jr Pro (3rd-6th) Middle School (7<sup>th</sup>-8<sup>th</sup>), B-Team, Varsity (9<sup>th</sup>-12<sup>th</sup>)
- Track: Middle School (6<sup>th</sup>-8<sup>th</sup>) and Varsity (9<sup>th</sup>-12<sup>th</sup>)
- Clay Target Team: Middle School (6<sup>th</sup>-8<sup>th</sup>) and Varsity (9<sup>th</sup>-12<sup>th</sup>)
- Golf: Varsity (9<sup>th</sup>-12<sup>th</sup>)
- Tennis: Varsity (9<sup>th</sup>-12<sup>th</sup>)
- Cross Country: Elementary (1<sup>st</sup>-5<sup>th</sup>), Middle School (6<sup>th</sup>-8<sup>th</sup>), and Varsity (9<sup>th</sup>-12<sup>th</sup>)
- Cheerleading: Middle School (6<sup>th</sup>-8<sup>th</sup>) and Varsity (9<sup>th</sup>-12<sup>th</sup>).
- *Cheerleading is a NON-COMPETITIVE sport.*

**If a coach needs players to complete a team, he/she can deem it necessary for tryouts to be held. Tryouts will be held for the coach to pull up the number of players that he/she needs to complete their team.**

### Fine Arts

- Drama/One Act Play
- Literary
- Visual Arts
- Quiz Bowl
- History Bowl
- Middle School Spelling Bee

### **Clubs**

- Beta
- Fellowship of Christian Athletes -- FCA
- Future Educators of Georgia-- FEG
- Future Farmers of America-- FFA
- C.H.A.M.P.S.
- 4-H

*Announcements will be made when opportunities for participation arise in each sport, fine art, or club.*

### **Beta Clubs**

**Senior Beta Club** membership is open to any student in grades 9-12 who meets the following requirements:

- A total average of 92 the preceding semester which excludes all non-academic subjects such as P.E., Learning Center Tutor
- Teacher/Headmaster Aide, etc.
- Exemplary behavior.
- In order to be admitted to the Senior Beta club as a senior, a student must be taking College Prep classes.

**Junior Beta Club** membership is open to any student in grades 6-8 who meets the following requirements:

- An average of 92 the preceding semester which excludes all non-academic subjects such as P.E.
- Exemplary behavior.

All Beta Club members must maintain an average of 90 each grading period and be on or above grade level. Beta members who transfer from other schools may transfer their Beta Club membership. Non-Beta transfer students will have to be on campus for one semester in order to be eligible for Beta Club membership.

All other clubs are open to students who are compatible with the interests of the particular club.



# Appendix

## I. Internet Acceptable Use Policy

Fullington Academy is pleased to offer students access to the Internet. Should a parent prefer that a student not have internet access, use of the computers is still available for more traditional purposes such as word processing.

Access to the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communications with other Internet users around the world. Families should be aware that some materials accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purpose of providing Internet access is to further constructive educational goals, students may intentionally or accidentally access inappropriate materials. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to utilize access. Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with the Student Handbook in addition to the rules set forth below. Internet access is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing the Internet and utilizing the school's computer resources.

### **Internet Rules:**

1. **Supervision** – Students should not access the internet unless a supervising teacher is present.
2. **Personal Safety** – Students should never use the internet to transmit personal or financial information, such as name, address, school name, credit card numbers, etc., unless they have the explicit permission of the supervising teacher, and then only if the recipient is well known to the student, supervising teacher, or parent. Students are not allowed to purchase goods or services using the school's Internet access.
3. **Inappropriate materials or language** - Profane, abusive or impolite language should not be used to communicate, nor should materials be accessed which are not in line with the rules of school behavior. A good rule for students to follow is never view, send, or access materials which they would not want their teachers and parents to see. Should students encounter such material by accident, they should report it to their supervising teacher immediately.
4. **Privacy** - Network storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity and to ensure that students are using the system responsibly. For this reason, and also due to technical issues, privacy cannot be assured.
5. **Disruptive behavior and system security** – Students should never participate or attempt to participate in activities that could disrupt the proper functioning of the network or threaten its security. In addition, students should never give their passwords to anyone unless told to do so by the Headmaster or Technology Coordinator.

