

Fullington Academy

Pinehurst, Georgia



Student Handbook

Revised: September 1, 2019

HOME OF THE “TROJANS”
Embracing Faith, Family, and Education

Fullington Academy, Inc.

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3K-12
College Prep and Technical

Vision Statement

To promote the success of all students by creating and sustaining a learning community based on the shared values of all stakeholders.

Mission Statement

To provide a complete education in a safe, Christian environment with a commitment to promoting social and civic responsibility along with academics for the purpose of developing compassionate, self-motivated, lifelong learners.

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A handbook acknowledgement form will be required for parents/guardians and students to sign acknowledging that they have received a copy of the handbook and agree to follow the guidelines set forth in the handbook.

(Highlighted or shaded content denotes changes for the 2019-2020 school year.)

I. 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 at the school office 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 four (4) years 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-.46(1)(b)2. Fullington Academy carries liability insurance that covers all its facilities, students, and faculty. Fullington Academy is accredited by the Georgia Accrediting Commission, Inc. with a Quality rating for our 4K-12th 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.

Nondiscrimination Policy

Fullington Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and athletic and other school administrated programs. We also do not discriminate on the basis of religion; however, we do make an effort to support Christianity through school prayer and devotions.

II. *ENTRANCE REQUIREMENTS*

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. 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.

In order to provide the same background information about each applicant and to expedite the admission process, each applicant is required to complete the following steps:

1. Submit a formal Application for Admission by his/her parent or guardian. Before said application is reviewed, it must be evident that all questions and statements therein have been completed.
2. Make arrangements for a personal interview with the Headmaster of Fullington Academy, bringing at least one parent or guardian.
3. Have his/her current school forward to Fullington Academy a transcript of his/her school record through the semester immediately preceding the time of entrance and a statement from that school that the applicant's citizenship and conduct are satisfactory.
4. Take placement tests as designated by the school. This is done to give the school a reasonable evaluation of the applicant's background.
5. Students entering 3K, 4K or 5K must be ages 3, 4 or 5 respectively with birthdays coming before September 1st. The entrance age for first grade is six with the birthday coming before September 1st. Fullington Academy will adhere to state regulations as the entrance date changes for birthdays in upcoming years. All students must have a copy of their Birth Certificate, adequate Certificate of Immunization on a form 3231 and a Certificate of Eye, Ear and Dental examination (form 3300) on file at all times as required by state law.
6. At the time of registration, 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. All membership fees must be paid or committed for the upcoming year.
7. Students and parents must be willing to adhere to all school policies. Fullington Academy will accept students on probation. Each student that enters Fullington Academy, Inc. will be under probationary status for two full, consecutive semesters after the date of entry. Evaluations may be assessed at any time during these two semesters. If a behavioral, emotional,

or academic problem becomes apparent and Fullington Academy, Inc. concludes that it cannot handle the problem under its normal policies and procedures listed in its student handbook, then it may at its own discretion deem the student in violation of probation and excuse the student from Fullington Academy, Inc. by allowing the student to be withdrawn or in some cases by expulsion. A parent/guardian is required to sign the Probation Form for all new students at the time of entrance to Fullington Academy.

8. Fullington Academy will not accept any senior after May 1st for the next school term unless they move into Dooly County or they have Board approval.
9. Student Applications are subject to approval by the Admissions Committee and Headmaster. All juniors and seniors applying for admission are subject to Board approval.
10. Student applicants for grades 9-12 may be required to submit and pass a drug test before final approval for acceptance.
11. If any student after his acceptance by Fullington Academy should withdraw after payments have begun, up into 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 any and all fees due up to the date of withdrawal.
12. Parents have the responsibility to keep their child's records current to reflect any significant changes as they occur, e.g., telephone numbers, work location, emergency contacts, child's physician, child's health status, and immunization records, etc.
13. 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 the 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.
14. Students who are under a probationary period may be required to adhere to stricter standards while under probation.

Fullington Academy places much emphasis on academic achievement. This does not mean that the school is available only to the bright or exceptional student. However, it does mean that Fullington is interested in the student who is willing to work and will give to his/her studies consistent and diligent effort.

III. BOARD POLICIES & 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 in Fullington Academy in order to be eligible for election to the Board. Provided, however, nothing herein shall prevent a duly elected Board member from serving out his or her term in the event of the graduation of his or her child from Fullington Academy.
3. The signatures of the Board Officers shall be required on all loans.
4. The Headmaster, Office Manager 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. No Board member shall hold a teaching, aide, secretarial, or bookkeeping position unless that member of the Board resigns immediately upon acquiring the position by the Board member.
6. The family registration shall be waived for any currently employed faculty member at Fullington Academy entering his or her child as a student in Fullington Academy. The yearly tuition fee shall be paid by the faculty member and no refund of registration fee shall be made if already paid.
7. The Headmaster shall be given the authority to hire and fire faculty members and all other school employees.
8. The Board shall set and determine the pay scale of the faculty.
9. A signed contract shall be offered to faculty each year between March 1st and April 1st and be returned with a deadline of thirty days after receipt.
10. No vacation leave or other leave except as set forth in the employment contract shall be taken by faculty during the school term.
11. 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.
12. The Board is generous in its desire to share our facilities with responsible groups. It is necessary, however, to get prior approval to avoid conflicts in scheduling. Our insurance requires that all activities be properly supervised.

