

BULLIS²⁰²²⁻²⁰²³HANDBOOK

FOR STUDENTS AND PARENTS



CARING—CHALLENGING—COMMUNITY

The Bullis Honor Code

Preamble

We, members of the Bullis community, actively value integrity, courtesy, trust and creativity. We believe that pride in our diverse community is built upon sound attitudes, judgments and behaviors.

We, therefore, will conduct ourselves respectfully and responsibly at all times. We will abide by the philosophies, principles and policies of the Bullis School and will conduct our daily activities in the true spirit of caring and community.

This Bullis Honor Code is a statement of commitment by the Bullis community to itself.

Pledge

I will embrace truth and honesty in word and deed.

I will respect the rights, backgrounds and views of others.

I will be accountable for my actions at all times.

Bullis Alma Mater

Traditional Welsh Melody

By Lawrence Bullis

We at Bullis onward faring, for our college life preparing
Bonds of loyalty declaring, hail the Blue and Gold.

Raise the chorus higher! Kindle our desire!

Guide us on and make us strong, to seek our goals and never
let us tire.

This our purpose never dying, knowledge from our school
inspiring.

We at Bullis ever striving — Hail the Blue and Gold!

As our earthly days are wending, and old recollections
blending,

To our Alma Mater sending, love for Blue and Gold.

Lest we not forget her, join our hearts together;

Give her praise for all the days, which happily we will
remember.

May her strength and honor flourish, and new generations
nourish.

God protect this School we cherish, Alma Mater, Hail!



Bullis School Handbook for Students and Parents 2022–2023

Honor Code	Inside Front Cover
Welcome from the Head of School.....	2
Bullis Mission/Vision/Values.....	3
Health and Safety	4
Character and Conduct.....	17
Communications	32
Academics.....	37
Lower School Academics	38
Middle School Academics.....	40
Upper School Academics.....	44
Support Services.....	51
Daily Life	57
Student Life and Athletics	78
Alma Mater	Inside Back Cover

Bullis School

10601 Falls Road, Potomac, MD 20854
301-299-8500 • www.bullis.org

Welcome from the Head of School

Dear Students and Parents,

The essence of Bullis School is expressed in the motto on our front gate: “Caring–Challenging–Community.” These three words encapsulate what is at the heart of Bullis—a rigorous academic experience in the context of a supportive, compassionate, and inclusive community. Informed by this approach, the experience of Bullis students is one of growth and joy, creativity and discovery. Within this supportive environment, students gain confidence as they engage in exciting endeavors, develop new or further refine their existing interests, and flourish as learners and citizens.

At Bullis, we respect tradition as well as innovation. We are committed to fairness and equity, as we hold ourselves and our students to high standards of conduct and character. This Bullis School Handbook outlines clearly defined policies and procedures that allow room for student self-expression, creativity, and growth. Our policies also allow the school to address individual needs and circumstances. Please take some time to review these pages.

Each year, we update the handbook to reflect adjustments in our policies in the changing world. Due to the evolving nature of the pandemic, the contents of this handbook may change during the year. If that happens, we will post the new version on our website and let our community know as soon as it is available.

We welcome questions and suggestions regarding handbook policies and details—please email your comments to your child’s division head. Thank you for sharing our commitment to providing a supportive educational environment where Bullis students can discover the joys of learning.

Sincerely yours,

A handwritten signature in dark ink, reading "Christian Sullivan". The signature is written in a cursive, flowing style.

Christian Sullivan
Head of School

Mission, Vision, and Values

Our Mission

Bullis School provides a rich intellectual experience that inspires students to be critical thinkers, lifelong learners, and impactful global citizens. Our student-centered community embraces diversity, honors integrity, and fosters belonging. Meaningful opportunities in academics, arts, athletics, and service stimulate individual and collective growth and enhance joy.

Our Vision

Students thrive in their pursuit of self-discovery, broaden their horizons, and ultimately transform our world.

Our Values

Caring–Challenging–Community

Health and Safety

To promote the safety and wellbeing of students enrolled at Bullis, a licensed practical nurse and certified athletic trainer are part of the full-time Bullis staff. In an effort to enhance student learning, our School Nurse strives to increase student attendance and reduce early dismissals by alleviating minor health complaints that interfere with the student performance. Parents are reminded that the Health Office is meant to assist with first aid and emergencies and provide care for students who become ill during the course of the academic day (8:00 a.m. – 3:30 p.m.). Our health staff is not an alternative to your own health care provider for diagnosis and treatment of illness or injury.

To promote student wellness, the athletic trainer strives to inform students how to live a healthy lifestyle to maintain overall health and avoid potentially harmful injuries. The athletic trainer will also assist in the diagnosis of medical issues that arise during athletic programs and help facilitate the rehabilitation of injured athletes. Bullis has an AED and epinephrine auto-injector in every campus building for emergencies.

Immunizations

Prior to the start of school, new students must submit a Maryland immunization certificate and a Bullis Physical Examination Form completed by their licensed health care provider (MD, PA-C, CRNP). Students are expected to be in compliance with the Maryland immunization schedule. The school is required to exclude children from school who are out of compliance with the State of Maryland immunization schedule.

Annual Physical Exam

All students in grades K through 12 must have an annual physical exam documented on the Physical Examination Form. Exams on file in the School Health Office may not be older than 12 months at any given time during the school year in order for students to participate in athletics, physical education, activities, or field trips. There is a 30-day grace period after the expiration date to accommodate families with insurance policies that allow only one well visit per calendar year.

The Physical Examination Form, Emergency Health Care Plans (if applicable), and Immunization Certificate (for new students only) must be completed by a licensed physician, physician's assistant, or nurse practitioner. Medical information relating to the safety and well-being of students may be shared on a need-to-know basis by the nurse, relevant faculty, or athletic trainers or coaches.

Illness or Injury During School Hours

If a student is injured or becomes ill during school hours, they must see the nurse to be excused from classes or other school obligations. The nurse will contact the parent/guardian, and, if the situation warrants, the student will need to be taken home. Your child will be cared for until you arrive, but please remember that under such circumstances, your child's comfort will be increased if you come as quickly as possible. If an ill or injured child warrants immediate action, school faculty will call 911.

Communicable Disease

If your child wakes up not feeling well or has a fever or flu-like symptoms (vomiting, diarrhea, etc.), please keep them home and contact the health office nurse. Not only are sick students not at their best for learning, they also might infect their peers and teachers. If your child has seen a doctor, please contact the nurse to share the doctor's instructions on when it is appropriate for your child to return to class.

If your child is treated for a contagious condition such as COVID-19, strep throat, conjunctivitis (pink eye), infectious mononucleosis, head lice, etc., please let the nurse know as soon as possible.

For your convenience, guidance on "Is Your Child Too Sick for School?" is posted on the School Health site accessible through the Bullis website. When in doubt, please keep your child home.

The parent(s) or guardian(s) of a student with a communicable disease or infestation is encouraged to notify the school as soon as they have knowledge of their child's diagnosis. School guidelines for exclusion due to a communicable disease will follow recommendations from local, state, and federal agencies that address communicable disease standards. The determination regarding the conditions under which a child may or may not attend school will be made on a case-by-case basis by the nurse with advice from one or more of the following: Head of School, school administrators (as selected by the Head of School), parent(s) or guardian(s), treating physician(s) and public health officials. The number of school personnel informed of the student's condition will be limited to those essential to ensuring the proper care of the child and protecting against transmission of the disease.

Lice: Based on recommendations of the American Academy of Pediatrics and National Association of School Nurses, Bullis adheres to the following policies and procedures:

Exclusion from school should only be for active infestations. Active infestations can be defined as the presence of live lice or nits found within ¼ inch of the scalp. Nits that are found beyond ¼ inch of the scalp have more than likely hatched or are no longer viable.

Parents have the ultimate responsibility for managing the care of their children regarding lice. This includes:

- Assisting in the prevention and management of lice by regularly checking their children's hair and starting immediate treatment when head lice are detected.
- Immediately notifying the school nurse when an infestation is found.
- Removing nits daily and treating if live lice are observed.
- If a student reports or a member of the school faculty suspects that a student is infested with head lice:
- The student will be restricted from activities involving close contact or sharing personal items (i.e., hats, clothing, and brushes) with other children.
- The student will be sent to the School Health Office for evaluation by the nurse.

If a lice infestation is found, the school nurse will contact the parents and provide education about treatment options. The student may remain in school until the end of the school day. Immediate treatment at home is advised. The student will be readmitted to school after treatment and examination. If, upon examination, the nurse finds no live lice on the child, the child may reenter the school. Any student with nits farther than ¼" from the scalp is allowed to remain in school.

Bloodborne Pathogens: The risk of transmitting bloodborne pathogens, including Hepatitis B and C, HIV, or AIDS is extremely low in school settings when standard precautions to prevent disease transmission are followed. Standard precautions dictate that all blood and bodily fluids be handled as though they are infectious.

In-School Medication Administration Policy

The policy of the School Health Office at Bullis is to always make the safety and well-being of the student our top priority. Before administering any prescription or over-the-counter medication, the School Health Office will require the prescribing health care provider's written authorization.

It is the policy of Bullis School that no student is permitted to self-carry or self-administer any medication during the academic day or on-campus school activities.

Written Authorization Required

Maryland State Law and Maryland Board of Nursing do not allow the nurse to administer any medications, whether prescription or over-the-counter (this includes eye drops), without the prescribing health care provider's written authorization. Parents or guardians who bring a one-time dose of prescription or over-the-counter medication for the nurse to administer to their child must also bring the medication in the original container and a completed authorization form. Without the completed authorization form or appropriate labeling, the school nurse or her designee will not administer the medication. The parent or guardian must do so.

However, when you return the Annual Physical Examination Form, your health care provider can authorize the following medications for administration by the school nurse or her designee through the Annual Physical Examination Form: Ibuprofen (200-400 mg), Acetaminophen (325-650 mg), Loratidine (Claritin) (10 mg), Benadryl/Diphenhydramine (12.5 mg to 50 mg), Tums, Bacitracin Ointment, Benadryl Cream, Calamine Lotion, and Medicaïne swabs. Additional written authorization is not required.

If there are any changes in prescription medications given to the student, whether at home or at school, the parent or guardian is responsible for updating the School Health Office and providing any necessary paperwork, if applicable. The first dose of any new medication to be administered at school or at a school-sponsored activity must be given at home, and an order must be renewed annually.

Storage and Disposal of Medication

All prescription medication to be administered at school for Lower, Middle, and Upper Schools will be stored in the School Health Office and administered by a school health nurse. In the absence of the school nurse, an appropriate person will be designated by the school to distribute medication as needed. Exceptions are outlined below.

All medication to be administered at school must be brought in the original prescription container. If requested, most pharmacies will provide you with an empty, labeled second bottle for this purpose. Medication, along with the completed authorization form, should be brought to school by the parent or responsible adult and taken to the School Health Office. The original prescription container must be labeled with the following information:

name of student, name of medication, dosage of medication, frequency of administration, route of administration, name of physician ordering medication, date of prescription, and expiration date. Medication brought to the School Health Office that is missing information or is inconsistent with the prescriber's order will not be accepted for administration.

If medication is to be given on a daily basis by the school nurse, the parent or guardian should provide a 30-day supply of the medication and adequate refills on a timely basis. All medication is kept in a locked cabinet at all times. If not retrieved by a parent or responsible adult, all medication will be disposed of one week after the expiration date or one week after the end of the school year, whichever comes first. The school nurse will administer over-the-counter medications with prescriber and parental authorization indicated on the Physical Examination or Medication Authorization form. The school nurse will maintain a record every time a medication is administered. This record includes the student's name, date, time of administration, and dosage.

Authorization to Self-Carry Medication

With the exception of asthma inhalers, epinephrine auto-injectors, and diabetic medication, Upper School students may not self-carry or self-administer any prescription or over-the-counter medication. If a Upper School student will require medication to be administered on an overnight trip, the parent or guardian may request the chaperone to do so by submitting the appropriate paperwork. For non-prescription medications, the parent must complete the US Non-Prescription Overnight Form. For prescription medications, the parent and prescribing health care provider must complete and sign the US Prescription Overnight Form. Procedures must be followed as outlined on page two of the form.

Parents/guardians of Upper School students requiring medication must deliver the medication and accompanying forms to the School Health Office one week prior to the overnight field trip. The nurse will check the medication and distribute it to the chaperone at the onset of the trip. Medication must be delivered in the original packaging or prescription container with labeling intact. Medication that is not consistent with the prescriber's order will not be accepted.

Field Trip Medication Policy

A school-sponsored field trip is defined as any time students leave Bullis School to go to another location under the care of Bullis School faculty. The purpose of this policy is to keep students safe if medication is required while off school grounds, following the medications requirements from the

Maryland State Department of Education, School Health Services, and Bul-
lis School Medication Administration Procedures.

Medication should be administered to students on school-sponsored field trips only when absolutely necessary. Parents/guardians serving as chaperones for school-sponsored field trips may administer medication to their own child.

The nurse does not go on field trips but remains at school to address the health needs of the majority of the students. If injections, nebulizer treatments, or other nursing tasks are required during a school-sponsored trip, the nurse will assess the student's ability to independently care for themselves. A family member or designee may be required to accompany the student.