6. **Commercial activity** – Since the purpose of providing internet access is to further constructive educational goals, school internet access should not be used for any commercial activity.
7. **Illegal copying** – Students should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have explicit permission from the Technology Coordinator. Nor should students copy other peoples’ work or intrude into other peoples’ files. Copyright laws should be obeyed in all uses of the internet.
8. **Publicly accessible web pages** – Web pages that are to be publicly accessible must be approved by the Headmaster before they are publicly published.
9. **Additional rules** – The internet and its use in education is an extremely dynamic environment; as a result, additional rules may be created as the need arises. These additional rules will either be posted on paper next to the computer or electronically. If electronic posting is used, it will consist of a web page(s) clearly available to the students when using the school’s computers for Internet access.
10. **In an effort to promote the school, FA reserves the right to display or use student pictures in media avenues such as brochures, advertisements, and/or school sponsored websites. The office must be informed in writing if you do not want your child’s pictures to be used in these outlets.**

## **II. Weapons and Dangerous Instruments Policy**

The Gun Free School Act of 1994 requires all school systems to have a policy that expels students if found guilty after appropriate hearings of carrying any weapon to school.

NOTICE:

IT IS UNLAWFUL FOR ANY PERSON TO CARRY, POSSESS OR HAVE UNDER CONTROL ANY WEAPON AT A FULLINGTON ACADEMY BUILDING, FULLINGTON ACADEMY SCHOOL FUNCTION OR ON SCHOOL PROPERTY OR ON A BUS OR OTHER TRANSPORTATION FURNISHED BY THE SCHOOL. THE TERM “WEAPON” MEANS AND INCLUDES ANY PISTOL, REVOLVER, OR ANY WEAPON DESIGNED OR INTENDED TO PROPEL A MISSILE OF ANY KIND, OR ANY DIRK, BOWIE KNIFE, SWITCHBLADE KNIFE, BALLISTIC KNIFE, ANY OTHER KNIFE, STRAIGHT-EDGED RAZOR, RAZOR BLADE, BOX CUTTER, SPRING STICK, METAL KNUCKS, BLACKJACK, OR ANY FLAILING INSTRUMENT CONSISTING OF TWO OR MORE RIGID PARTS CONNECTED IN SUCH A WAY TO ALLOW THEM TO SWING FREELY, WHICH MAYBE BE KNOWN AS A NUN CHUCK, OR FIGHTING CHAIN, THROWING STAR OR ORIENTAL DART, OR ANY WEAPON OF LIKE KIND, ANY STUN GUN OR TASER. VIOLATION WILL RESULT IN SUSPENSION, POSSIBLE EXPULSION, AND CRIMINAL PROSECUTION.

(O.C.G.A. 16-11-127.1; 15-11-37; PL 103-227) LEGAL REF.: O.C.G.A. 16-11-127-127.1)

## **III. Student Substance Abuse Statement and Policy**

Fullington Academy has established a Substance Abuse Program, which became effective September 1, 2001.

This policy establishes Fullington Academy’s position on the use or abuse of alcohol, drugs or other controlled substances by its students. It is a part of Fullington Academy’s commitment to safeguarding the health of its students, to providing a safe place for its students to attend school in order to achieve the highest quality education possible. Because substance abuse, either

while at school or away from school, can seriously endanger the health and safety of students and render it impossible to achieve a quality education, Fullington Academy has established this program to detect users and remove abusers of alcohol, drugs or other controlled substances. Fullington Academy is committed to preventing the use and/or presence of these substances at Fullington Academy.