The buildings and grounds shall be off limits at all times to unscheduled and unsupervised groups and activities.

13. A financial statement shall be prepared annually by a certified public accountant.
14. A position bond shall be required of the Headmaster, the Office Manager and the Business Manager. The amount of the bond shall be determined by the Board.
15. All school purchases of \$500 or more shall require a purchase order signed by the Headmaster.
16. The school colors shall be navy blue and athletic (yellow) gold, and the mascot name shall be “Trojans.”
17. No student shall be suspended for a period in excess of three (3) days without a Board hearing.
18. A student must pass five (5) subjects in order to participate in sports or other extracurricular activities. **THIS IS A GAPPS (Georgia Association of Private and Parochial Schools) RULE.**
19. 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 \$15.00 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 1st, August 1st, November 1st, and February 1st. If payment is not received by the 10th of the first quarterly month, a \$15.00 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 1st and the balance of six months tuition on November 1st. If payment is not received by the 10th of May or by the 10th of November, a \$15.00 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.

If payment is not received by the 10th of the month you have chosen, a \$15.00 late fee per child will be charged for every month the payment is late.

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.

- a. 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.
- b. 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.

20. No student shall be allowed to attend school when tuition from the previous year is delinquent.

21. 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:

- a) 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.
- b) If an account is 60 days past due at the end of the *first 9 weeks*, their Renweb accounts will be deactivated until the account is current.
- c) A student will not be allowed to begin the *second semester* if their parent's account is not current. Exception 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.

- d) If a parent's account is 60 days past due at the end of the *third 9 weeks*, their Renweb accounts will be deactivated until the account is current.
 - e) 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 1st of the year of graduation. The student cannot take part in any graduation activities until tuition, fees, and lunchroom charges are paid in full. These activities include cap and gown pictures, baccalaureate service, and graduation exercises.
 - f) No student will be allowed to begin the next school year if fees and tuition are delinquent for the previous year.
22. 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.
23. Students who have outstanding accounts, library books, lunchroom charges, or 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.
24. Fullington Academy reserves the right to seek legal action to collect any and all unpaid balances owed to the school.
25. Summer school courses shall only be accepted on a make-up basis. Exceptions to this rule can be approved by the Board. With Headmaster approval, college credits shall be accepted toward a high school diploma. No more than two (2) credits may be earned in summer school.
26. No pregnant girl or the mother of a child, or a boy who is the father of a born or unborn child shall be a student at Fullington Academy.
27. No student at Fullington Academy shall be married, divorced, or have a domestic living arrangement with someone other than a parent, legal guardian, or family member.
28. AIDS Policy – We will comply with all Federal laws, rules and regulations, as same pertains to students and staff of private schools.
29. 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. The student will also be subject to disciplinary action.

30. 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.

31. No student shall own or control any social media site (Facebook, Instagram, Twitter, etc.) under the name of Fullington Academy, FA or any other designation or logo associated with the school. All posts by student publishers must be approved by the Headmaster.

32. 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.

IV. STATEMENT OF PROCEDURE

For any organization to function smoothly and efficiently, certain rules and procedures must be established to guide people in their actions. These procedures are established to assure that everyone is aware of the environment that will provide the best learning situation for all concerned.

Start of School Day

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. (Use the "Under God Version")

"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."

From 8:00 until 8:15 all teachers should lead in the Pledge of Allegiance and the Lord's Prayer, take attendance, and complete the lunch report. Attendance and lunch reports should be sent to the office and lunchroom respectively.

Sometime during homeroom, teachers have the option of holding a short devotional. (The devotional may be teacher led, student led, or a simple prayer request.)

Communication Procedures

The following information is a detailed explanation of the TAP (Teacher, Administration, Parent) procedure that parents and students should follow pertaining to concerns or questions about a policy or procedure of a teacher's classroom or the operation of the school in general.

Fullington Academy welcomes the opportunity for open discussion with parents; however, parents should attempt to resolve issues with the teacher first if possible. Policies and procedures are developed for the good of the entire school as a whole and with the input from the Board of Directors, the administration, a school wide leadership team, teachers, parents, and leaders from the community.