Day Field Trips

For school-sponsored day field trips, medication(s) and accompanying order(s) normally stored and administered to a student during the course of the regular school day who is participating in the field trip will be sent on the field trip and administered by the chaperone as the nurse's designee.

Over-the-counter medications listed on the Physical Examination Form will be available to the students on the field trip but will only be administered according to the needs outlined on the form.

Extended/Overnight Field Trips

For all students, additional authorization is not required for asthma inhalers, epinephrine auto injectors, and diabetic medication already authorized through the student's Allergy, Asthma, and/or Diabetic Emergency Care Plan.

With the exception of asthma inhalers, epinephrine auto-injectors, and diabetic medication, Upper/Middle School students may not self carry or self-administer any prescription or over-the-counter medication. If a Upper/Middle School student will require medication to be administered on an overnight trip, the parent or guardian may request the chaperone to do so by submitting the appropriate paperwork. For non-prescription medications, the parent must complete the US/MS Non-Prescription Overnight Form. For prescription medications, the parent and prescribing health care provider must complete and sign the US/MS Prescription Overnight Form. Procedures must be followed as outlined on page two of the form.

Parents/guardians of Upper/Middle School students requiring medication

must deliver the medication and accompanying forms to the School Health Office one week prior to the overnight field trip. The nurse will check the medication and distribute it to the chaperone at the onset of the trip. Medication must be delivered in the original packaging or prescription container with labeling intact. Medication that is not consistent with the prescriber's order will not be accepted.

Severe Allergies

Bullis School is committed to working with students, families, and health care providers to reduce the risk of exposure to foods and other factors that produce severe allergic reactions in at-risk students. For the health and safety of our students with severe allergies, all parents and students are requested to fully cooperate with Bullis protocols, especially when sending treats for birthdays, classroom parties, and bake sales, and when planning activities through the Parents Association.

Although Bullis has general protocols and procedures in place to optimize avoidance strategies, Bullis is not an “allergen free” environment. Education and supervision are paramount in managing food allergies. To that end, Bullis School is committed to providing ongoing education concerning severe allergies and anaphylactic reactions for faculty and students.

This Handbook section contains a brief summary of Bullis policies. Please contact the nurse for further information, guidelines, and checklists.

Cooperation by All Parents

Parents sending food intended for other students to consume and parents planning activities at school should:

- Individually package all home-baked goods for bake sales and label with any known food allergens, including milk, eggs, fish, crustacean shellfish, tree nuts, peanuts, wheat, soybeans, latex.
- Not plan activities that involve allergenic items (e.g. latex balloons or gloves, macaroni painting, food rewards for motivation or prizes).
- Follow the Parent Association guidelines for planning on-campus and off-campus activities, which include acceptable methods for sanitation and serving to prevent cross-contamination.

The Lower School will send home a letter regarding any known food allergies in each classroom.

Students with Known Severe Allergies

It is the responsibility of the parent or legal guardian of a child with a medically documented life-threatening allergy to notify the School Health Office prior to the start of school or with any changes during the year. The school does not have diagnostic responsibility. The nurse will assist in developing a mutually acceptable Emergency Allergy Action Plan. Throughout the year, parents of children with food allergies are encouraged to send in a safe snack with their child. Parents of children with food allergies should also provide the nurse with a list of acceptable safe foods for snack, party treats, off-campus field trip snacks, etc.

Students with known allergies should not ingest anything with unknown ingredients or a known allergen. Students should notify an adult immediately if they think they are having symptoms or may have ingested an allergen.

Bullis School will provide training for all faculty annually (typically before the start of school in August) on food allergies, anaphylaxis, and what to do if an allergic reaction occurs, including how to use the different types of epinephrine auto injectors. All faculty will maintain current CPR and First Aid certification.

Sexual Harassment, Child Abuse, and Molestation

Bullis has established policies and procedures for responding to reports of sexual harassment, child abuse, and molestation. Bullis is committed to maintaining a learning environment in which all individuals have the right to learn in a safe and caring atmosphere free of harassment. Sex-based harassment, including sexual violence and assault, child abuse, and molestation is prohibited by the school. Bullis School also prohibits retaliation against any individual who reports allegations of harassment, child abuse, or molestation or who provides information to or assists in any investigation of such allegations.

If sexual harassment, child abuse, or molestation is suspected, please report it immediately to one of the following: Head of School, Associate Head of School, the relevant division head, or the School Nurse.

The school's policy should not in any way be deemed to discourage the complainant from reporting acts subject to the reporting procedures, including acts of sexual violence, to local law enforcement. If an allegation includes behavior or actions that are under review by law enforcement authorities, the school may defer its investigation to avoid compromising the criminal process. If the decision to delay is made, the school may impose

interim measures to protect the student during that time.

The school's procedures are not intended to be the exclusive remedy for such violations. School community members, complainants, respondents, and their parents/guardians are entitled to pursue additional avenues of recourse, which may include reporting or filing charges with appropriate legal, state, and federal agencies, initiating civil action, or reporting perceived criminal conduct to the appropriate authorities.

Campus Emergencies

Emergency Preparedness: In order to adequately respond to a variety of potential campus emergencies and other threats to student safety, Bullis annually updates its emergency plans. The Bullis Emergency Plan and a quick reference guide are located in each classroom and office. An electronic version of the Emergency Plan can also be viewed on our LiveSafe safety app by downloading it to a smartphone and choosing Bullis School. During campus drills and emergencies, students should not talk and are expected to follow instructions given to them.

As part of the Emergency Plan, a number of all-school drills are conducted each year to help ensure a rapid, effective response to a variety of emergencies:

1. **Evacuation drills (once each month):** Fire alarms are activated and students exit all campus buildings in an orderly manner and assemble at one of two predetermined assembly areas, at a safe distance from buildings, where attendance is taken.
2. **Shelter drills (once or twice each year):** Everyone is notified over the campus paging system. The type of drill varies depending on the emergency:
 - **Weather Shelter** is called whenever a tornado warning is posted for the Potomac area. Teachers move students into prescribed safe areas (typically the lower floor hallways).
 - **Public Safety Shelter** is called when there is law enforcement activity in the area and officials have directed everyone to stay inside.
 - **Outside Hazardous Material Shelter** is called when there is a hazardous release in the community. Depending on the nature of the threat, air handling systems may be shut down.
3. **Lockdown drills (once or twice each year):** Everyone is notified over the campus paging system. Teachers move students into classrooms or prescribed areas, lock doors, drop blinds over all win-

dows, and instruct students to remain quiet. This drill is designed to protect against an active threat on campus.

The school has equipped key faculty with two-way radios and cell phones to permit quick communication and coordinated action in the event of any emergency. The Safety Advisory Council quickly convenes under the Head of School's direction in any emergency to provide decision support and assistance. Each building has an administrator designated as a building leader to augment the Safety Advisory Council and provide local direction to teachers and students.

In the event of an actual campus emergency, parents will be contacted through the LiveSafe system, which parents are urged to sign up for by downloading the LiveSafe app from the iTunes Store and connecting to the Bullis system.

The school's first responsibility in any emergency is to ensure the safety of students. Depending on the nature of the emergency, access to the campus or specific buildings by parents may be limited until conditions are judged safe by the school and/or emergency authorities.

For additional information, please refer to the Communications/Bullis Communications with Families/Emergency Communications section of this handbook.

Driving on Campus

All drivers on the Bullis campus—parents, students and Bullis employees—are expected to observe the following driving rules:

- 15 mph speed limit
- No cell phone use, even hands-free. Driving safely on the Bullis campus requires every driver's full attention. Please pull over if you need to use a cell phone while driving at Bullis.
- The Crossroad is one way at all times and closed between 8:30 a.m. and 2:30 p.m.
- Most other campus roads are one way from 7:00 to 8:15 a.m. and from 2:30 to 4:00 p.m. for drop-off and pick-up.
- Signal before pulling out of a drop-off lane. Please always take a moment to look around for cars and pedestrians.
- No parking permitted along yellow curbs. Where yellow curbs are marked "Standing Only," standing is permitted from 7:00 to 8:15 a.m. and from 2:30 to 4:00 p.m.

Because of the open nature of the Bullis campus and the presence of drivers with varying degrees of skill and experience, the school cannot be held responsible for damage to vehicles on campus, except in cases where the damage is directly caused by a Bullis vehicle.

Drivers take the same risks while driving and parking on the Bullis campus as on any public street or parking lot. This includes damage from potholes, speed bumps, and other driving hazards, so please drive carefully while on campus.

Student Drivers on Campus

Driving to school is both a privilege and a responsibility. Students must register their cars with the Upper School Office and apply for a student parking pass. Sophomores may not drive to school or park on campus. Parking passes must be displayed at all times on the student's rear-view mirror.

Students must park in areas designated for student parking and use only lined parking spaces. Only seniors may park in the senior lot across from North Hall.

Students may not move their cars during the school day without specific permission.

Violations of campus driving rules or student parking rules, and especially any reckless activity with an automobile, may result in (1) the loss of the privilege of bringing a car onto campus and/or (2) an appearance before the Conduct Review Board. Parking violations may also result in towing at the owner's expense. Those committing parking violations will serve an afternoon detention the day the parking violation is committed.

Service Animals and Pets on Campus

Service animals are permitted on the Bullis campus to accompany any person with a disability, except where animals are not allowed by law. Please make arrangements with the division head well in advance if a service animal may be needed for your student.

Prohibited Items

Bullis has a vital interest in maintaining a safe, healthy campus for students. In addition to violating school policy, possession of certain prohibited items violates Maryland State law and may be subject to criminal charges, in addition to any Bullis disciplinary action.

Cigarettes, Tobacco, E-Cigarettes and Vaping Devices

Smoking, chewing, or possessing tobacco or tobacco products or use of e-cigarettes or any type of vaping device on campus or at school-sponsored events is against Bullis School policy and is subject to disciplinary action.

Drugs and Alcohol

Bullis strictly forbids the unlawful use, possession, transportation, transfer, manufacture, distribution, dispensing, and/or sale of controlled substances (including synthetic drugs and drug paraphernalia) at all times while a person is on campus or at any school-sponsored event.

Alcoholic beverages are allowed on the Bullis campus for adult-only events and only with the prior written permission of the Head of School, except for private use in campus residences. Alcoholic beverages may be served at campus events only with (1) the prior written permission of the Head of School, and (2) the proper liquor license from Montgomery County, the application for which must be signed by the business officer. Alcoholic beverages are allowed at off-campus Bullis-sponsored events only if no Bullis students are present, aside from the children of parents hosting a Bullis event in their home.

Weapons

Bullis is a weapon-free zone. No person may bring a firearm or weapon of any kind onto the Bullis campus or to a school-sponsored function off-campus, regardless of whether the person is licensed to carry the firearm/weapon or not. The only exceptions to this policy are for law enforcement officers or other persons who have been given written consent by the Head of School. If you see or suspect someone with a weapon on campus, please call Security at extension 699 or 301-325-7700.

Furthermore, no person may bring self-created devices or substances that can cause bodily harm. Prohibited items include, but are not limited to:

- firearms, toys, or models that replicate firearms
- air guns, nerf guns, sling-shots
- paintball guns
- clubs, stars, or martial arts weapons
- electronic defense weapons
- pepper spray
- knives of any type or length (unless a Bullis-approved work tool

carried by an employee)

- fireworks or explosives
- ammunition of any kind, including spent casings

Drones

Drones and other un-crewed aerial vehicles are prohibited on the Bullis campus unless approved for supervised instructional use within a course or club. Drones are never permitted at athletic events. If you see or suspect someone with a drone on campus, please call Security at extension 699 or 301-325-7700. Violation of this policy is subject to disciplinary action.

Character and Conduct

Bullis students are expected to be honest and courteous, show respect for the rights and opinions of others, and conduct themselves as good community members. This often means going beyond a simple commitment to abide by stated rules. In all situations—on or off campus—Bullis students are to display the good judgment, behavior, and attitude that are cornerstones of constructive relationships with others and that reflect positively on the entire school community. Bullis students are to abide by the Honor Code at all times.

Day-to-day rules are needed in any community to set identifiable standards and ensure fair treatment of community members. The basic rules at Bullis are supported by traditional conduct systems designed to meet the educational needs of all students. A good conduct system is educative, not solely punitive. Our aim in personal discipline, as in academic discipline, is to help students understand that their choices in behavior have consequences. To this end, Bullis seeks to provide students both formal and informal guidance on attendance, academics, athletics, extracurricular, network use, and other day-to-day rules and expectations. No policy can address every conceivable situation, therefore Bullis utilizes a range of interventions as determined necessary to meet the needs of students and the community.

Statement on Bullying and Harassment

Bullis School is committed to giving each member of the school community the full measure of dignity and respect to which he or she is entitled. Diverse religious, ethnic, racial, economic, and cultural backgrounds, sexual orientations and gender identities, as well as different learning styles and abilities, are represented within the student body, faculty, and administration.

Bullis strives to create and maintain a caring and safe learning and teaching environment in which everyone can learn and develop to their fullest potential without feeling fear or intimidation. To this end, our school community will not tolerate any forms of bullying or harassment. We consider all forms of bullying as unacceptable, which we define as a repeated conscious, willful, malicious and/or deliberate activity that excludes, harms, induces fear, threatens further aggression, or creates terror.