All students at Fullington Academy will be covered by this policy. The details of the policy will be explained to all students during school sponsored Student Orientation Sessions. The essence of the policy provides for:

a. The following types of drug testing of current students: random, where reasonable suspicion exists for possible substance abuse, post-accident, and post-rehabilitation.

b. Any student who receives a confirmed positive drug test will be referred to rehabilitation at his/her own expense, and/or disciplined in accordance with Fullington Academy's policy up to and including expulsion. Fullington Academy will maintain a Resource File, which contains information on substance abuse assistance programs, and rehabilitation resources in the administrative offices. Refusal to agree to be referred to rehabilitation, or refusal to submit to a drug and/or alcohol test, will result in immediate expulsion.

c. Any student who receives a positive confirmed drug and/or alcohol test result may contest or explain the result to Fullington Academy within five (5) school days after written notification of the positive test result; and

d. All information pertaining to this program will be kept confidential on a need-to-know basis and will not be released unless required by law.

Thank you for your cooperation in helping Fullington Academy do its part to achieve a Drug Free school.

### **STUDENT SUBSTANCE ABUSE POLICY**

This policy establishes Fullington Academy's position on the use or abuse of alcohol, drugs, or other controlled substances by its students. It is a part of Fullington Academy's commitment to safeguarding the health of its students, to providing a safe place for its students to learn and grow. Because substance abuse, either while at school or away from school, can seriously endanger the health and safety of students and render it impossible to create a conducive environment for learning, Fullington Academy has established this Drug Free School Program to detect users and remove abusers of alcohol, drugs, or other controlled substances. Fullington Academy is committed to preventing the use and/or presence of these substances in its school or on its property and to encouraging its students to say "NO" to drugs and alcohol.

The elements of this policy are as follows:

(1) **Anti-drug Policy.** Fullington Academy prohibits the unlawful manufacture, distribution, dispensation, presence, or use of alcohol, drugs, or other controlled substances on school property or during any school sponsored activities. Students violating this prohibition will be referred to rehabilitation, and/or disciplined up to and including expulsion.



(2) **Notice.** Notice of this policy will be posted in appropriate and conspicuous locations on Fullington Academy premises, and copies of the policy will be available for inspection by students or their parents during regular business hours in the administrative offices. This policy will also be published in Fullington Academy's Student Handbook and will be included as part of the enrollment contract signed by parents/legal guardians.

(3) **Acknowledgment/Copy to Students.** All students will acknowledge notice of this substance abuse policy by signing the *Student Acknowledgment Form*. Parents/legal guardians of students will acknowledge notice and consent to this policy by signing the enrollment contract and the *Parent Acknowledgment Form*. Additionally, students will be given a copy of Fullington Academy's written policy statement.

(4) **Education Program/Student & Parent Orientation Sessions.** Fullington Academy will present several Substance Abuse Education Programs for all students on a periodic basis. In addition, Fullington Academy will conduct Parent Orientation Sessions designed to explain the school's Substance Abuse Program and general education concerning the dangers of drug and alcohol use.

(5) **Application of Policy.** This policy applies to all students of Fullington Academy.

(6) **Policy Implementation Dates.** The drug and alcohol testing provisions of this policy became effective beginning the first day of classes for the 2001-2002 school year.

(7) **Mandatory Drug Testing.** Fullington Academy will utilize drug and alcohol testing to help administer this policy. Fullington Academy reserves the right to drug and/or alcohol test students at any time, for any reason. Any refusal to take a drug and/or alcohol test will result in referral to rehabilitation and/or disciplinary action up to and including expulsion, depending on the circumstances. All parents or legal guardians of students and/or students over the age of majority will be required to sign the *Chemical Screening Consent and Release Form* prior to any drug or alcohol test as a condition of enrollment at Fullington Academy and as part of any enrollment contract with Fullington Academy. Parents/legal guardians are required to sign the *Chemical Screening Consent and Release Form* and such consent is deemed valid as long as the student is enrolled at Fullington Academy.