- I. Concerns, questions, issues pertaining to the operation of a teacher's classroom
 - A. 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.
 - B. 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.
 - C. 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.
 - D. 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.
- II. Concerns, questions, issues pertaining to the general operation of the school or its policies and procedures
 - A. 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.
 - B. If after clarification from the main office there is still a concern, a conference with the the Headmaster should be scheduled to discuss the concern.
 - C. 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.
 - D. 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.
- III. At no time should the parent call their Board of Directors' representative or other member of the Board of Directors without following the guidelines outlined in section I & II of this document. Failure to follow the correct protocol for dealing with concerns, questions, and issues may result in the dismissal of your child from school.
- IV. 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.

- V. All concerns should follow the appropriate protocol outlined in section I & II.

V. GENERAL POLICIES

ABSENCES

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.

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

Fullington Academy would like for 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 3 complete class periods in order to participate in an extracurricular activity that day.

ACADEMICS

Activity Period and Alternate Activity Period:

Activity period is to be used for clubs or class meetings. If a student does not have a meeting, the period should be used for a study hall. The only time a student is to be excused from homeroom during activity period is with written permission from another teacher. Checkout rules will apply to alternate activity period.

Beta Clubs:

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

2. 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.
3. Exemplary behavior.
4. 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.

1. An average of 92 the preceding semester which excludes all non-academic subjects such as P.E.
2. 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.

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. If the student misses a critical day without Headmaster approval, he/she will receive a zero as a daily grade in each class.

Critical Days are the days a field trip is scheduled and any other days deemed necessary which will be announced in advance. (Examples may include senior picture day, senior skip day, and senior lunch days)

Final Exam Exemptions:

To exempt a final exam in any particular subject, the following criteria **MUST** be met: a student of grades 6-11 must have a 1st semester average of 90 or better (1st & 2nd nine weeks averaged together) and a 2nd semester average of 90 or better (3rd & 4th nine weeks averaged together). A student cannot exempt a final exam if he/she has missed **twelve** or more classes in an individual subject for the year. These criteria will also apply to seniors **except** they must have an average of 88 or better.

Students who have perfect attendance in a class may exempt the final exam for that class if they have a passing average. A student must have attended that class every day; therefore, receiving overall perfect attendance for the year does not necessarily exempt a student from all final exams. Exemptions are a privilege and as such may be denied to a student as determined by the administration.

Hall Passes:

If a student is allowed by the Instructor to leave a classroom, he or she will be given a Hall Pass. No student should be allowed outside the classroom without a Hall Pass during class periods.

High School Course Tracks:

Students entering 9th grade will be asked to choose a track of college prep or technical, which must be approved and signed by parent or guardian. Students will not be allowed to change tracks mid nine-weeks but may do so at the end of a nine-week period with parental approval.

Honor Roll:

An Honor Roll will be published each nine weeks. 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).

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

Lockers for Middle School and High School:

All students in grades 6-12 will be assigned a locker. Lockers should be kept clean and orderly at all times. Lockers should not be used as a trash can especially for food or drink items. Students are responsible for all contents of their assigned locker. Contents should be appropriate and in compliance with all school rules. Lockers will be subject to periodical checks throughout the year. Violations will incur disciplinary actions deemed appropriate by the Headmaster.

Make-up Work/Grades:

If make-up tests are given because of poor grades, the test must be offered to all students regardless of their average. This must be approved by the Headmaster before being done.

If student grades are curved in a class, each student's grade must be curved consistent with curve scale. Headmaster approval must be given before grades can be curved.

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.

Physical Education:

All students taking P.E. should report to the lobby area in front of the gym at the beginning of class. Tables will be set up for students to sit while the roll is called. Students should under no circumstances go into the gym area or locker rooms until their teacher/coach has dismissed them to do so.

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 five academic subjects: English, Math, Reading, Science and Social Studies to be promoted to the next grade. A maximum of two units can be made up in summer school (see Summer School section below).

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 (see Summer School section below). Students must meet minimum state requirements to qualify for graduation.

Receiving Credits in a Course:

Students are expected to attend all classes and to be in the classroom on time. A student must be present three (3) complete periods to be considered present for that day. If a student in grades 9 – 12 misses any class more than ten (10) times during a semester, he/she may not receive credit for that class. If a student in grades 1 - 8 misses more than 20 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. The Board must approve any other reason.

Receiving Perfect Attendance:

A student must be present three (3) 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. To receive overall perfect attendance for the year, a student must be counted present all days of the school term.

Requirements for Graduation:

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

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. The Technical/Career Diploma track prepares students for post-secondary options within the Technical College System of Georgia.