Furthermore, Bullis will not allow harassment of any sort based on race, color, sex, sexual orientation, gender identity, national origin, religion, age, physical ability, economic status, personal qualities, or learning differ-

ences. We define harassment, which can be intentional or unintentional, as unwelcome, harmful behavior based on a personal characteristic of the person harassed. Unacceptable behavior, whether involving bullying or harassment, includes, but is not limited to, verbal abuse, physical bullying/harassment or the threat of physical bullying/harassment, gossip, and the use of technology (including but not limited to the internet, cell phones, email, instant or direct messaging, blogging, websites, and photography) which affects any member of the community's comfort level, behavior, or performance in school.

Any student who believes that they have been the target of bullying or harassment or has witnessed the bullying or harassment of another student by any member of the school community should contact their classroom teacher, counselor, advisor, assistant head, or division head.

Bullis School also prohibits retaliation against any individual who reports allegations of bullying, harassment, or discrimination or who provides information to or assists in any investigation of such allegations.

The school's procedures are not intended to be the exclusive remedy for such violations. School community members, complainants, respondents, and their parents/guardians are entitled to pursue additional avenues of recourse, which may include reporting or filing charges with appropriate legal, state, and federal agencies, initiating civil action, or reporting perceived criminal conduct to the appropriate authorities. All instances of bullying or harassment are subject to disciplinary action:

- In the Lower School, at the discretion of the Assistant Head or Head of Lower School.
- In the Middle School, at the discretion of the Assistant Head or Head of Middle School, including, but not limited to, an appearance before the Administrative Review Board.
- In the Upper School, at the discretion of the Assistant Head or Head of Upper School, including, but not limited to, an appearance before the Conduct Review Board.

Lower School Student Conduct

Lower School students are guided by the Bullis Honor Code and will be asked to treat one another politely and with respect. Poor judgment in choice of words will be treated as seriously as poor judgment in choice of actions.

In the Lower School, instructional faculty members are responsible for

daily classroom management. If a child is not meeting the class expectations, the teacher will speak privately with the student to ensure that they understand the expectations. Should a student have continued difficulties, teachers reach out to caregivers to communicate the problem and enlist support. If necessary, the Assistant Head or Head of Lower School will call a conference with the child's parents and the teacher, and appropriate consequences will be considered. In very rare cases, immediate suspension or dismissal is warranted. This includes, but is not limited to, willful defiance, physically or mentally harming another student, or possessing, brandishing, or using a weapon.

The Head of Lower School handles unexcused absences, excessive tardiness, habitual dress code violations, and serious or continuous infractions of the classroom contract. The Lower School head encourages appropriate behavior through various methods, including communication with parents, teachers, and students.

Middle School Student Conduct

Day-to-day rules are needed in any community to set identifiable standards and ensure fair treatment of community members. The basic rules at Bullis are supported by traditional conduct systems designed to meet educational needs of all students. A good conduct system is educative, not punitive; therefore, our aim in personal discipline, as in academic discipline, is to help students understand that their choices in behavior have consequences.

In the Middle School, instructional faculty members are responsible for daily classroom discipline. The Assistant Head of Middle School handles unexcused absences, excessive tardiness, dress code violations and minor infractions of school rules. The Head of Middle School handles any serious infractions of school rules. The Assistant Head of Middle School and the Head of Middle School encourage appropriate behavior through a variety of methods, including communication with parents, teachers, and students. Disciplinary actions range from warnings and after-school detentions to probation, suspension, and dismissal.

Students are encouraged to take action whenever they observe a peer in an improper or wrongful act. Students may confidentially bring an incident to the attention of the Assistant Head of Middle School if the student makes their intention of confidentiality clear from the start.

Middle School Blue Slips and Detention

Blue Slips are used to notify students when they display a lapse in judgment or develop a pattern of poor behavior. It is the student's responsibility

to share the Blue Slip with their parents. Blue Slips emphasize behavior, attendance, and honor code infractions and serve to initiate a disciplinary response. After earning a set number of Blue Slips, students will face the following consequences:

- Five Blue Slips: 3:30 p.m. detention
- Eight or more Blue Slips: 3:30 p.m. detention and a meeting with the Assistant Head and the Head of Middle School to develop a behavior contract.

Detention is held Monday, Tuesday, Wednesday, and Thursday afternoons from 3:30 to 4:30 p.m. Detentions take priority over all other school events with the exception of games and performances, and an unexcused absence from a detention will be treated as an unauthorized absence. Students begin each trimester with zero Blue Slips.

In addition to the Blue Slip system, students may be placed in detention by the Assistant Head or the Head of Middle School for an unauthorized absence, excessive absences, or a rule infraction deemed egregious by the assistant head or head of Middle School. A student may receive more than one detention for a single infraction at the discretion of the assistant head or head of Middle School.

Immediate Suspension or Dismissal

The following acts are unacceptable: any physical, spoken, or written act of abuse, violence, harassment, intimidation, or extortion; any vulgar or profane language; any remarks of a personally destructive nature; or any restriction or prevention of free movement of an individual. Whether the act is deliberate or unintentional, this prohibition applies to all acts, including those directed toward an individual or group regarding race, color, creed, national origin, sex, sexual orientation, physical appearance, physical or mental disability, or political or religious ideology.

A student may be suspended or dismissed immediately for any of the following offenses:

- Possessing, using, or selling alcohol or illegal drugs on campus or during a school-sponsored event, including being present at school or school activities while under the influence of alcohol or illegal drugs.
- Possessing, brandishing, or using a weapon on campus.
- Possessing/using fireworks or explosives.
- Taking any action that may be judged prejudicial to Bullis School, whether at school or elsewhere, or bringing discredit or embarrass-

ment to the school through inappropriate behavior.

- Displaying lapses in integrity by committing such acts as lying, cheating, or plagiarizing and especially lying, deceiving, or concealing to avoid disciplinary or academic consequences (see the “Bullis School Code of Academic Honesty” elsewhere in this handbook.).
- Stealing or vandalizing.
- Abusing, harassing, deliberately intimidating, or physically harming another person or displaying any form of racial, ethnic, sexual or religious prejudice.
- Using threatening or inappropriate language about another student on the internet.
- Displaying disrespect to members of faculty.

Tobacco

Smoking, chewing, or possessing tobacco products or any type of vaping device on campus or at school-sponsored events is against Bullis policy and is subject to disciplinary action.

Gum and Candy

No gum or candy is permitted in the Middle School.

Upper School Student Conduct

In the Upper School, students have greater responsibility for their conduct. Every student should evaluate their behavior as a member of a learning community. Instructional faculty hold and enforce expectations for appropriate behavior in their classes and throughout the school day. The Assistant Head of Upper School handles problems relating to excessive tardiness, repeated dress code problems, and serious or continued rule infractions.

Students are encouraged to take action whenever they observe a peer in an improper or wrongful act. Students may confidentially bring an incident to the attention of a faculty member if the student makes their intention of confidentiality clear from the start.

Bullis reserves the right to immediately suspend or dismiss a student for serious conduct that compromises health or safety or for taking any action, whether at school or elsewhere, that discredits, embarrasses, or is otherwise judged to be prejudicial to the school.

Upper School Student Comportment Forms

Student Comportment Forms (SCF) are used to notify students when they

display a lapse in judgment or develop a pattern of poor behavior. Copies of the SCFs are distributed to a student's advisor and the Head of Upper School through Bullis email. It is the student's responsibility to share the SCF with their parents. SCFs emphasize behavior, attendance, and honor code infractions. The SCF serves to initiate a disciplinary response. At the discretion of the Assistant Head of Upper School, a comportment form may result in a warning, detention, or appearance before the Conduct Review Board. Students who are assigned to after-school detentions may be required to miss all or a portion of their after-school activities at the discretion of the Assistant Head of Upper School.

Upper School Point System and Detention

The Upper School follows a point system to monitor dress code violations, lateness, and truancy. Students will earn one point each for a dress code infraction or being tardy, and two points for each unauthorized absence. After earning a set number of points, students will face the following consequences:

- 5 points: 3:00 p.m. detention
- 8 points: 3:00 p.m. detention
- 10 points: 3:00 p.m. detention
- 12 points: Saturday detention
- 14 points: Saturday detention and a meeting with Assistant Head of Upper School and Head of Upper School to discuss further consequences
- 15 points: Conduct Review Board or Administrative Review Board.

Detention is held Monday, Wednesday, Thursday, and Friday afternoons from 3:00 to 4:00 p.m. The exact time of Saturday morning detention is determined by the Assistant Head of Upper School. Detentions take priority over all other school events with the exception of games or performances, and an absence resulting from a detention will be treated as an unauthorized absence. Students begin each trimester with zero points.

In addition to the point system, students may be placed in detention by the Assistant Head of Upper School after receiving an SCF for any of the following reasons: an unauthorized absence, excessive absences, or a rule infraction deemed egregious by the Assistant Head of Upper School. A student may receive more than one detention for a single SCF at the discretion of the assistant head of Upper School.

Immediate Suspension or Dismissal

Bullis may administratively suspend or dismiss a student immediately for

any of the following offenses:

- Possessing, using, or selling alcohol or illegal drugs on campus or during a school-sponsored event, including being present at school or school activities while under the influence of alcohol or illegal drugs. (1)
- Possessing, brandishing, or using a weapon on campus.
- Possessing or using fireworks or explosives on campus.
- Conduct taken at school or elsewhere that discredits, embarrasses, or is otherwise judged to be prejudicial to the school. (2)
- Displaying lapses in integrity by committing acts such as lying, misrepresenting, cheating, or plagiarizing.
- Stealing.
- Vandalizing.
- Committing sexual misconduct.
- Abusing, harassing, intimidating, bullying, or physically harming another person.
- Displaying any form of racial, ethnic, sexual or religious prejudice.
- Displaying gross disrespect to members of the faculty.
- Disrupting the educational environment.

Determination of whether a student is under the influence of alcohol or illegal drugs will be made by direct observation by school representatives, testimony of witnesses, or use of a breathalyzer device. Bullis reserves the right to use a breathalyzer at school events if there is suspicion that a student is under the influence of alcohol. If a student is suspected of drinking, they will be removed from the event, and, in a private space, may be asked to take a breathalyzer test. If the test reveals that a student has been drinking, the student's parents will be called to take the child home, and the student will face disciplinary consequences. If a student refuses to comply with this request, this is considered an admission of guilt and the same consequences apply.

A private party held off campus is not a school-sponsored event. The school cannot be responsible for supervision or enforcement of its rules on substance use at private parties. Supervision and enforcement at such events is the responsibility of parents and police. Bullis reserves the right to take disciplinary action, however, when a student's actions or conduct at a private party or anywhere else bring discredit to the school or if the health and

safety of community members is compromised. Examples of this include vandalism, property damage, violence, or illegal behavior that gives rise to a medical emergency or police response. The host of a private party where such behavior occurs, as well as other involved students, will be subject to disciplinary action if the matter comes to the attention of the school.

If a student is caught under the influence of drugs or alcohol at a school event or if the Bullis administration becomes aware of a confirmed instance of drugs or alcohol use at an off-campus party, the school will implement the following consequences:

- The student must undergo a medical evaluation at a Bullis-sanctioned treatment program at the family's expense.
- The student must enroll in a drug and alcohol program recommended through the medical evaluation, and there must be open communication between the program and Bullis.

The student must successfully complete the program. A student will be forced to withdraw from Bullis if they do not successfully complete the program or if there is another instance of drug or alcohol use during their time at Bullis.

Conduct Review Board

An Upper School Conduct Review Board composed of faculty and students recommends consequences for conduct involving lapses in integrity, bullying, and accrual of 15 or more points. Appearing before the Conduct Review Board should be considered a serious institutional response that can affect a student's standing in the community. The function of this board is to help a student who has breached community expectations understand the poor decision they have made and think about ways to make better decisions in the future. The board also recommends appropriate consequences to the Head of Upper School. The Conduct Review Board is a recommending body only, and its recommendations are not binding. In some situations, the Head of Upper School may choose to suspend a student for one or more academic days in order to arrange a Conduct Review Board meeting.

The Head of Upper School, taking into consideration a Conduct Review Board recommendation, determines disciplinary consequences. One common consequence is placing a student on disciplinary probation. Being placed on probation is a serious change in status for a student signifying that unless behavior changes, or if there is another serious infraction while on probation, the student may be dismissed from school. If a student's behavior substantially disrupts the educational environment, the Conduct

Review Board would then consider whether to recommend suspension or expulsion to the Head of Upper School, who may accept, decline, or change the recommendation. A decision by the Head of Upper School to suspend or expel a student is final.

Bullis Technology Acceptable Use Policy

A thriving learning community relies on the acceptable use of technology by all students and faculty. The Bullis technology network is for the educational and administrative use of Bullis students and faculty and includes wired and wireless networks, all hardware, software, and electronically stored information owned, operated, subscribed to, or leased by Bullis.

By bringing their own devices to school, using school devices, or accessing the Bullis technology network, students accept certain responsibilities and obligations. In addition to the expectations listed here, student use of and behavior with technology is also subject to the Bullis Honor Code, the divisional Codes of Conduct, and local, state and federal laws.

Honor Code Pledge: I will embrace truth and honesty in word and deed. I will respect the rights, backgrounds and views of others. I will be accountable for my actions at all times.