a. **Random Testing.** All students in grades 6 through 12 will be subject to random testing throughout the school year.

b. **Reasonable Suspicion Testing.** Students will be tested when reasonable suspicion exists such that their behavior or performance indicated possible alcohol or other drug use, in violation of this policy. Faculty or school administrators who need to utilize reasonable suspicion testing will fill out the *Substance Abuse Investigation Form*. The Headmaster must approve all requests for reasonable suspicion testing. Articulable facts and reasonable inferences prompting reasonable suspicion drug and/or alcohol testing may include, but not be limited to:

1. Observable phenomena while at school or away from school such as direct observation of substance abuse or the physical symptoms or manifestations of being impaired due to substance abuse.
2. Abnormal conduct or erratic behavior while at school or a significant deterioration in schoolwork performance.
3. A report of substance abuse provided by a reliable and credible source.
4. Evidence that an individual has tampered with any substance
5. abuse test.
6. Information that a student has caused or contributed to an accident while at school.

7. Evidence that a student has used, possessed, sold, solicited, or transferred drugs while on or off school premises.
8. Excessive absenteeism including tardiness.
9. Student admissions regarding drug and/or alcohol use.
10. Repeated failure to follow instructions or school policies and procedures.
11. Violation of Fullington Academy policies, including but not limited to fighting or physical altercations.
12. Odor of alcohol and/or residual odor peculiar to some chemicals, alcohol, or other drugs.
13. Arrest or conviction for violation of a criminal drug statute or an alcohol abuse statute; or
14. Possession of drug paraphernalia.

c. **Post Accident Testing.** Students will be tested following serious accidents, which cause injuries requiring medical attention. Students will not be tested under this provision following accidents, which only cause minor injuries, requiring only minor first aid treatment. Fullington Academy faculty or administrators will use the *Post Accident Investigation Form* to document such testing.

d. **Post Rehabilitation Testing.** Students will be tested when returning from rehabilitation, which was the result of a positive test and the involuntary referral of the student to rehabilitation. Follow-up testing shall be conducted at least three times a year for a two-year period after completion of the rehabilitation program, and without advance notice to the student.

(8) **Cost of Drug Testing.** Fullington Academy will pay the cost of all voluntary and mandatory drug and/or alcohol tests, initial and confirmation. A student and/or his/her parents shall pay the cost of any additional tests not subject to Fullington Academy's program. Parents that choose to have their students tested independent of Fullington must use a board approved facility. A facility will not be approved if it is affiliated with the student in any way.

(9) **Positive Drug Test**

a. **Medical Review Officer (MRO)** – the Medical Review Officer (MRO) will review all positive drug test results. The MRO may contact the student and his/her parents to investigate the reasons behind a positive drug test. Failure to cooperate with the MRO will result in immediate expulsion. If the MRO is unable to contact the student and his/her parents, the MRO will communicate that fact to the Headmaster. Once the MRO has finalized the investigation, he/she will communicate the results to Fullington Academy's Headmaster.

b. **Confirmation/Notification Retesting** – All positive drug tests will be confirmed using gas chromatography/mass spectrometry (GC/MS) or an equivalent method. Within five (5) school days after receipt of a positive confirmed test result from the laboratory, a student and his/her parents will receive written notification of such positive confirmed test results (*Notification Form*), the consequences of such results, and the options available, whereupon the student and his/her parents will have five (5) school days to contest or explain the positive test result. If the student's or parent's explanation or challenge is unsatisfactory to the MRO, the MRO shall report a positive test result back to the Headmaster.

c. **Students** – If any student tests positive (confirmed drug test), he or she will be referred to evaluation, assessment and/or rehabilitation at his/her or his/her parent's own expense. Students must enter and successfully complete an approved substance abuse rehabilitation

program at their own expense to remain enrolled at Fullington Academy. Fullington Academy will maintain a Resource File, which contains information on rehabilitation resources in the administrative offices. Refusal to agree to be referred to rehabilitation will result in immediate expulsion. If a student tests positive a second time, he/she will be expelled from Fullington Academy, without the possibility of reinstatement.