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:

	2019-20	2020-21	2021-22	2022-23
English	4	4	4	4
Mathematics	4	4	4	4
Social Studies (Includes Am. Hist.-Gov.)	4	4	4	4
Sciences	4	4	4	4
Foreign Language	2	2	2	2
Physical Education/Health	1	1	1	1
Electives (Includes 2 Social Sciences)	8	7	6	5
TOTAL CARNEGIE UNITS	27	26	25	24

Any student completing a Technical/Career Diploma must satisfy the following minimum Carnegie units in order to graduate with a Technical/Career Diploma:

	2019-20	2020-21	2021-22	2022-23
English	4	4	4	4
Mathematics	3	3	3	3
Social Studies (Includes Am. Hist.-Gov.)	4	4	4	4
Sciences	3	3	3	3
Physical Education/Health	1	1	1	1
Technical/Career Classes (includes a 4 th Math)	4	4	4	4
Electives (Includes 2 Social Sciences)	8	7	6	5
TOTAL CARNEGIE UNITS	27	26	25	24

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, 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.

Visitors:

All visitors to the school should sign-in at the school office before going to any class. While parents or guardians are encouraged to visit the school at any time, they are required to sign in at the main office first and get a visitor's pass. No guests, including parents, should go directly to a classroom. Students not enrolled will not be allowed in the school without prior permission from the office. All visitors other than legal guardians must be approved by the Headmaster.

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.

DRIVING AND PARKING PRIVILEGES

Operators of cars, trucks and motorcycles must have a valid driver's license and approval from the Headmaster to park on campus. Students must register their vehicles by returning a parking application to the office and providing a copy of driver's license.

Student vehicles are to be properly parked in the student parking area (baseball field) and left there until the end of the school day. All students who drive should check with the faculty member on parking duty for exact parking instructions. 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 unless a faculty member gives them permission. Students are not allowed to leave campus without permission for any reason.**

The speed limit on campus is 10 m.p.h. Any violation may result in suspension of driving privileges.

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

1st Offense – One Week

2nd Offense – One Month

3rd Offense – Remainder of School Year

Fullington Academy is not responsible for any damage to cars that may occur while parked on campus. Vandalism or any damage to other's 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.

ATTENDANCE

Students are expected to report to school each day for all scheduled classes. Excessive absenteeism by a student may result in having to repeat the academic year or not being allowed to return the next year.

Any parent picking his/her child up before the end of the school day should come by the office first and sign-out the child.

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 should be no student check-outs after 2:45 p.m. each day.

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.**

All personal student trips are considered absences unless they are school related and approved by the Headmaster.

EMERGENCY POLICIES

Emergency plans have been developed and are available in the main office. Our emergency procedures include plans for fire, severe weather/tornado, 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-5th 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.

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 traditional 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, 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. and Perfect Attendance Awards for durations of four years or longer 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 navy or black shoes. Shorts and miniskirts are not acceptable.

Junior Marshals for Baccalaureate and Graduation will wear church type clothing.

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 maintain a cumulative grade point average of 90 or better for all courses taken.

Valedictorian, Salutatorian or Star Student Requirements: A student must maintain a 93 or better cumulative grade point average for the 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.

College Days:

Seniors with permission from parents and Headmaster may be excused for two days during the senior year prior to May 1st 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 Counselor by May 1st in order to participate in the upcoming year. Dual Enrollment students must meet the necessary entry requirements of the college with which Fullington Academy participates. 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 the discretion of the FA 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 summer school in order for a diploma to be awarded.

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 girl to be on the voting ballot for Homecoming Queen, she must have been enrolled in Fullington Academy for the previous 2 full consecutive semesters. However, all senior girls may participate in the Homecoming festivities (Court presentation at football game and pictures).

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 5th 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.

- Student 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 status of employment and to assess attitude and cooperative spirit of the student employee.

GUIDELINES FOR MEALS AND SNACKS

BREAKFAST:

Breakfast is not served by Fullington Academy or any of its constituents.