With respect to technology, students are expected to always:

- Use their user ID and password in support of educational, administrative, and research activities consistent with the objectives of the school.
- Use their own ID.
- Protect their ID and passwords from unauthorized use.
- Log off the network before walking away from any computer.
- Take care to ensure personal safety and privacy when using the internet.
- Treat themselves and others with respect, especially when texting or using social networks and messaging services such as Snapchat, TikTok, Instagram, Twitter, etc.
- Use resources responsibly and avoid wasting computing or network assets by, for example, taking up too much storage space with personal files or printing excessive amounts of paper.
- Treat all technology hardware with care and respect. This includes doing their best not to harm any equipment and reporting to the Help Desk any equipment that is malfunctioning.

-
- Maintain school and personal technology connected to the network free of viruses and other malware by running antivirus software regularly.
 - Report phishing or inappropriate contact to the Bullis Help Desk.
 - Use systems appropriately.
 - Work within network security measures, such as a firewall and spam filters.
 - Always ask permission of the technology department before downloading, installing, copying, or deleting any software on school computers.
 - Abide by all copyright laws, which include not downloading, copying, or transmitting files, including music, videos and movies, in violation of these laws.
 - Represent Bullis in a positive way.

With respect to technology, students are also expected never to:

- Use the Bullis network for personal, political and/or monetary gain by, for example, selling access to user IDs or the Bullis network or by performing work for profit with school resources in a manner not authorized by Bullis.
- Share IDs or passwords.
- Use another person's system, user ID, password, files, or data without their permission.
- Post personal information about themselves or others such as name, age, gender, location, phone number, or picture,
- Post, share, or transmit the personal information of any Bullis student or employee.
- Create false identities or access age-restricted websites using a false birthdate.
- Bully, harass, disparage, abuse, defame, threaten, or intimidate another person.
- Use vulgar, profane, obscene, or other inappropriate language or images of themselves or others in any communications.
- Download, distribute, host, transmit or view racist, homophobic, obscene, threatening, harassing, bullying, religiously intolerant, or sexually explicit materials.
- Transmit or engage in any activities that are in violation of any

local, state, or federal law or regulation, including piracy, tracking, extortion, blackmail, identity theft, or unauthorized access to any computers on the internet or purchase, sell or distribute contra-band materials.

- Initiate or forward chain letters, perpetrate pyramid schemes, or conduct gambling activities.
- Attempt to circumvent, subvert, or harm systems or any information stored thereon.
- Use computer programs or other means to decode passwords or access control information.
- Engage in any activity that might be purposefully harmful to systems or to any information stored thereon, such as creating or propagating viruses and worms, disrupting services, or damaging files or making unauthorized modifications to any data.
- Vandalize or damage technology equipment, software, and/or files.
- Use the network or technology in any way that would disparage the school, negatively or adversely reflect on the school, or be contrary to the school's interests.
- Engage in any other activity that does not comply with the general principles presented in this policy.

Use of the Bullis technology network and all technology on the Bullis campus is a privilege, not a right. Communications across the Bullis network or on devices brought to school are not considered to be private. Bullis reserves the right to examine and remove any files, email, or programs installed on the technology network, personal or otherwise, or any other technology device either owned by Bullis or used or present on the Bullis campus, in order to ensure the proper functioning of the network, conduct normal maintenance, and ensure compliance with these policies.

Inappropriate technology use, whether it occurs at school or elsewhere, is subject to disciplinary action when it negatively affects Bullis students, disrupts the learning environment, brings discredit or embarrassment to the school, or otherwise violates this policy or the law. Messages dealing with illegal activities may be reported to the appropriate authority. All students are expected to understand and work within these policies at all times.

Individuals using computer systems and networks owned, operated, or leased by Bullis do so subject to applicable laws and school policies. Bullis makes no guarantee that the services provided will be error-free or without defects. The school cannot be responsible for any damage suffered includ-

ing, but not limited to, loss of data or disruption of service. Bullis disclaims any responsibility and/or warranties for information and materials residing on non-Bullis systems or available over publicly accessible networks.

Bullis Social Media Guidelines & Policies

Important Note: Below is a summary of the Bullis Social Media Guidelines & Policies. You must read and become familiar with the Bullis Social Media Guidelines & Policies in its entirety on our website at <https://www.bullis.org/social-media-terms-of-use#policy>.

OVERVIEW

The Bullis Social Media Guidelines and Policies is to address various aspects of proper social media use by Bullis School employees, coaches, students, and community members who engage in social media activity and/or use Bullis social media accounts (ACCOUNT(S)) about or on behalf of Bullis.

Social media creates opportunities to champion the Bullis brand and for personal expression, but it also creates risks and responsibilities.

At Bullis, we believe the strength of social media is its ability to foster deep, meaningful relationships with our community. Our community members use social media platforms to connect with prospective families, current families, students, and alumni. The content may include but is not limited to, promotional materials, educational content, and school activities, amongst others. Bullis takes social media seriously.

As a Bullis student or community member, you are expected to adhere to the Bullis Social Media Guidelines & Policies when engaging on social media platforms, including but not limited to, Twitter, LinkedIn, Instagram, Facebook, TikTok, WeChat, YouTube, Flickr, Twitch, blogs, wikis, or any other tool or service that facilitates interactions over the Internet.

- All social media ACCOUNTS, new and existing, must be approved by the Communications team.
- All ACCOUNTS must be created by the Communications team. Bullis students, coaches, community members, or faculty, other than the Communications team, may not create Bullis branded ACCOUNTS.
- ACCOUNTS are approved or not approved based on several factors, including, but not limited to, alignment with our branding, mission, vision, values, and strategic plan.

-
- The Communications team must have access to all Bullis ACCOUNTS.
 - » All current Bullis ACCOUNT social media managers must register an existing Bullis branded ACCOUNT with the Communications team at social_media@bullis.org within five (5) days, or it will be removed.
 - Bullis students may not request, set up, or be the sole administrator of any Bullis ACCOUNT.
 - Upper School students may contribute to Bullis ACCOUNTS; however, these ACCOUNTS must be administered and overseen by a Bullis faculty member. It is the responsibility of that faculty member to monitor the ACCOUNT at all times.
 - » If an Upper School student would like to contribute to an ACCOUNT, they must get written approval from the Head or Assistant Head of Upper School.
 - » The faculty member/manager assigned to that ACCOUNT must email the full name and class year of the student(s) along with the written approval of the division head to the Communications team.
 - » Before receiving access to the ACCOUNT, students must take the BULLIS Branded Social Media Training (BBSMT).
 - Note: Lower and Middle School students may not have access to or manage any Bullis ACCOUNTS.
 - Do not impersonate or pretend to be someone else, particularly when representing Bullis. Do not create ACCOUNTS with “BULLIS” in the handle name or page name. Handle examples: “yourname_bullis” or “yourname@bullis” or “yourname.bullis”.

GENERAL GUIDELINES

1. Remember, you are representing Bullis. Always portray Bullis in a positive light. Make us proud!
2. If you're not sure you should post it, then don't.
3. Be cautious when posting. What goes on the Internet stays on the Internet.
4. Respect everyone's privacy and confidentiality.
5. Do not post students' full names, except when deemed appropriate

for Upper School students.

6. Never tag a student in a post.
7. Don't post anything that will identify where you live.
8. Do not post content that violates the Bullis Social Media Guidelines & Policies or any other Bullis policies.
9. Bullis's Communications team has the right to edit or delete posts/stories and, if necessary, revoke access to an ACCOUNT or suspend an ACCOUNT.
10. Be kind and have fun.

The Bullis Social Media Guidelines & Policies supplements all other Bullis policies and standards, including the Bullis Handbook and the Code of Conduct. If your post would violate a Bullis policy in another forum, it will also violate it on social media. Students and representatives of Bullis who violate this or other Bullis policies may be subject to disciplinary action.

You must read and become familiar with our entire Bullis Social Media Guidelines & Policies on our website at <https://www.bullis.org/social-media-terms-of-use#policy>.

Copyright Infringement

Copyright is a form of protection given to the authors or creators of original works of authorship. Copyright law covers literary, dramatic, musical, artistic, and other intellectual works which are fixed in a tangible form of expression. Most modern books, magazines, recordings, movies, plays, and internet pages are protected by copyright law even if they do not contain a printed copyright notice.

Federal law gives the author of the work the right to make copies of their work, distribute copies of their work, perform their work publicly (such as for plays, film, dances or music), display their work publicly (such as for artwork, or stills from audiovisual works, or any material used on the internet or television), make derivative works (including making modifications, adaptations or other new uses of a work, or translating the work to another media), or allow others to do any of those things.

Copyright law does allow "fair use" or limited reproduction for purposes such as criticism, news reporting, teaching (including multiple copies of short excerpts for classroom use), scholarship, or research.

Bullis students are expected to:

- Respect the rights of copyright owners regarding text, images, video, software, etc.
- Observe and respect all copyright laws and properly attribute information used.
- Use only legal versions of copyrighted software in compliance with vendor license requirements.
- Not download, copy, transmit, or use any information or files, including music, videos and movies, in violation of copyright laws.
- Not distribute, post, or transmit any copyrighted material without permission.
- Not copy any software from Bullis computers or install or download any software, including but not limited to, programs, Web browsers, music players and games, onto any of the school's computers.
- Consult the librarians for questions about copyright, fair use, and requesting permission from authors to use copyrighted works.

Communications

Who to Contact:

General contact information: Up-to-date contact information for all school offices, departments, and instructional and non-instructional faculty members is provided on the Bullis website (choose "About" and "Bullis Directory," or, to view administrators and faculty by department, find the "Contact Us" link in the footer of the website at www.bullis.org/contact).

Getting messages to your child during the school day: If you need to get a message to your child, call your division's administrative assistant to ensure the message can be delivered in a timely fashion. To reduce interruptions to class, only emergency messages are delivered to students while they are in the classroom. Please resist the temptation to text or message your child directly, as this can be a distraction to their learning.

Questions or concerns about your child: If at any time you have a question or concern related to your child, please do not hesitate to call your child's divisional office. The administrative assistant for your division can help you with many of your questions. The administrative assistant can also arrange for a conference with your child's teacher, one of our learning specialists, or with the division head.

If your concern is academic or pertains to a classroom issue, please contact the appropriate teacher using voice mail or email. Teachers return emails and phone calls within 24 hours, but do not check messages while teaching. Teachers' voicemail numbers and email addresses are available on the Bullis website.

Parents of Middle School students with particular concerns are encouraged to contact the first person listed in the appropriate category below. If you are unable to resolve the matter, you are welcome to proceed to the next person.

- Academics: Teacher (if specific to one class), Advisor (if a broader academic question/concern), Grade Level Coordinator, Assistant Head of Middle School, Head of Middle School
- Athletics: Team Coach, MS Athletic Director, Assistant Head of Middle School, Head of Middle School
- Student Life and Extracurriculars: Assistant Head of Middle School, Head of Middle School
- Discipline: Assist. Head of Middle School, Head of Middle School

-
- Health: Nurse, Advisor, Assistant Head of Middle School, Head of Middle School (for specific and confidential matters, contact the MS Counselor).

Parents of Upper School students with particular concerns are encouraged to contact the first person listed in the appropriate category below. If you are unable to resolve the matter with that person, you are welcome to escalate your query or need to the next person in the chain of response:

- Academics: Teacher, Advisor, Department Chair, Assistant Head of Upper School for Academics, Head of Upper School
- Athletics: Coach, Boys or Girls Athletic Director, Assistant Head of Upper School, Head of Upper School
- Extracurriculars: Advisor, Assistant Head of Upper School, Head of Upper School
- Health: Nurse, Advisor, Assistant Head of Upper School, Head of Upper School
- Disciplinary: Assistant Head of Upper School, Head of Upper School

Bullis Communications with Families

Bullis Connection: The Bullis Connection is our weekly e-newsletter sent to all members of the Bullis community. It provides information to Bullis families on a wide range of upcoming activities, including school meeting announcements, grade and division announcements, parent events, arts and athletic programs, and calendar items.

The Bullis Connection is for the use and convenience of Bullis parents, students, and faculty. It is not available for items related to personal, commercial, political, or advocacy purposes. All items proposed for inclusion in the Connection should be emailed to the newsletter editor or to news@bullis.org. Items must be received by Tuesday afternoon for that Thursday's Connection.

Emergency Communications

In the event of a campus emergency, parents will be contacted in one of the following ways:

- LiveSafe: parents are urged to sign up for this free digital service by downloading the LiveSafe app from the iTunes Store and connecting to the Bullis system to receive free emergency emails and/or text messages sent to the device(s) you choose.

-
- Emails from the Head of School sent to the entire Bullis community (in case the LiveSafe system is unavailable for any reason).

The school's first responsibility in any emergency is to ensure the safety of students. Depending on the nature of the emergency, access to the campus or specific buildings by parents may be limited until conditions are judged safe by the school and/or emergency authorities.

Inclement Weather and School Cancellation or Delayed Opening

When inclement weather strikes overnight and road conditions are hazardous in the morning, Bullis will announce a delay or cancellation of school in the following ways:

- Through the LiveSafe app.
- On the Bullis website.
- Via posts on our Bullis Facebook and Twitter accounts.
- On the telephone recording at the main school number (301-299-8500)

Every effort will be made to post these announcements no later than 5:30 a.m. Weather-related cancellations and delayed openings at Bullis will not always conform to those announced by Montgomery County Public Schools.