(10) **Drug Testing Procedures.** Fullington Academy will utilize any type of drug and/or alcohol testing procedure that it believes is appropriate, in conformity with the law, including urinalysis, blood tests, breathalyzers, or any other method. All parents or legal guardians of students and/or students over the age of majority will be required to sign the *Chemical Screening Consent and Release Form* at the time of enrollment and this consent form will be valid as long as the student is enrolled at Fullington Academy.

(11) **Drugs.** Fullington Academy will determine the controlled substances (including alcohol) for which testing will be performed.

(12) **Drug & Alcohol Arrests/Convictions.** Any student who is involved with, arrested or convicted, including a plea of nolo contendere or other pleas with respect to any alcohol or drug incident must report the details of the incident(s) immediately and in no case later than five (5) days to the Headmaster. Any such incidents that are not reported by the student or his or her parents or legal guardians will be treated as a serious violation of this policy and subject the student to expulsion. If a student is arrested or convicted of Driving Under the Influence (DUI), the matter will be handled in accordance with the School Handbook.

(13) **Resource File/Student Assistance.** Fullington Academy will maintain a Resource File in the administrative offices containing information on substance abuse assistance programs and rehabilitation resources, where students and their parents may obtain information and/or counseling or treatment for rehabilitation from substance abuse, at the student's own expense. Fullington Academy will also post a listing of providers of substance abuse assistance on school bulletin boards.

(14) **Disciplinary Action.** Fullington Academy reserves the right to use disciplinary action up to and including expulsion for any violation of this policy, any positive drug test, refusal to take a test, or any refusal by any student to cooperate with any aspect of this policy.

(15) **Confidentiality.** All information, test results, or other materials received by Fullington Academy in the operation of this substance abuse program are confidential communications, which will only be utilized on a need-to-know basis. These confidential communications and information will not be released unless required by law or with parental consent.

(16) **Designated Substance Abuse Program Official.** Fullington Academy's Headmaster is the designated Substance Abuse Program Official. All communications and the coordination of the program will be conducted through the Headmaster and/or his/her designee.

(17) **Searches.** Fullington Academy reserves the right to search any person, personal article, locker, vehicle or other items brought onto Fullington Academy's property. Refusal by a student to consent to a search will be grounds for expulsion.

(18) **Policy Changes.** Fullington Academy reserves the right to change, alter, or amend this policy at any time at its discretion.

(19) **Definitions.** When used in this policy, the term:

a. "Alcohol" means ethyl alcohol, hydrated oxide of ethyl, or spirits of wine, and from whatever source or by whatever process produced.

b. "Drug" means amphetamines, cannabinoids, cocaine, phencyclidine (PCP), methadone, methaqualone, opiates, barbiturates, benzodiazepines, propoxyphene, or a metabolite of any such substances. Fullington Academy may test a student for any or all of these.

c. "Student" means any person enrolled at Fullington Academy.

- d. “Nonprescription medication” means a drug or medication authorized pursuant to federal or state law for general distribution and use without a prescription in the treatment of human disease, ailments, or injuries
- e. “Prescription medication” means a drug or medication lawfully prescribed by a physician for an individual and taken in accordance with such prescription.
- f. “Reasonable suspicion testing” means substance abuse testing based on a belief that a student is using or has used drugs or alcohol in violation of this policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience.
- g. “Substance” means drugs or alcohol.
- h. “Substance abuse test” or “test” means any chemical, biological, or physical instrumental analysis administered for the purpose of determining the presence or absence of a drug or its metabolites or of alcohol.

#### **IV. Sexual Misconduct Policy**

While the effects of sexual misconduct can devastate the victim and the victim’s family, the damage does not stop there. Just one incident of sexual misconduct can destroy the trust, credibility and reputation of an organization for years. Adding further pain to an incident of sexual misconduct are the legal costs of a lawsuit, which can ruin an organization financially.