***LUNCH:**

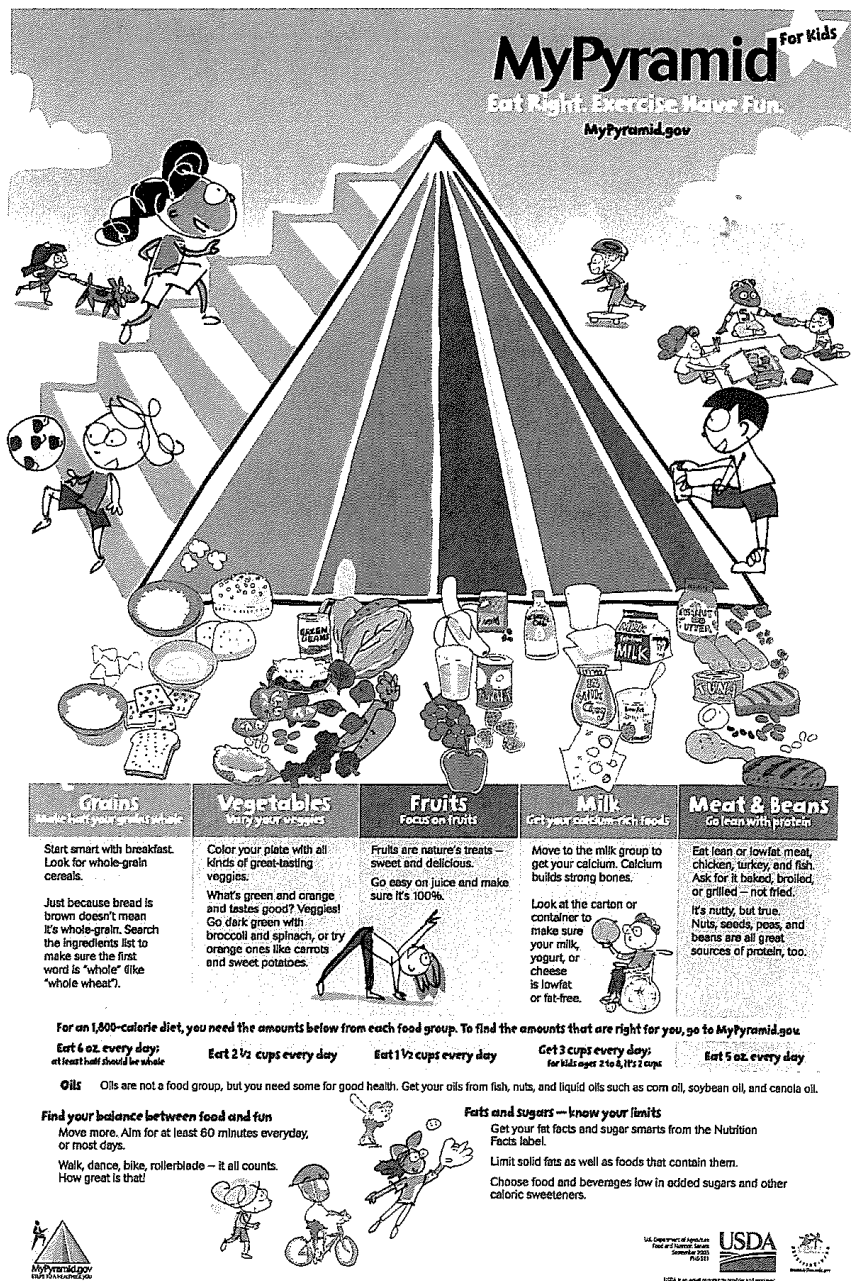
Fullington Academy has a lunchroom facility located in Garden Hall. It is required by the school for each student to enter the lunchroom during the assigned times to have lunch. Lunches are not considered in the fees and tuition paid by the families. Lunches may be brought from home or purchased from Elizabeth 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. Students should not bring in or expect to have delivered commercial meals. 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 12th grade to bring a snack from home. 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.

*A USDA food pyramid (shown on next page) has been recommended for parents to follow regarding sending lunches and snacks.

Mrs. Elizabeth Jones has ServSafe Certification from the National Restaurant Association. Her certification expires on January 23, 2020. 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 TIME

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. No commercial food or drinks are allowed to be brought in by parents or others. 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 parent permission.

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.

STATUS REPORT

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

TRANSPORTATION PLAN

Fullington Academy does not provide pickup and delivery services for its 3K students at this time. However, the school does provide 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 Drivers 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 3K-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.

(3K-5K)

Discipline and Behavior Management Policy

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:

1. DO praise, reward, and encourage the children.
2. DO reason with and set limits for the children.
3. DO model appropriate behavior for the children.
4. DO modify the classroom environment to attempt to prevent problems before they occur.
5. DO listen to the children.
6. DO provide alternatives for inappropriate behavior to the children.
7. DO provide the children with natural and logical consequences of their behaviors.
8. DO treat the children as people and respect their needs, desires, and feelings.
9. DO ignore minor misbehaviors.
10. DO explain things to children on their levels.
11. DO use short supervised periods of "time-out"
12. DO stay consistent in our behavior management program.

We:

1. DO NOT spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the children.
2. DO NOT make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children.
3. DO NOT shame or punish the children when bathroom accidents occur.
4. DO NOT deny food or rest as punishment.
5. DO NOT relate discipline to eating, resting, or sleeping.
6. DO NOT leave the children alone, unattended, or without supervision.
7. DO NOT place the children in locked rooms, closets, or boxes as punishment.
8. DO NOT allow discipline of children by children.
9. DO NOT 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 the other children.

VI. DISCIPLINE

The following list of offenses is 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.

DISCIPLINARY ACTIONS

Detention:

Students in grades 5K-5th will serve playground detention by sitting out during play time. Detention for grades 6th -12th will be administered by teachers or the Headmaster in the form of lunch detention, before-school detention or after-school detention. Students in grades 5K-5th who are assigned three playground detentions should be referred to the Headmaster for a conference. Any student in grades 6th – 12th who is assigned three detentions should be referred to the Headmaster for a conference.