Bullis builds Emergency Weather Days into each year's school calendar. Beginning on the third day that school is closed for weather or other related conditions, students are expected to complete assignments in order to continue our program of instruction. The type and nature of instruction will be determined by each division in order to best meet the needs of the students based on the potential length and circumstances of the school closure.

Unexpected Early Dismissal

If weather conditions (or other emergencies like power outages) lead to a decision to dismiss Bullis students during the school day, the school will:

- Communicate the message through LiveSafe.
- Post the cancellation message, with bus information, on the school's website.
- Send a Bullis email message to all parents.
- Post announcements on the Bullis Facebook, Instagram, and Twitter.

ter pages.

Parents are responsible for picking up their children as quickly as possible after an unexpected early dismissal. In the event a parent cannot get to the school to pick up their student, the parent must call the school to make alternative arrangements for the student to get home. Bullis buses will depart from school 15 minutes after school is dismissed.

During early dismissals, one-way traffic patterns will be in place, just as they are during normal afternoon dismissals.

In case of an active thunderstorm during dismissal, the school's policy is to keep students in the buildings until the threat of lightning has passed.

After School Activities Cancellation

On days when school has been cancelled or dismissed early due to inclement weather, all after-school activities (practices, rehearsals, games, meetings and performances) are cancelled unless specifically authorized by

the Head of School, based on improving weather and road conditions. For information on after-school activities and events, check the school's website or Athletic Hotline (301-983-5737).

Assemblies and Announcements for Students

Lower School: Announcements to students are made in Morning Meeting, Lower School Assemblies, and via email to parents. A weekly letter from the Head of Lower School, the Lower School Week in Advance, is emailed to Lower School families on Fridays with reminders of upcoming events and important division information.

Middle School: Announcements to students are posted on whiteboards in the hallways, video monitors, and during Middle School assembly. In addition, the Middle School sends out a Week at a Glance email from the Middle School office.

Upper School: Announcements to students are posted on monitors throughout the entire school each day and can be made at the weekly Upper School Assembly. After getting the approval of an instructional faculty member, students may submit announcements a day in advance to the Upper School Office. Students should periodically check monitors throughout the day. In addition, the Upper School sends out a Week at a Glance from the Upper School office.

Student announcements or videos must be approved by the Upper School

Office prior to any posting or sharing of the media on campus. Those announcements that are not approved will be removed and consequences may follow for those responsible for the creating and posting.

Academics

The Bullis School Code of Academic Honesty

Academic honesty is critical to the education of individual students and to the integrity of the Bullis community. Students who misrepresent their own work or present the work of others as their own deprive themselves of the benefits of the learning process. The process of analyzing, researching, investigating, and wrestling with ideas is the most valuable and important aspect of one's education. Students who choose to bypass this process fail to take advantage of the educational opportunities afforded them and demonstrate their lack of commitment to the educational philosophy of the school. In addition to diminishing their own education, academically dishonest individuals also undermine the educational mission of the school and compromise the integrity of the Bullis community. Any violation of trust and respect within the community reduces the quality of the educational experience at Bullis.

Plagiarism: Plagiarism is the presentation of the words or ideas of another as one's own. While plagiarism is generally associated with research papers, other assignments may also be plagiarized. These include homework assignments, essays, written labs, oral presentations, and visual presentations. In order to avoid plagiarizing, a student must appropriately cite any source used in preparing or completing an assignment. Because of the seriousness of this issue, students are encouraged to ask their teachers for clarification if there is any doubt as to whether a source must be cited. A student may not reproduce their own work for a different class.

Cheating: Cheating is related to plagiarism. A student who utilizes another student's work, copies from another student, shares information about a graded assignment, copies from their own notes during a graded assignment, or in any way misrepresents their knowledge during a particular assessment is cheating. Cheating may occur on tests, quizzes, homework assignments, labs, and other graded work. As policies can vary in some cases by department, teacher, and assignment, students are encouraged to clarify any questions about the expectations pertaining to specific assignments.

Consequences: A student who plagiarizes or cheats appears before the division's assistant head, who will determine whether the student is responsible and will issue any consequences based on the following guidelines:

- A first offense typically results in the student being required to redo the assignment without unauthorized assistance. The resulting grade is entered with a 50 percent deduction. This grade can-

not be dropped. A Disciplinary Warning is issued.

- A second offense typically results in a suspension of 2-5 days and a specified period of Disciplinary Probation. No credit will be given for the work in question.
- A third offense at any time during the student's career at Bullis will most likely result in the student being permanently separated from the community. No credit will be given for the work in question.

Steps will also be taken to ensure that the student understands the severity of his or her actions and learns from the experience. Given the violation of community trust implicit in academic dishonesty, a student's participation in certain school activities may also be restricted.

Lower School Academics

Curriculum and Schedule

A typical day in the Lower School usually begins in the homeroom with Morning Meetings, leading into math, social studies, or language arts. Students read independently in the classroom each day, and teachers model reading comprehension strategies and encourage aural focus by reading aloud picture books, novels, short stories, and poetry. In addition to their homeroom-based time, students engage in a rich and extensive collection of classes with dedicated specialist teachers, including Art, Movement, Music, PE, Science, Spanish, and Technology. Non-homeroom classes are generally 45-60 minutes in length. In K-2, some classes are shorter as is more developmentally appropriate.

Homework and Independent Reading

Homework encourages the development of organizational skills and responsibility and reinforces and deepens the concepts taught in school. Families should establish a predictable family homework routine with minimum distractions to support each child's best work.

Sleep is more important than a completed assignment, so if your child's efforts are in a state of diminished return, put them to bed! We may occasionally misjudge the time an assignment will take. Please keep these homework guidelines in mind, while acknowledging that children work at various rates:

- Kindergarten: 10 to 20 minutes
- Grade 1: 10 to 20 minutes
- Grade 2: 20 to 30 minutes
- Grade 3: 20 to 30 minutes

-
- Grade 4: 40 to 45 minutes
 - Grade 5: Not to exceed 60 minutes
 - Weekend homework: daily independent reading for at least 30 minutes, plus occasional projects or assignments

Unless a teacher asks for parent input, students should work on homework independently, but they may need assistance from time to time. Please inform the appropriate teacher if your child needs an inordinate amount of help, or if they spend too much or too little time on homework.

In addition to their homework, Lower School students should read independently for a minimum of one half-hour per night. Caregivers are encouraged to read aloud or "partner read" to their children frequently from books above their reading level.

Grading

The Bullis academic year is divided into three trimesters. Individual academic and social progress is formally noted and communicated to parents through end-of-trimester report cards and twice-a-year parent/student/teacher conferences. Teachers also keep in touch with parents informally via email and phone whenever a need arises. All students are evaluated with formative and summative assessments. Starting in 5th grade, students also receive numerical grades in language arts, math, science, and social studies according to the following system:

- 90-100: Excellent performance within subject matter
- 80-89: Good performance within subject matter
- 70-79: Adequate performance
- 60-69: Poor performance

Parent/Teacher/Student Conferences

Parent/teacher/student conferences are an essential means of communication between parents and the school. We value this opportunity to share insights and information that enable us to meet the needs of the children more effectively. Conferences take place twice a year, as shown on the school calendar. Students facilitate the first half of each conference and then are excused for the second half. Parents are always welcome to schedule additional meetings as needed.

Middle School Academics

Curriculum and Schedule

The Middle School curriculum is developed and implemented to foster growth and independence during a crucial time in a child's development. Students acquire vital instructional skills that propel them into the Upper School. Emphasis is placed upon developing leadership, citizenship, and organizational skills. Students can expect a challenging curriculum that strives to meet the needs of individual learning styles.

The Middle School has a six-period day of English, world language, math, science, social studies, fine arts, technology, and health classes. Athletics comes at the end of the day, four days per week, mainly through participation in interscholastic teams.

Course Selection, Scheduling and Changes

Course Selection and Scheduling Process: Middle School students participate in core academic classes (language arts, mathematics, social studies, and science) and have the opportunity to choose world

Language and visual and performing arts classes in the spring preceding the new school year. A course request form and course requirements worksheet is given to students to help plan the course of study. Mathematics and world language placements for returning students are based on assessments and teacher recommendations. Placement tests for new students in the areas of mathematics and world language are administered in the spring and summer months. Completed course request forms must be completed through a special Google Form sent to parents by the Assistant Head of Middle School. Schedules are not issued if a student's account is not current.

Schedule Changes: A thorough process is completed to create appropriate schedules. However, should a schedule change be necessary, the student must secure the approval of the Head of Middle School.

Homework: Homework is given regularly in all Middle School courses. Students have an average of 20 to 30 minutes of homework for each class, depending on course and level. Students are expected to complete all homework on time.

In case of a prolonged excused absence from school, students will be helped in getting assignments and materials. In all other cases, students are responsible for getting all missing homework assignments and materials from teachers. Upon returning to school, students are responsible for

checking with teachers to see that work is up-to-date and ensure that any missed quizzes or examinations are taken as soon as possible.

Grading

Tests and Examinations: Student performance is evaluated and graded on a regular basis in all courses. Quizzes may be announced or unannounced, a practice that helps students maintain a consistent pattern of work by encouraging day-to-day preparation. Teachers instruct students on the best way to prepare for their graded assignments, and they notify their classes several days in advance of major tests. Make up tests and quizzes after excused absences are administered as needed at the discretion of the teacher.

Reports and Grades: The Bullis school year is divided into trimesters. All students receive progress reports at the midpoint of the winter trimester. Report cards are posted on the Parent Portal at the end of each trimester.

Students receive numerical grades in most academic subjects according to the following system:

90-100 Excellent performance: has demonstrated excellent knowledge and mastery of skills and their application.

80-89 Very good performance: has demonstrated facility with skills and their application.

70-79 Adequate performance: has demonstrated basic knowledge and grasp of skills and their application.

60-69 Poor performance: has not fully met course objectives, but has demonstrated sufficient knowledge and familiarity with skills to pass the course, indicating concern in cases where the course is sequential.

Below 60 Inadequate performance: has demonstrated inadequate knowledge and little or no grasp of skills and their application.

Incompletes: Students with extenuating circumstances who have not completed all assigned work during any marking period may receive a grade of incomplete at the discretion of the Student Support Team. Students have ten days from the end of the marking period to make up all unfinished work. Work will not be accepted after the grace period has expired.

Effort Grades: Students also receive an effort grade each trimester in each course, based on the following effort criteria and grade structure:

Effort grade criteria:**Preparation and Readiness:**

- Student arrives to class promptly with assigned work completed and correct class materials.
- Student is ready to begin work.
- Student keeps papers and other classroom materials readily accessible for efficient use.

Behavior:

- Student cooperates with teacher in fostering a classroom atmosphere of courtesy, mutual respect, and productive activity.
- Student exercises self-control by refraining from comments and actions that are inappropriate in content or timing.
- Participation:
- Student shares ideas and insights with the class.
- Student contributes positively to class discussion by answering questions raised by the teacher or another student.

Initiative:

- Student takes the initiative to anticipate absences, make up missed work, keep appointments, and seek help from the teachers when necessary.
- Student shows a willingness to learn and desire to improve.

Effort grades:

4 = Student consistently meets effort grade criteria.

3 = Student usually meets effort grade criteria.

2 = Student occasionally meets effort grade criteria, but needs to show improvement in one or more areas.

1 = Student fails to meet criteria on a consistent basis and needs to show considerable improvement in multiple areas.

Academic Honors: The Middle School recognizes students at the end of the school year who have distinguished themselves academically. Students whose average grade is 88 and above earn Honors designation; those whose average grade is 92 and above earn High Honors.

National Junior Honor Society: The National Junior Honor Society is an organization designed “to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character, and to encourage good citizenship.” In the Bullis Middle School, NJHS is a recognition program to honor and celebrate students who have engaged in community service, supported school-related activities, and displayed an enthusiasm and passion for learning.

Eligibility for NJHS starts with students earning an overall 92% (or higher) grade point average (GPA) from their entry point into the Middle School. GPAs are calculated after the second trimester for students in the 7th grade. Students then have the option of applying for membership through an application process.

All applications are blindly reviewed by a panel of teachers. If selected, students are then recognized at an annual induction ceremony.

Parent/student/teacher conferences: Parent/student/teacher conferences are held at the midpoint of the fall and spring trimesters to provide an additional opportunity for parents to partner with the school in fostering their child's growth and development as a student. Conferences aim to provide parents with an understanding of how students are performing in individual classes and participating in the Bullis community. If students are not present, parents are invited to share their perspectives on their students' strengths and needs, learning styles, and any other information available to support student learning at school and at home.

Responding to Academic Difficulties

The middle school years are vitally important to a child's intellectual and emotional growth. During this time, students should learn the academic habits and skills that will support their learning throughout grades 6-8 and beyond. The Middle School has, therefore, developed the following guidelines:

Academic Improvement Plan: An Academic Improvement Plan (AIP) will be created and implemented with students who need additional academic support due to classroom performance or an extended absence from school. A student may be placed on an AIP if any of the following conditions occur at a progress report or trimester grade report:

- Student has two grades of 69 percent or below;
- Student has one grade of 59 percent or below;
- Student has an overall average of 69 percent or below.

The learning specialist, in conjunction with the student's designated support team, will develop an improvement plan.

During the first three school days of the Academic Improvement Plan, the student may not be permitted to participate in athletics or activities. The student will meet with a learning specialist and/or specific teachers. The student support team will determine if an extended amount of time is needed before returning to athletics or theater. An Academic Improvement Plan recommended for longer than ten school days requires permission from the Head of Middle School.