##### **Screening**

The first step in preventing sexual misconduct is to thoroughly screen the backgrounds of employees and volunteers. Legitimate workers will not be offended, and the process often scares off unwanted individuals. To screen staff members and volunteers, organizations should take the following actions:

1. Written Application – All persons seeking to work with children should complete and sign a written application. The application should request basic information from the applicant and inquire into previous experience with children, previous affiliation with organizations, reference and employment information and disclosure of any previous criminal convictions. The application form should be kept confidential and on file.
2. Personal Interview – Upon completion of the application, a face-to-face interview should be scheduled with the applicant to discuss his or her suitability for the position.
3. Reference Checks – Before an applicant is permitted to work with children or vulnerable individuals, at least two of the applicant’s references should be checked. These should be professional references as opposed to personal or family references, preferably from organizations where the applicant has worked with children or vulnerable individuals in the past.
4. Criminal Background Check – After securing the proper permissions, a check of the National Sex Offender Registry as well as a criminal history for any county in which the applicant has lived for the previous seven years should be conducted for all employees, regardless of position, and for multiple categories of employees and volunteers.
  - a. Those who will be involved in a school/preschool/daycare center.
  - b. Those who will be involved in overnight activities with children or vulnerable individuals
  - c. Those counseling children or vulnerable individuals
  - d. Those involved in one-on-one mentoring of children or vulnerable individuals

e. Those having occasional one-on-one contact with children, such as sponsored athletic team coaches and vehicle drivers

Individuals with a criminal history that includes any of the items listed in the appendix of this document should be excluded from contact with minors or vulnerable adults. Training All employees and volunteers should complete training on how to properly work with youth and vulnerable individuals.

1. The organization should provide training on abuse identification and prevention policies to all new employees and volunteers.
2. Employees and volunteers should be trained on mandatory reporting requirements for the appropriate jurisdiction.
3. Training should be conducted at hire and annually thereafter.
4. Training should be documented through written attendance records.
5. The organization provides training to all employees and volunteers subject to state mandated reporting training requirements
6. There should be a written disciplinary policy for failure to attend training.

### **Prevention**

There are detailed ways to minimize occurrences of sexual misconduct, which include:

1. Two Adult Rule - A minimum of two unrelated adult workers should be present at all times when youth are being supervised during programs and activities. When only one adult is present, doors to the room should remain open. No adult should be alone with a child or vulnerable adult in any sponsored activity unless in a counseling situation.
2. Open Door Policy – Interior doors should remain open unless there is a window in the door or right beside it. Doors should never be locked while people are inside the room.
3. Teenage Workers - The following guidelines should apply to teenage workers:
  - a. Must be at least 14 years of age.
  - b. Must be screened as specified above.
  - c. Must be under the supervision of an adult and must never be left alone with children.

### **Restroom Guidelines**

For the safety of the children and the organization, all employees and volunteers should follow the standard guidelines when taking children to the restroom.

1. Children five years of age and younger should use a single stall bathroom if one is available. If a single stall bathroom is not available, workers should escort a group of children to the hallway bathroom. They should always go in a group – never take a child to the bathroom alone.
2. For children over five years of age, at least one adult of the same gender should take children to the restroom.
3. The workers should check the bathroom first to make sure that it is empty, and then allow the children inside.
4. The workers should remain outside the bathroom door and escort the children back to the room. If a child requires assistance, the workers should prop open the bathroom door and leave the stall door open as they assist the child.

5. For the protection of all, workers should never be alone with a child in a bathroom with the door closed and never be in a closed bathroom stall with a child.

### **Identification**

Employees and volunteers should know the events, patterns and trends that indicate abuse.

1. Training should be provided on identification of potential abuse as well as behavior of potential abusers.
2. Any individual with access to children should be trained to identify patterns of potential abusers and be alert for potential misconduct.
3. All employees and volunteers should have the training of “see something; say something.”