Students may be assigned after-school detention by a teacher for violations of classroom policies and procedures. Detention (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 3:15 to 3:45 p.m. Students assigned detention by their teacher will report to that teacher's room immediately after the last bell sounds. 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.

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 – 5th does not require notice; however, a teacher may choose to send an email to notify parent.

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.

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** (practice, game, literary, etc.) while serving ISS. Any issues while serving ISS could revert the student to OSS.

Out of School Suspension (OSS):

A daily grade of zero will be given in each class for each day of suspension that will not be dropped. A 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 (practice, game, literary, etc.) on the day of the suspension.

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.

INFRACTIONS - DRESS CODE

The following dress code is for students in grades 6-12 at Fullington Academy. It is the dress code committee's belief that 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 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, Award 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. **Gym**

shorts are not allowed at any school function during or after school hours with an exception for those students participating in a P.E. class or an athletic event. The guidelines are as follows:

1. Clothing should be neat and clean.
2. 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.
3. 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.
4. Clothes with holes are not to be worn.
5. All boys' collared shirttails must be tucked in.
6. Skirts and dresses should be less than 3 inches from the top of the knee. This includes the split. Boys and girls shorts must have a hem. Girls and boys shorts must be 4 inches or less from the top of the knee. Leggings must be accompanied by a shirt or top that is long enough that it is no more than 4 inches from the top of the knee.
7. 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.
8. Outer clothing which resembles loungewear, pajamas, or underwear is prohibited. Boxer shorts should not be seen. Blankets are not permitted at school. If there is a concern about being cold, wear a jacket.
9. 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.
10. Shoes/sandals must be worn at all times.

11. 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.
12. Sunglasses should not be worn on the face in the building unless prescription.
13. 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. Note: Any student in violation of this rule will be required to remove the jewelry or completely cover the tattoo and receive three days of detention. Second offense will incur three days of ISS. Third offense will incur three days of OSS.
14. Sagging pants (worn below the waistline) shall not be permitted. Boys' pants must be worn at the proper level, generally the waist.
15. If belts are worn, they must be fastened.
16. 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 collar but will not hang in the eyes. The hair should be cut in the back and not curled to avoid hanging over the collar. 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.

Students in grades 6-12 will be checked each day in homeroom/1st period, as well as by each classroom teacher. If you have any question in your mind as to whether or not something meets dress code, **DO NOT WEAR IT TO SCHOOL!**

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

All students in grades 3K – 12th are not permitted to wear or carry hats or caps during school hours 8:00 a.m. – 3:15 p.m. Violators will be sent to the office and disciplinary action will be taken.

Dress code violators will be sent to ISS until the violation is rectified. Students will not be sent home. Students may receive one warning at Administrator's discretion.

INFRACTIONS (Miscellaneous)

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 school work or the presentation of another's work as one's own. Plagiarism is also a form of cheating.

1st offense: A zero will be given; parent conference with Headmaster and a notation will be on the student's permanent record.

2nd offense: A zero will be given; suspension for three days and a notation will be made on the student's permanent record.

3rd offense: Expulsion.

Battery:

A student commits battery when he/she intentionally causes physical harm to another at school or during a school sanctioned event. (3 Days ISS, 3 Days OSS, Expulsion)

Bullying:

A student commits the offense of bullying when the student intentionally attempts or threatens to inflict injury to another person by one of the following means:

- ❑ Physical – pushing, kicking, hitting, pinching, any form of violence or threats.
- ❑ Cyber – sending or posting harmful or cruel text or images using the internet or other electronic communication devices such as cell phones.
- ❑ Verbal – name-calling, sarcasm, spreading rumors, persistent teasing.
- ❑ Emotional – tormenting, threatening ridicule, humiliation, exclusion from groups or activities.
- ❑ Racial – racial taunts, graffiti, or gestures.

When a student becomes a victim of bullying, the student or student's parents should notify the school immediately by contacting a teacher, counselor, or an administrator. (3 Days Detention, 3 Days ISS, 3 Days OSS)

Cell Phones and Other Electronic Devices:

Student cell phones and wearable devices must be kept in airplane mode **during all classes**. Electronic devices, including iPads and other tablets, iPods, electronic games, recorders, radios, laser pointers, and all other electronic devices, are not permitted on campus during the regular school day. Any request for an exception must be made in writing to the Headmaster.