Remedial Summer Work: Students who earn grades of 60 to 65 in sequential disciplines such as English, math, and world languages are required to do academic work over the summer to prepare for the following year's work in that subject. Students who fail any course during the regular school year must make up that course in summer school at Bullis, if offered, unless the Head of Middle School deems otherwise. However, at the discretion of the Head of Middle School, some courses may have to be made up in the following academic year.

Upper School Academics

The Bullis Upper School curriculum is the cornerstone for an entire range of co-curricular and extracurricular activities intended to develop well-rounded individuals and provide the academic background necessary for college success. The curriculum generates reasonable challenges for all students, with each student's schedule tailored to meet their academic needs.

Curriculum

Curriculum Guide: The Upper School curriculum guide, available on the Bullis website, details the current Upper School course offerings, signature programs, and extracurricular activities that receive academic credit. Please consult this guide for information about specific classes and offerings.

Honors and Advanced Placement Courses:

Bullis offers a wide range of Honors and Advanced Placement (AP) courses for Upper School students. Honors and AP courses receive a five-point weight in a student's cumulative grade point average. All AP courses offered at Bullis are rigorous courses presented at the college level, graded in a manner that reflects the College Board's grading policies, and designed to successfully prepare students to take the Advanced Placement examination. All underclassmen in AP courses are required to take the AP exam. The AP exam is optional for seniors; however, those not taking the exam must

continue to attend class and must take a final exam or complete a project as determined by their teacher. To ensure a balanced approach to learning, it is recommended that students limit themselves to four honors and/or AP courses. Students who wish to exceed this number need permission from the Assistant Head of Upper School for Academics.

Course Selection and Schedule Changes

Course Selection Process: Upper School students are expected to play an active role in the process of developing their course of study and selecting courses. Each student works closely with their course selection coach to determine the schedule and course sequence that will best meet the student's needs and interests and fulfill academic requirements.

A typical Upper School course load at Bullis consists of six courses per trimester. Students wishing to carry more or less than a normal load must receive approval from the Assistant Head of Upper School for Academics.

Schedule Changes: Because of the care taken to create appropriate schedules for each student, changes are rarely necessary. However, should a schedule change be necessary, the student may need to secure the approval of the appropriate teachers, the student's parent or guardian, the relevant department chair, and the Assistant Head of Upper School for Academics. The following policies apply to course changes:

- Any yearlong course dropped—and not replaced with a commensurate course—after the Drop/Add period (usually the third week of the first trimester) will be indicated on the transcript as “(WP) withdrawn/passing” or “(WF) withdrawn/failing.”
- A student may not drop a yearlong course after the beginning of the second trimester.
- No partial credit will be given for a yearlong course not completed.
- A student may not drop a trimester course after the third week of the trimester.
- Any trimester course dropped after the deadline—and not replaced with a commensurate course—will be indicated as “withdrawn/pass (WP)” or “withdrawn/fail (WF).”

Homework: Homework is expected to be completed on a daily basis as each class session builds on the assignment from the previous evening. Full completion of each assignment is essential for optimal learning. Each department has a set homework policy and may give a zero for a missed or incomplete assignment. Students should expect an increased amount of homework as they progress through the Upper School, beginning with

an average of 25-30 minutes per night per subject in 9th grade and growing incrementally to an average of 45 minutes per night per subject in the 12th grade. There may be nights when a student has more than the typical homework load, and students should plan for these evenings in advance by planning out long-term assignments and studying in advance for tests and quizzes. Students are expected to use study halls to begin the homework process. Students in Honors and AP classes should expect 45-55 minutes per night in each of those classes.

Grading

Tests and Examinations: Student performance is evaluated and graded on a regular basis in all courses. Quizzes may be announced or unannounced, a practice that helps students maintain a consistent pattern of work by encouraging day-to-day preparation. Teachers instruct students on the best way to prepare for examinations, and they notify their classes several days in advance of major tests. Makeup tests and quizzes are administered as needed at the discretion of the teacher. Most full-year core courses include a two-hour final examination at the end of the second trimester. These exams represent 10 percent of the final course grade. Completion of a test or exam takes precedence over all after-school activities. No trimester or final exam may be administered prior to the originally scheduled time without the approval of the Assistant Head of Upper School for Academics.

Reports and Grades: The Bullis school year is divided into trimesters. All students receive progress reports at the midpoint of each trimester. Report cards are posted to the parent portal at the end of each trimester. Students with grades below 70 and those whose grades have changed dramatically also receive interim reports at different points of each trimester. Students receive numerical grades in all academic subjects according to the following system:

90-100—Excellent performance: has demonstrated excellent knowledge and mastery of skills and their application.

80-89—Very good performance: has demonstrated facility with skills and their application.

70-79—Adequate performance: has demonstrated basic knowledge and grasp of skills and their application.

60-69—Poor performance: has not fully met course objectives, but has demonstrated sufficient knowledge and familiarity with skills to pass the course, indicating concern in cases where the course is sequential.

Below 60—Inadequate performance: has demonstrated inadequate knowledge and little or no grasp of skills and their application. Failure,

no credit.

Incompletes—Students who have not completed all assigned work during any marking period may receive a grade of incomplete at the discretion of the teacher in consultation with the department chair and Head of Upper School. Students have 10 days from the end of the marking period to make up all unfinished work. Work will not be accepted after the grace period has expired.

Effort Grades: Students also receive an effort grade each trimester in each course, based on the following effort criteria and grade structure:

Effort grade criteria:

- Student accepts responsibility for school work.
- Student perseveres in the pursuit of academic excellence.
- Student produces consistently prepared work.

Effort grades:

4 = Student consistently meets effort grade criteria.

3 = Student usually meets effort grade criteria.

2 = Student occasionally meets effort grade criteria, but needs to show improvement in one or more areas.

1 = Student fails to meet criteria on a consistent basis and needs to show considerable improvement in multiple areas.

Academic Honors: At the end of each trimester, the Upper School honor roll is posted. Students who have distinguished themselves academically are awarded certificates. Students with an average grade of 88 or above earn Honors designations; those whose average grade is 92 or above earn High Honors.

Parent/Teacher Conferences: Parent/teacher conferences are held at the end of the fall trimester to provide an additional opportunity for parents to partner with the school in fostering their child's growth and development as a student. Conferences aim to provide parents with an understanding of how students are performing in individual classes and participating in the Bullis community. Parents are invited to share their perspectives on their students' strengths and needs, learning styles, and any other information available to support student learning at school and at home.

Transcripts, Grade Point Averages and Class Ranking: In order to provide an informative summary of a student's academic record, Bullis maintains

student transcripts, which include cumulative grade point averages.

Bullis does not calculate a single rank in class for its students. Because our students do not take the same program and because grade distributions vary among teachers, a cumulative ranking system based on raw or weighted grades may not fairly represent a student's relative achievement.

Responding to Academic Difficulties

Bullis offers a comprehensive range of services, described below under Academic Support, to help ensure that all of our students succeed academically. This section details the school's policies for situations in which student performance, despite whatever support is being received inside and outside of the classroom, falls below the acceptable level at Bullis.

If a student has a grade average below 70 in any course, they should see their teacher as soon as possible. If the student is having serious difficulty in a class, the teacher may require them to attend extra instruction for that subject, either with the teacher or in the Academic Center. Extra instruction with the teacher can take place immediately after school, during regularly scheduled office hours, or at mutually free times. Extra instruction takes precedence over all activities except scheduled athletic contests. The teacher may also recommend that the student take advantage of other academic support services.

Academic Improvement Plan: A student with a failing grade or grades below 70 in two or more courses on any progress report or trimester report card is placed on an academic improvement plan for a maximum of two trimesters. Specific guidelines, including a daily academic checklist, for improving work and judging improvement are established so that the student and parents understand the school's expectations. The improvement plan is designed to help students achieve at a high level and experience academic success. Progress of students on an improvement plan is reviewed at regular intervals during the school year, and a student is removed from an improvement plan if they have no grades below a 70 at the end of the trimester. Unweighted grades are used in determining whether a student needs to be placed on an improvement plan.

Academic Probation: A student with any grade below 70 after two trimesters on an improvement plan is placed on academic probation, which constitutes a major change in a student's status and results in a contract hold for the following school year. Specific guidelines, including a daily academic checklist, for improving work and judging improvement are established so that the student and parents understand the school's expectations. The progress of students placed on academic probation is reviewed at regular

intervals during the school year, and a student is removed from academic probation if he or she has no grades below a 70 at the end of a trimester. Failure to satisfy requirements of academic probation may hinder a student's ability to return to Bullis the following year. Unweighted grades are used when determining whether a student is put on academic probation.

If a student has been placed on a second improvement plan during his or her time in the Upper School, they will be placed directly on academic probation if any of the following conditions occur:

- They have at least one unweighted grade below a 70 while on an improvement plan;
- They have one failing grade (unweighted) while not on an improvement plan;
- They have two unweighted grades below a 70 while not on an improvement plan.

Remedial Summer Work: Students who fail any course during the regular school year may be required to remediate that course. Students who earn grades of 60-69 in any course may also be required to retake the subject in the summer to prepare for the following year's work in that subject. The relevant department chair and Assistant Head of Upper School for academics must review and approve the syllabus for any summer school course from another institution to be taken for Bullis credit.

The receipt of an official institutional transcript indicating successful completion of the course may be sent to colleges along with the student's Bullis transcript. **However, non-Bullis courses taken electively do not receive credit and are not included on the Bullis transcript.** They do not count toward the student's GPA nor towards graduation requirements. The only exception to this is a summer Public Health class, which may be taken for credit at MCPS only by rising 10th, 11th, or 12th grade incoming transfer students prior to attending Bullis. Students taking MCPS Public Health in the summer must provide a final transcript indicating a passing grade to earn 1/3 Bullis credit.

Graduation Requirements

Graduation Requirements: A student must complete 23 and 2/3 credits, including, but not limited to, the following distribution of credits to receive a Bullis diploma:

- 4 credits of English
- 3 credits of Math (through Algebra II)

-
- 3 credits of Science (2 of which must be Physics, Chemistry, or Biology)
 - 3 credits of Social Studies (including Human Geography, Global History, and U.S. History)
 - 2 credits of World Language (two consecutive years of the same language through Level II)
 - 1 credit of Visual and Performing Arts
 - 1/3 credit of Health
 - 2 credits of Physical Education

Students are expected to carry six academic courses each trimester.

Total Required Credits to Graduate (not including Physical Education and Activities) = 23 and 2/3

- **Students must take a minimum of 6 classes per trimester EXCEPT for seniors, who can opt for two study halls for ONE trimester.**
- **Students may not take more than 4 Honors/AP courses without the permission of the Assistant Head of Upper School for Academics.**

In their senior year, students must successfully complete six units of credit for two trimesters and five units of credit for one trimester and must pass all courses in the third trimester.

Graduation Honors: Graduating seniors will be recognized with High Honors for achieving an overall academic average of 92 or higher (cumulative average based on Bullis courses only). Graduating seniors will be recognized with Honors for achieving an overall academic average of 88 or higher (cumulative average based on Bullis courses only).

Support Services

Bullis acknowledges and accommodates academic diversity and welcomes students who can benefit from the curriculum without modifications. Each division offers a broad array of academic and other services to help support the academic success and emotional well-being of each student. Some of these services, particularly in the Middle and Upper Schools, can be utilized by students with prior discussion or arrangement with teachers or advisors. Others are recommended to the student's parents by the School in cases where the student is encountering difficulties but is not seeking help on their own.

Homeroom Teacher (Lower School)

In grades K-5, the homeroom teacher is the main contact for questions about a child's social-emotional growth and development. Parents are also welcome to contact the Head of Lower School with concerns. Occasionally, the Head will reach out to request evaluation by an outside professional if a student is demonstrating academic, social, or emotional difficulties that are impeding the student's or other students' success.

Resource Teachers (Lower School)

Dedicated resource teachers offer support in reading, written language, and math, usually within the classroom setting or in small groups. Our goal is to support students so that they are successful learners in our classroom environments. Both the learning specialist and resource teachers assist with school-wide assessment and the creation of individualized reading programs. They also work with parents and teachers to develop strategies that will foster academic growth and development.

Advisory Program (Middle and Upper Schools)

The Middle and Upper School advisory programs support emotional, moral, social, and intellectual development by promoting age-appropriate activities and discussions about integrity, accountability, awareness, and respect. Advisory helps students build connections within the community and develop and maintain our community standards and values.

Students are assigned an advisor with whom they meet in a small advisory group with other students once or twice each week. Advisory group meetings serve as communications channels for a variety of school activities and events. Advisory meetings also provide guided discussion and informal conversation about each student's role in creating a caring community built on integrity, accountability, respect, and trust. In the Middle School, themes

of community, collaboration and teamwork, and leadership provide the framework for many activities and discussions. These activities also help students to build cohesive, meaningful bonds within the Bullis community.

In advisory groups, students participate in community service, learning how to become active and responsible world citizens. They reflect on their experiences, roles in the community, ability to respond to the needs of people and the world around them, and responsibilities to themselves and others.

Students also receive individual support from their advisors, who encourage them to set goals, take responsibility for learning, and increase self-awareness. Students consider how best to challenge themselves by using the resources around them, seeking help, managing time, taking risks, and learning from mistakes. The advisor also communicates with parents.