### **Reporting**

Ensure that your staff, volunteers and any visitors not only understand the importance of reporting even the low-level concerns, but also have a reporting avenue they are comfortable using.

1. Training should be provided to all employees and volunteers on reporting procedures, including mandatory reporting according to state requirements.
2. Suspected abuse should be reported to a minimum of two designated individuals within the organization.

### **Investigation**

In a case of sexual misconduct, your organization must identify the responsibilities of all parties, which include reporting to police as indicated.

1. Civil authorities should be notified of any suspected abuse of any individual. The organization should comply with the state’s requirements regarding mandatory reporting of abuse. The organization should fully cooperate with the investigation of the incident by civil authorities.
2. A neutral third party – most often legal counsel – should investigate the claims presented by the reporting person.

### **Protection**

During an investigation, victims should be protected from harm.

1. Procedures should be enacted that protect the victim during the investigation process.
2. Ensure that those who come forward to report abuse are received with dignity and compassion.
3. The accused abuser should be removed from any interaction with the victim.

### **Response**

The organization should conduct an analysis of occurrences to determine what changes are needed, if any, to policies and procedures to prevent further incidents. In the event that an incident of abuse or neglect is alleged to have occurred at or during sponsored programs or activities, the following steps should be followed:

1. The parent or guardian of the child should be notified.

2. The individual alleged to be the perpetrator of the abuse or misconduct should immediately be placed on leave from working with children or vulnerable individuals pending an investigation and instructed to remain away from the premises during the investigation.
3. Your insurance company should be notified, and an incident report completed. Any documents received relating to the incident and/or allegations should immediately be forwarded to your insurance company.
4. One individual should be designated as a spokesperson to the media concerning incidents of abuse or neglect, unless he or she is alleged to be involved. The organization should seek the advice of legal counsel before responding to media inquiries or releasing information to members of your organization or the general public. All other employees and volunteers of the organization should refrain from speaking to the media.
5. Any person who is found guilty of the alleged abuse or misconduct will be removed from their position working with children or youth.

### **Criminal History Disqualifiers**

Any of the following offenses would be grounds for exclusion of an individual from contact with minors or vulnerable individuals:

1. Murder
2. Manslaughter
3. Reckless homicide
4. Homicide
5. Any sex offense
6. Kidnapping
7. Harboring a runaway
8. Aiding and abetting child abduction
9. Abduction
10. Assault
11. Battery
12. Tampering with food, drugs, or cosmetics
13. Infliction of great bodily harm
14. Hate crime
15. Stalking
16. Home invasion
17. Criminal abuse or neglect of an elderly or disabled
18. Child abandonment
19. Endangering the life or health of a child
20. Ritual mutilation
21. Abuse of a child
22. Vehicular endangerment
23. Domestic battery
24. Intimidation
25. Abuse and criminal neglect of a long term care facility resident
26. Violation of an order of protection
27. Felony unlawful use of weapons
28. Aggravated discharge of a firearm
29. Reckless discharge of a firearm
30. Obstructing justice
31. Concealing or aiding a fugitive
32. Armed violence
33. Contributing to the criminal delinquency of a juvenile
34. Unauthorized manufacture or delivery of controlled substances
35. Controlled substance trafficking
36. Criminal drug conspiracy
37. Sale or delivery of drug paraphernalia
38. Felony possession of a controlled substance

## **V. Child Abuse/Neglect Reporting**

If information exists to cause a staff member to reasonably believe a child is a victim of abuse or neglect, an oral report should be made to DFCS immediately pursuant to O.C.G.A. § 19-7-5(e). In no case shall the report be postponed more than 24 hours from the time the staff member has reason to believe abuse has occurred.

A. Classroom teacher or other school staff who suspects abuse or neglect should immediately notify the appointed designee. Teachers are encouraged to document their suspicion of child abuse in writing as well as confirming with the appointed designee that a report was made.