Upon entering a class, students will be required to place their phones in a designated pocket in cell phone storage organizer. Wearable devices may be worn

in airplane mode only unless otherwise instructed by the teacher. A cell phone violation consists of a cell phone or wearable device being **used or heard** during class without permission. **Cell phones and wearable devices must be placed in the class cell phone pocket organizer during all tests, quizzes or any time the teacher deems necessary.** If a student is caught with a cell phone or wearable device out during a quiz or test, it will automatically be assumed that the student is cheating and will be handled according to the guidelines under Academic Dishonesty in the Student Handbook. **No photos should be taken or posted on social media of other students or faculty without their permission. Only high school students will be allowed to use their phones at lunch.**

If a parent needs to contact a student during the school day, the parent should call the office (229) 645-3383 and a message will be sent to the student. The consequences for violating this cell phone policy are as follows:

First Offense: Phone or electronic device is confiscated and sent to the office. Student may request the return of phone or device at the end of the school day from the Headmaster. Student will be given one day of detention.

Second Offense: Phone or electronic device is confiscated, parent is contacted and parent must pick up phone from the Headmaster. Student will be given three days detention.

Third Offense: Phone or electronic device is confiscated, parent will be notified and student will not be allowed to bring phone or electronic device back to school. Student will be assigned one day ISS.

Fourth Offense: Phone or electronic device is confiscated, parent will be notified and student will not be allowed to bring phone or electronic device back to school. Student will be assigned three days ISS.

*Students are solely responsible for the security of cell phones and other electronic devices.

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 within a two week period. (1 Day ISS)

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. (1 day detention, 2 days detention, 1 day ISS)

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. (Replace or Repair Property + 3 Days ISS)

Drugs, Alcohol, Tobacco, Vapor Products:

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 on pages 43-49 of this handbook. Drugs, alcohol, and tobacco products are strictly prohibited on campus at all times.

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, 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. (1st Offense: 3 Days OSS, 2nd Offense: Expulsion)

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. (3 Days ISS, 3 Days OSS, Expulsion)

Fighting:

A student commits the offense of fighting when he/she passes blows with another student which disturbs the tranquility of the school. (3 Days ISS, 3 Days OSS, Expulsion) Students who posture to fight without blows being passed are considered in pre-fight mode. (5 Days Detention)

Food, Drinks, Gum:

Students are not allowed to have food, drinks, or gum in the classrooms or gym. No cups are to leave the lunchroom. Teachers may assign detention as needed.

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 the breaking of a pledge.
- ❑ Stealing – the taking of anything without the consent of the owner. (3 Days ISS, 3 Days OSS, Expulsion)

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, playing computer games 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. (3 Days Detention, 3 Days ISS, 1 Day OSS)

Profanity or Obscene Language:

No student shall use profane, vulgar or obscene words, gestures or other actions to any other student or school personnel. (3 days detention, 1day ISS, 1day OSS)

Rude or Disrespectful Behavior (refusal to follow faculty instructions):

A student shall at all times show respect for all school officials and shall not talk back to, argue with, or in any manner whether by tone of voice, action, or use of words, be disrespectful to a school official or not follow a faculty member's instruction. (6th-12th grades - 5 days detention, 1st-5th grades – 1day detention)

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, cornering, or kissing, sexual or dirty jokes, written or verbal sexual connotations including the use of social media, or spreading rumors about another student's sexual activity. (3 Days Detention, 1 Day ISS, 1 Day OSS)

Skiping 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.

(3 days detention, 1day ISS, 1day OSS)

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 peers. Students must exhibit good moral behavior at all times. Hand holding and other displays of affection as well as any sexual contact are not allowed. (Warning, 2 Days Detention, Parent Conference)

Tardy - Late Check-In/Early Check-Out:

Late check-in or tardiness is defined as coming in late during the first three (3) periods of school **before 11:30**. If a student comes in after **11:30**, 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. Late check-ins or early check-outs are not categorized as excused or unexcused; therefore, a doctor's appointment does not keep a student from being marked tardy, early check-out, or absent. All students are given 8 allowances per semester to come in late or leave early to accommodate appointments without any consequences. However, students will not be allowed to check-out after 2:45 p.m. without Headmaster 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. **(Note: In Renweb, all tardies and absences are listed as unexcused.)**

The following rules will be applied to grades 5K-12 per semester:

First 8 late check-in/early check-out	no consequence
9-10	1 day before-school detention.
11-12	2 days before-school detention
13 or more	Administrative discretion

Weapons and Dangerous Instruments:

Students should not have any form of weapon or item that could be used as a weapon on campus. See the section "Weapons and Dangerous Instruments Policy" for details on what constitutes a weapon. Campus includes the student's vehicle. (Expulsion)

INTERNET ACCEPTABLE USE POLICY

Fullington Academy is pleased to offer student's 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 insure 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.**

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)

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.

VII. ATHLETIC/FINE ARTS POLICIES

Sportsmanship Statement

“Fullington Academy and GAPPS (Georgia Association of Private and Parochial Schools) 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 and are grounds for removal from the event.”