Advisors remain aware of their advisees' progress and are available if a student has a personal problem or needs information about a school activity. Advisors may accompany students who appear before the Conduct Review Board and may sit in on conferences with parents. When an advisor cannot help, they will try to direct a student to someone who can. In short, if a student has a problem of any kind and is not sure what to do, the advisor is a good person to see.

Peer Mentors (Upper School)

All freshmen participate in the Peer Mentor Program, which is designed to help ease the transition to the Upper School. Peer mentors are juniors and seniors chosen through a rigorous selection process. Peer mentors are responsible for a variety of activities, which may include sitting with freshmen at lunch, leading discussion groups, planning special activities, and hosting guest speakers on current issues. Peer mentors are expected to participate in a retreat.

Learning Specialists (Lower, Middle and Upper School)

Bullis welcomes academic diversity and students who can benefit from the curriculum without modifications. The school's learning specialists work with students in need of academic support, helping them develop effective learning strategies that enhance cognitive and academic performance and instilling important life skills of self-awareness and self-advocacy. Learning specialists may contact families if there are academic concerns or outside support is recommended. Families may contact the learning specialist if they would like referrals for tutors or information about professionals who perform academic evaluations. The learning specialists serve as liaisons

between these outside professionals and the student's teachers.

Bullis learning specialists are also the primary contacts for students with documented learning disabilities. In order to serve our students with documented learning disabilities, Bullis provides reasonable accommodations. If accommodations are requested, parents are required to provide a copy of any psychoeducational, neuropsychological, speech/language, or other evaluation to the learning specialist. All evaluations must be kept current, meaning they must not be more than three years old. The learning specialist will summarize and share the results of the academic testing with teachers and administrators and devise an educational plan that reflects the learning needs of the student. Bullis does not guarantee that all accommodations recommended in a testing document will be provided.

Counseling Services (Lower, Middle and Upper School)

The goal of the Bullis counseling program is to help students and their families navigate issues that may arise during childhood and adolescence. Counselors are available to all students to help them adjust to the developmental, social, and emotional changes they may experience during their time at school. In order to help students achieve success in school, counselors are available to meet with students individually and/or through a teamwork approach with parents and teachers. A counselor can help students:

- Recognize their strengths and build self-esteem.
- Grow through the achievement of developmental milestones.
- Learn strategies for problem solving and decision making.
- Resolve conflicts productively.
- Cope with crisis situations.
- Improve interpersonal relationships and build social skills.

Parents may contact the counselor directly with specific concerns or with information about sources of stress that may arise in the life of any student. Counselors are available to families for consultation and referrals to outside consultants who specialize in the social and emotional growth of children.

Based on the social and emotional needs of the community, the counseling team also develops, organizes, and facilitates educational programs for students, parents, and instructional faculty.

Academic Center (Upper School)

In a time when more is understood about student learning, learning styles, and best practices than ever before, the Bullis Academic Center located in

the Marriott Family Library optimizes a student's learning experience by providing a location for student's to access learning support and Learning Specialists throughout the day. Students are encouraged to spend their study halls in the Academic Center.

The Upper School learning specialists oversee the Center. The coordinator of learning support services offers strategies to enhance the cognitive and academic performance of all students. Any academic accommodations must be coordinated through the learning specialists.

The Academic Center also houses a fully functioning Writing Lab staffed by a member of the English department for students who seek writing enrichment or help with writing assignments. Math support is available as well. Bullis Student Tutors also operates out of the Academic Center, providing peer tutoring for the majority of our courses.

Student Tutors (Lower, Middle and Upper School): All Upper and Middle School students are invited to work with trained Upper School student tutors through the Bullis Student Tutors program, which meets during study hall periods and after school. Student tutors offer support through tutorial videos on class-related topics that are designed by students for students. Bullis Student Tutors are selected through an application process, have demonstrated a consistently high level of success in the areas they tutor, and receive tutoring training. Lower School students may work with a student tutor during the Extended Day program based on tutor availability. Student tutors are volunteers; they are not available for hire off campus or outside of the school day.

Private Music Lesson Program (Middle and Upper School)

The Private Music Lesson program is open to all interested K-12 students. For the convenience of Bullis families, Bullis facilitates lessons with a number of selected and school-approved private music instructors in the Blair Center during and after the school day. Private music lessons at Bullis are essentially private arrangements between the parent and the music teacher, with the school setting key parameters such as fees, times, and meeting locations. Middle and Upper School students participating in instrumental music ensembles are expected to take weekly private music lessons from one of our instructors or with an outside teacher of their choice to ensure sufficient progress in the student's individual growth and support ensemble participation.

For more information about this requirement, please contact the Director of Visual and Performing Arts.

Full-time Bullis faculty are not permitted to provide private music lessons to students for compensation and may work with students only through established school programs.

College Counseling

The College Counseling Program supports all Bullis students as they navigate the college admission process. The overall goal is to provide our students with the necessary tools to make good, informed decisions. Bullis wants each senior to get to the decision-phase of the process with options—options among a list of schools that fit his or her academic, social, athletic and extracurricular needs. Fit is the primary criterion for choosing a college. Bullis' college counselors are not driven by a manufactured list based on prestige or "name," but by the goal of helping each individual student find schools that are right for him or her. They strive to help students find places where they will be happy and productive throughout their entire college experience.

Bullis college counselors recognize that the college admission process must be a team effort in order to produce the best result for the student. Parents and counselors certainly should be a part of this team, but the student must play the central role. Parents assist, encourage and act as sounding boards; the counselor listens, recommends and serves as a vital resource for information, but when the student actively engages and takes ownership of the process, they benefit the most. Students who take charge actively seeking information and assistance fare best while learning a lot about themselves.

The counselors work closely with each student to help him or her:

- Fully embrace the self-examination that precedes the college search process;
- Locate and use high-quality resources;
- Ask provocative, informing questions;
- Write and speak about themselves with pride and confidence; and
- Make good, informed decisions.

The college counseling office has an abundance of resources (guidebooks, college publications, software and online information) available for students and parents. The office also maintains a link on the Bullis website with announcements about upcoming college visitors and standardized test dates.

Please refer to the College Counseling section of the Bullis website (under

Academics) for in-depth information about college counseling and the college admission process at Bullis.

Bullis has adopted certain important policies for use in formulating an accurate assessment of a candidate's personal characteristics, for measuring these characteristics' relevance to college admission consideration and for determining whether a change in a student's status after the initial evaluation should be reported:

Assessing Personal Characteristics: The college counselors will write school evaluations for all Bullis students. They will present accurate, balanced appraisals of students' academic achievement, potential, character and personal contributions. Evaluations are primarily based on the relationships developed with students and supplemented by progress reports and discussions with instructional staff and administrators.

Relevance for College Admission Consideration: The relevance of character and conduct assessments are measured by the degree to which they have affected an applicant's academic progress, the progress of others or the order and integrity upon which the school community depends. Any single violation of a major school rule or chronic pattern of lesser violations, therefore, may be relevant. Breaches of integrity, lying, cheating or plagiarism in the senior year can be communicated to colleges.

Significant Change in Status or Qualification: Significant changes in academic qualification are apparent to college admissions officers because they request trimester and final grades for the senior year as a matter of course. Bullis can communicate any relevant change in the conduct of a student, and all cases of suspension, dismissal or withdrawal, to all colleges to which a student has applied, as required by the principles of the National Association of College Admissions Counselors, of which Bullis is a member.

Standardized Testing

Bullis sophomores and juniors are required to take the PSAT in the fall and sophomores are required to take a practice ACT in the winter. Students are also encouraged to take the SAT I and II exams as well as the ACT exam when appropriate. The College Counseling Office will advise about when best to take the exams, guide students through the registration process, as well as answer questions about test formats, scoring and what can be learned from results.

Please visit the College Counseling section of the Bullis website for more detailed information.

Daily Life

Attendance Policy

Consistent daily attendance is vital to the academic and social development of Bullis students and is directly linked to classroom success. Please follow the procedures below when a student will be absent from school. These procedures help us meet our responsibility to be cognizant of your child's whereabouts and ensure their safety.

Bullis follows the attendance policy of the State of Maryland, which identifies the following as appropriate reasons for absence from school:

- Illness of the student.
- Authorized out of school activity (at the discretion of the division head).
- Death in the immediate family.
- Physical incapacity (documented).
- Mental incapacity (documented).
- Quarantine.
- Court summons.
- Violent storms.
- State emergency.
- Religious holiday.

Bullis regards days or classes missed for the above reasons as excused absences, and any missed work may be made up for full credit. The division head may require a physician's note for continual absences due to illness. Mandatory suspensions from school for disciplinary purposes and non-payment of tuition will be considered excused absences.

We recommend that college visits take place during weekends, spring break, and summer vacation between junior and senior years. Juniors are discouraged from visiting colleges while school is in session. For college visits, juniors and seniors are allowed (with advance notification given to the Head of Upper School) to miss a combined total of six excused days of school. All missed assignments must be completed.

All other absences are considered unexcused absences.

Reporting an Unscheduled Absence

If a student will be absent and is unable to notify the school ahead of time, a parent or guardian must contact the student's division by 8:15 a.m. Please state the reason for the child's absence and specifically inform us if the student has a contagious disease, such as chicken pox, pink eye, or strep throat. If a student is not in class (first period for US) and no note or call has been received, the absence will be considered unexcused until the parent or guardian contacts the school.

To report an unscheduled absence, contact:

- Lower School Office at 301-634-3675
- Middle School Office at 301-983-5742
- Upper School Attendance Hotline at 301-634-3630 or US_attendance@bullis.org

Reporting a Scheduled Absence

As the school provides ample vacation time in our calendar, any absences other than those listed in our policy are strongly discouraged. Please schedule routine appointments, vacations, and college visits outside of school hours when possible. In the case of anticipated absences, parents must notify the school in writing one week in advance, stating the reason for the absence and when it will occur.

To report a scheduled absence:

- In Lower School, send a signed letter or email to the student's teacher and copy the LS administrative assistant.
- In Middle or Upper School, send a signed letter or email to the division office one week ahead of time. The student must pick up an Absence Notification Form from the administrative assistant, have the form signed by each teacher, and return it to the office for the division head's approval at least two days before the absence.

Unexcused Absences

When a student has an unexcused absence:

- Lower School teachers are not expected to provide homework or makeup opportunities for students who have missed assignments, quizzes or tests. However, teachers will make every effort to ensure continuous learning and feedback are afforded in unexcused absence situations.

-
- Middle School teachers are not expected to “reteach” material missed but will provide make-up opportunities on the first day back in school for students who have missed homework, tests, quizzes, and projects. Tests and quizzes will generally be completed during a class period, but a student is not expected to take more than a total of three tests or quizzes on one day.
 - Upper School teachers are not expected to “reteach” material but will provide makeup opportunities for students who have missed assignments, tests, or quizzes during an acknowledged unexcused absence. However, students can only earn up to 80 percent credit for the assignment. Any student with an unexcused absence without notice (class cut) will not be eligible for 80 percent credit and will receive no credit.

Bullis encourages parents to promote honesty and responsibility in our students and support the School’s attendance and lateness policy by being forthright and accurate in the stated reason for missed school, and ensuring that students only miss school for appropriate reasons.

Unexcused absences without notice from class, assembly, or meetings (cuts) are not permitted and may lead to serious disciplinary consequences. For the Upper School, these offenses will result in Saturday morning detention and two disciplinary points. An egregious offense may result in more serious disciplinary action, including an appearance before the Conduct Review Board. Students who miss school for false or misleading reasons, regardless of who supplied the reasons, will appear before the Head of Middle School (Middle School students) or Upper School Conduct Review Board (Upper School students) for participating in dishonesty and the result may be Saturday detention, probation, suspension, or dismissal.

Absence and Credit

Excessive absences impede a student’s ability to participate fully in the classroom environment. Students who are frequently absent from class will inevitably suffer academic consequences. Any student who attends 85 percent or less of class meetings (or school days for Lower School students) will be

denied credit for the course, whether the absences are excused or unexcused and regardless of their academic average in the course. The student must submit a written petition to the division head requesting credit and attend a meeting to discuss the requests. Three late arrivals count as a missed class under the 85 percent rule. School-sponsored trips, athletic contests,

and religious holidays will not be included when calculating the total number of absences.

When an Upper School student misses part of a day and then comes to school late or returns to school from a mid-day appointment of any kind, thereby missing an assessment in their absence, they are expected to complete that assessment the same day before they leave campus. Failure to do so may result in a reduction in grade.

Attendance Probation

Any student who misses nine or more classes in one trimester can be placed on Attendance Probation. While on Attendance Probation, arrangements for a planned absence must be made ahead of time with the appropriate divisional Assistant Head. If arrangements are not made ahead of time, the absences may be considered unexcused. School-sponsored trips, athletic contests, and religious holidays will not be included when calculating the total number of absences.

Attendance Requirement for Participation in School Activities and Athletics

Participation in after-school activities requires school attendance. Any student who arrives after 10:00 a.m. or is absent for three complete or partial periods (hours for Lower School) on any day is not eligible to participate in any after-school student activity later that day. After-school activities include any student activity, program, practice, or athletic contest. This policy is subject to the discretion of the heads of Lower and Middle School and the Assistant Head of Upper School.