B. Appointed designee should immediately cause a report to be made to the Department of Family and Children Services (DFCS). Reports shall contain:

- the names and addresses of the child and the parent/guardian, if known
- the child's age
- the nature and extent of suspected abuse/neglect

- any other information that the designee believes would be helpful
- C. A brief report is to be sent to the Headmaster's office by the appointed designee.
- D. No employee shall contact a parent/guardian regarding the interview of their student in child abuse/neglect referrals.
- E. DFCS or law enforcement will be allowed to a brief, preliminary interview as necessary on school grounds. Every effort will be made to provide a private area for abuse investigations to be conducted.

***(See Mandated Reporter Form and booklet in your teacher packet titled "5 Steps to Protecting Our Children" as a detailed guide for recognizing the signs of child abuse or neglect.)  
School staff should NOT conduct their own detailed interview of the child and that the staff should only question the child enough to determine if a report is necessary.***



## Office Referral

Date: _____	Student Name: _____	Time _____
Grade _____		Location _____
Homeroom Teacher _____		Referring Teacher: _____

I am sorry to report that this student is not making responsible decisions in the following area:

Staff members are to place a “check” by the specific offense and write a brief description of the incident.

Minor School Offences (detention)	School Offenses (ISS)	Major School Offenses (OSS/Expulsion)
<input type="checkbox"/> Dress code violation <input type="checkbox"/> Classroom rules violation <input type="checkbox"/> Student Relationships <input type="checkbox"/> Lunchroom Behavior <input type="checkbox"/> Profanity <input type="checkbox"/> Bathroom Behavior <input type="checkbox"/> Tardies	<input type="checkbox"/> Academic Dishonesty <input type="checkbox"/> Theft <input type="checkbox"/> Bullying <input type="checkbox"/> Chronic Misbehavior <input type="checkbox"/> Class Disruption <input type="checkbox"/> Inappropriate Use of School Technology/Internet <input type="checkbox"/> Skipping Class <input type="checkbox"/> Social Media <input type="checkbox"/> Disrespect to an adult <input type="checkbox"/> Defiance <input type="checkbox"/> Hitting or rough physical actions that hurt someone <input type="checkbox"/> Inappropriate Lunchroom Behavior <input type="checkbox"/> Cheating/forging a signature on the planner/paper <input type="checkbox"/> Chronic Tardies	<input type="checkbox"/> Damage to School or Private Property <input type="checkbox"/> Drugs/Alcohol/Tobacco/Vape <input type="checkbox"/> Severe Fighting: endangering child/adult <input type="checkbox"/> Sexual Harassment: Inappropriate touching with underlying intent/inappropriate sexual actions or comments/ possession of pornography <input type="checkbox"/> Terroristic Threats <input type="checkbox"/> Weapons and Dangerous Instruments

Description of Incident:
--------------------------

Warning/Conference with student	ISS    1 day   2 days   3 days	OSS    1 day   2 days   3 days
Break Detention    1 day   2 days   3 days		
Lunch Detention    1 day   2 days   3 days		
AM Detention    1 day   2 days   3 days		
PM Detention    1 day   2 days   3 days		

**Cell Phone**

**1st Offense:** The phone is taken to office/ student can pick up after 3:15

**2nd Offense:** The phone is taken to office/ parent can pick up after 3:15

**3rd Offense:** The phone is taken to office: Parents must meet with HOS to come up with a plan. After this plan fails, chronic behavior consequences begin with 1 day of ISS.

Student Statement/ What did I do?

---

---

---

---

Options/ What could I have done instead?

---

---

---

---

Plan of action for the future:

---

---

---

---

What happens if I get sent to the office again?

---

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The administration reserves the right to punish any behavior which is subversive to good order and discipline at Fullington Academy even though such behavior is not specified in the preceding written procedures. This policy begins at enrollment and ends at graduation.**