1. Fullington Academy participates in GAPPS which requires that a student be passing 5 subjects in order to participate in sports or other extracurricular activities. Students should also be on track to graduate in 4 years. See GAPPS rules at www.gappschools.com.
2. There will be no cuts, unless the Headmaster deems it necessary. If the Headmaster approves a cut, the cut policies will be handed 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 participation of one (1) sport plus track during the spring 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 a committee comprised of the Headmaster, Athletic Director and Booster Club President.
6. The following programs on the next page will be offered at Fullington Academy:

EXTRACURRICULAR ACTIVITIES:

Sports

Baseball: C-Team & Varsity
Basketball: Jr. Pro, C-Team, B-Team & Varsity
Cheerleading: C-Team & Varsity
Cross Country: TBD
Football: Jr. Pro, C-Team & Varsity
Golf: Varsity
Shotgun: C-Team & Varsity
Softball: C-Team, B-Team & Varsity
Tennis: Varsity
Track: C-Team & Varsity
Wrestling: Varsity

Fine Arts

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

Clubs

4H
Beta
Chick-fil-A Leadership
FCA (Fellowship of Christian Athletes)
FEG (Future Educators of Georgia)
FFA (Future Farmers of America)

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

VIII. Appendix

FULLINGTON ACADEMY STUDENT SUBSTANCE ABUSE POLICY POLICY STATEMENT

Fullington Academy has established a Substance Abuse Program, which will become 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.

FULLINGTON ACADEMY
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 5 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. Articulate 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 school work performance;
 3. A report of substance abuse provided by a reliable and credible source;
 4. Evidence that an individual has tampered with any substance abuse test;
 5. Information that a student has caused or contributed to an accident while at school;
 6. Evidence that a student has used, possessed, sold, solicited, or transferred drugs while on or off school premises;
 7. Excessive absenteeism including tardiness;

8. Student admissions regarding drug and/or alcohol use;
 9. Repeated failure to follow instructions or school policies and procedures;
 10. Violation of Fullington Academy policies, including but not limited to fighting or physical altercations;
 11. Odor of alcohol and/or residual odor peculiar to some chemicals, alcohol, or other drugs;
 12. Arrest or conviction for violation of a criminal drug statute or an alcohol abuse statute; or
 13. 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 an/or his/her parents shall pay the cost of any additional tests not subject to Fullington Academy's program.
- (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 in order 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, methaqualene, opiates, barbiturates, benzodiazepines, propoxphene, 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.

FULLINGTON ACADEMY

REGULAR SCHEDULE

MIDDLE SCHOOL				HIGH SCHOOL			
8:00	8:15		Homeroom	8:00	8:15		Homeroom
8:17	9:17		1st Period	8:17	9:17		1st Period
9:17	9:27		Break	9:20	10:20		2nd Period
9:30	10:30		2nd Period	10:20	10:30		Break
10:32	11:32		3rd Period	10:32	11:32		3rd Period
11:32	12:02		Lunch	11:35	12:35		4th Period
12:05	1:05		4th Period	12:35	1:05		Lunch
1:08	2:10		5th Period	1:08	2:10		5th Period
2:13	3:15		6th Period	2:13	3:15		6th Period
3K-5K LUNCH				10:40 - 11:10			
1ST - 5TH LUNCH				12:03 - 12:33			

ACTIVITY SCHEDULE

MIDDLE SCHOOL				HIGH SCHOOL			
8:00	8:15		Homeroom	8:00	8:15		Homeroom
8:15	8:45		Activity Period	8:15	8:45		Activity Period
8:47	9:42		1st Period	8:47	9:42		1st Period
9:42	9:52		Break	9:45	10:40		2nd Period
9:55	10:50		2nd Period	10:40	10:50		Break
10:52	11:47		3rd Period	10:52	11:47		3rd Period
11:47	12:17		Lunch	11:50	12:45		4th Period
12:20	1:15		4th Period	12:45	1:15		Lunch
1:18	2:15		5th Period	1:18	2:15		5th Period
2:18	3:15		6th Period	2:18	3:15		6th Period
3K-5K LUNCH				10:40 - 11:10			
1ST - 5TH LUNCH				11:15 - 11:45			

ALTERNATE ACTIVITY SCHEDULE

MIDDLE SCHOOL				HIGH SCHOOL			
8:00	8:15		Homeroom	8:00	8:15		Homeroom
8:17	9:12		1st Period	8:17	9:12		1st Period
9:12	9:22		Break	9:15	10:10		2nd Period
9:25	10:20		2nd Period	10:10	10:20		Break
10:22	11:18		3rd Period	10:22	11:18		3rd Period
11:18	11:48		Lunch	11:21	12:21		4th Period
11:51	12:51		4th Period	12:21	12:51		Lunch
12:53	1:45		5th Period	12:53	1:45		5th Period
1:48	2:45		6th Period	1:48	2:45		6th Period
2:45	3:15		Alternate Activity	2:45	3:15		Alternate Activity
3K-5K LUNCH				10:40 - 11:10			
1ST - 5TH LUNCH				11:50 - 12:20			

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.