Arrival and Dismissal

The regular school schedule is:

	Regular Hours	Drop Off	Pick Up
Lower School	8:00 a.m. – 3:15 p.m.	7:30 – 7:55 a.m.	For students with MS siblings, pick up LS students as close to 3:15 as possible and wait for your MS student at the front of the line for their 3:30 pick-up.

Middle School	8:00 a.m. – 3:30 p.m.	7:30 – 7:55 a.m.	3:30 – 4:00 p.m.
Upper School	8:00 a.m. – 3:00 p.m.	7:30 – 7:55 a.m.	3:00 – 3:30 p.m. unless scheduled for after-school activities

For the safety and comfort of students, teachers and administrators greet students 15 minutes before classes begin. Because arrival time is busy, and teachers are focused on students and their instruction, please refrain from casual meetings with teachers. Instead, we encourage you to make appointments, send emails, or write brief notes.

We provide a supervised pick-up in the afternoon. Students should only be collected in the designated carpool areas because other areas are unsafe. Lower and Middle School students are not permitted to walk to any other school building, the fields, the gym, or the tennis bubble to meet a parent or sibling or to participate in an after-school activity. For more information on carpool and traffic, see the section on “Driving on Campus” in this handbook.

Lower School and Middle School Students are released only to authorized individuals. For safety reasons, Bullis does not release Lower School or Middle School students to services such as taxis, Uber, or Lyft unless the divisional office has received written permission from a parent identifying a specific driver.

Parents should be aware that the school does not supervise and cannot be held responsible for students who arrive before drop off begins or after pick up ends. If a family emergency requires special consideration, please contact the divisional office. Any Lower or Middle School student not picked up on time will be escorted to Extended Day and enrolled as a “drop in” in the Extended Day program for a daily fee which is invoiced monthly by the Business Office. Parents arriving late to pick up will need to retrieve and sign out their child(ren) from this location. Please see the Extended Day section of this handbook and the Extended Day website for more information.

Please try to make individual plans with your child before the school day begins to avoid anxiety and last-minute scheduling. Changes in carpool, bus, or Extended Day plans should be communicated in advance and in writing to the divisional assistant (and your child’s homeroom teacher if in the Lower School), preferably at the start of the school day and no later than 12:00 p.m. to ensure the message can be delivered to your student in

a timely fashion. Please note that it is often not possible to get last minute messages and transportation changes to your child. Please communicate with the transportation director in Facilities Services, who manages bus transportation, if necessary.

Early Dismissal

For scheduled dismissal before the end of a normal school day, a parent must phone or send a note in advance explaining the reason for leaving early. A parent or guardian must meet the student at the divisional office to sign out, except Upper School students who may sign themselves out. Advance notice is required, and any Upper School student that leaves campus without parent permission will be subject to consequences for cutting school. Early dismissal will be marked excused or unexcused in accordance with Attendance Policy Guidelines. Please refrain from picking up your child without advance notice as it is disruptive to your child and the flow of the class.

If a student is injured or becomes sick while at school, they should see the School Nurse. The nurse will call a parent or guardian so the student may be picked up from the division office or health office. Students who become ill during the school day must see the nurse prior to leaving campus. In the case of a life-threatening situation, we immediately call the rescue squad at 911.

Lateness

If a student arrives at school late, they must check in at their division office and receive a pass to be admitted to class. Lateness interferes with classes, is inconsiderate of others, and is unsettling for the child. It also deprives the student of a wonderful social opportunity to visit with friends and begin the school day happy and relaxed. Please do everything you can to ensure that your child arrives at school before 7:55 a.m. and is in class by 8:00 a.m. Tardiness is reported on the official school report card, and letters sent to families reporting excessive tardiness become part of a student's permanent record. Lateness will be marked excused or unexcused in accordance with Attendance Policy guidelines.

Late to School Policy: Continual lateness is considered a serious conduct infraction subject to the following consequences:

- Lower School: Letter to parents
- Middle School: Detention, suspension from athletics, and, if the behavior does not improve, a parent conference with the Assistant Head of Middle School and/or the Head of Middle School

-
- Upper School: Detention, a parent conference with the Assistant Head of Upper School and the head of Upper School and, if the behavior does not improve, an appearance before the CRB.

Late to Class Policy: If a student is late to class, they must report to the divisional office for a late slip or have a note from the prior teacher explaining the lateness. Continual lateness is considered a serious conduct infraction subject to the following consequences:

- Lower School: Letter to parents
- Middle School: If a student is late to class, they will be issued a Blue Slip (see Middle School Conduct, Blue Slips and Lateness).
- Upper School: The teacher will fill out a Student Comportment Form to notify the student, advisor, and Assistant Head of Upper School or Grade Level Dean that this behavioral consequence has been imposed, and a discipline point will be recorded.

Bus Transportation

Bullis offers daily bus transportation to most parts of the DC metropolitan area, as well as late activity bus service to selected neighborhoods. Bus transportation provided by Bullis is a privilege and may be suspended or revoked completely if student conduct requires this response from the school. Detailed information and registration forms are posted on the school website by June of each year. Families receiving financial aid grants are eligible for discounts on bus transportation fees. Please contact the Bullis Transportation Department at 301-983-5718 for more information.

Extended Day Program

The Bullis Extended Day Program provides students in grades kindergarten through eight a safe and enjoyable learning environment where they can eat a snack, relax, play, and complete homework assignments in a supervised setting at the end of the school day. Occasionally, Extended Day special programs are also planned for select early dismissal and no-school days for Lower and Middle School.

All parents are requested to read and understand the Extended Day Policies and Procedures described below. If you have any questions, contact the Extended Day Coordinator at 301-467-7396.

Extended Day Policies and Procedures

To ensure adequate supervision for all Bullis School LS/MS students after dismissal from the academic school day, any student not picked up within 15 minutes will be escorted by a faculty member to the Extended Day pro-

gram. These students will be signed in and the daily fee will be assessed to the parent.

Pick-Up Policy: To ensure your child's safety and to comply with Maryland State regulations, parents are required to sign out their child(ren) from Extended Day.

Late Pick-Up: Parents are requested to notify the Extended Day faculty as soon as possible if they are running late. A late pick-up charge of \$2.00 per minute after 6:00 p.m., as noted on the clock of the sign-in/sign-out application software, will be assessed regardless of whether the Extended Day attendance is billable or not. Financial aid does not apply to late charges.

Riding the Activity Bus: Students attending Extended Day who are not authorized to ride an activity bus must be picked up and signed out by a parent or an authorized individual by 6:00 pm, after which time late charges will be assessed.

Music Students: Students taking a music lesson may attend the Extended Day program before or after the music lesson at no charge. If students are not picked up from their lesson, they will be escorted to Extended Day. They must be picked up and signed out from Extended Day by a parent or authorized individual or ride the appropriate 6:00 pm activity bus.

Middle School Athletics: Middle School students participating in an athletics program who are not picked up at the conclusion of a game are automatically enrolled in Extended Day at no charge. They must be picked up and signed out from Extended Day by a parent or authorized individual or ride the appropriate 6:00 pm activity bus.

Daily Fee Structure

- Extended Day fees are incidental charges that are incurred for actual attendance on a given day in the Extended Day program.
- Extended Day charges are invoiced monthly and sent to parents/legal guardians via email.
- Families receiving financial aid should contact the Business Office for more information.

Lunch and Snacks

Please note that the following lunch guidelines are for school during non-COVID times. While under COVID protocols, all lunches will be "grab and go."

Lunch is provided daily and served in the Dining Hall in Founders' Hall.

All members of the school community are expected to be present for lunch. Students may not leave campus for lunch. Students share the responsibility of serving and clearing tables.

For Lower School lunch, a teacher sits with each table. One day a week parents help monitor the lunchroom.

Weekly menus are posted on the Bullis website. In addition to the daily entree and side dish, a vegetarian alternative is offered. There is also an extensive salad and sandwich/bagel bar. Peanut butter and other allergens are kept separate from other foods. If your child has an allergy or special dietary requests, please inform the School Nurse immediately. See also the Severe Allergies information in the Health and Safety section of this Handbook.

Snacks are provided to all students each day. Snack consists of a variety of bread/cracker options and fresh fruit. You may send in a snack of your choice provided that it is healthy. Sweets or candy are not allowed. Snacks may not be shared.

Vending Machines

- Upper School students may use the vending machines during the academic day but must ensure that their use does not impact classes (e.g., arriving to class late or violating the teacher's rules about food or drink in class).
- Middle School students may use the machines before the academic day begins (8:00 a.m.) and after the academic day ends (3:30 p.m.).
- Lower School students are not permitted to use the vending machines.

Birthdays at School

Lower School students are welcome to bring cupcakes or other small treats to class on their birthday! For planning purposes, please inform your child's homeroom teacher in advance (a note or email is fine), and remember to inquire about any food allergies so that all children can participate. Please include napkins, plates, and any necessary utensils. Feel free to include juice boxes, but please do not send any sodas or containers of colored juice that can stain clothing or carpets. See the Severe Allergies section in this handbook's Health and Safety section before sending any food as a treat for the class.

Birthday Parties and Invitations

Please do not ask your child or the teachers to distribute invitations to birthday parties at school, even if the whole class is invited. When planning a party, please include all the girls in the class or homeroom or all the boys in the class or homeroom, for we want to model inclusivity. If you are unable to include the above groups, please limit your Lower School party to only a very few (3 or 4) Bullis children or your Middle School party to less than half the grade.

Personal Property at Bullis

Because of the open nature of the Bullis campus, the school cannot be held responsible for loss or damage to personal property brought on campus.

Theft and vandalism are uncommon at Bullis, but do happen occasionally. To avoid losses, please leave unnecessary items of value at home. Never leave valuables visible in a parked car, whether locked or not. Never leave portable electronic devices unattended in a backpack or handbag. Please be sure that all of your child's clothing and books are labeled with your child's name.

Lockers

All Middle School and Upper School students are assigned lockers and keys. Lockers and keys are school property. Keys should not be replicated. A replacement fee is charged to the student account for lost or damaged keys.

Lockers should be kept neat and undamaged. No permanent decoration or tape of any kind is permitted, and students may be charged if stickers, posters, or paint must be removed from the inside or outside of their lockers. Lockers should be locked at all times to protect personal property. School administrators reserve the right to search or inspect lockers.

Starting in 1st grade, Lower School students are assigned lockers without keys and are not allowed to lock their lockers. Lockers are school property and must be kept neat and undamaged. No permanent decoration or tape of any kind is permitted, and students may be charged if stickers, posters, or paint must be removed from the inside or outside of their lockers. The administration of the school reserves the right to search or inspect lockers.

Headphones

Upper School students may use headphones with their laptops to listen to music during study halls, in the library, and during class at the teacher's discretion. Headphones are not accessories to be worn, but supplementary instruments we can use to enhance the educational experience for students. In seeking to create a caring community, we prize human connectivity

through personal interactions. Therefore, headphones should not be worn in common areas, to and from class, or during community time. Any students choosing to ignore these limitations may have the headphones confiscated by any faculty member. Confiscated headphones may be retrieved at the discretion of the Assistant Head of Upper School.

Middle School students may use headphones in the classroom at their teacher's discretion. Otherwise, headphones should be stored in the student's backpack.

Cell Phones

Cell phone use is limited at Bullis because cell phones pose a threat to academic integrity, potentially hinder a student's ability to concentrate during class, and impede the personal interactions we want to foster as a community. Cell phones should be turned off (not on silent mode) except during approved times. If you need to reach your child during the school day, please contact the division office. Cell phones can only be used during academic classes as a teacher-approved academic tool. If a cell phone is confiscated during a class, quiz, test, or exam, the student may be subject to disciplinary consequences.

- Lower School: Students must keep cell phones in their backpacks during the school day.
- Middle School: Students must keep cell phones in their backpack and turned off during the school day, and can only be used at their teacher's discretion. Cell phones cannot be used between classes or without approval from a Middle School faculty member. If a student violates the cell phone policy, the phone will be confiscated and only be returned to the child's parent or guardian. If a student violates the cell phone policy repeatedly, the student may be prohibited from bringing a cell phone to school at the discretion of the Assistant Head of Middle School or Head of Middle School.
- Upper School: Students are allowed to check their phones during break (9:55-10:10) and when they leave the Dining Hall after lunch until their next class begins. During these approved times, students can send text messages but cannot make phone calls. Necessary phone calls should be made from the Upper School office. If seen and/or used outside of the acceptable time periods, cell phones can be immediately confiscated and returned to students at the discretion of the Assistant Head of Upper School. If a cell phone is confiscated during a class, quiz, test or exam, the student may be subject to more serious disciplinary consequences.

-
- The Dining Hall and Penny Bunting Terrace will be an electronics-free area to encourage human connectivity and personal interaction during meals.

Library Books

All materials from The Marriott Family Library are circulated except reference resources, current magazines, and reserved books. The circulation period for Middle and Upper Schools students is two weeks. Books are readily renewed unless another student needs them. Kindergarten and 1st grade students may have two items on loan at a time; all other students may have five items on loan at any one time.

Students with overdue books may not check out any other materials. Reminder notices are given to students. If books are not returned in a timely manner, letters are sent home to parents informing them of the overdue status and the cost of replacement. Borrowing privileges may be suspended until the material is returned or the replacement cost is paid.

School Equipment Loaned to Students

In connection with particular classes, activities, and sports, students at Bullis have opportunities from time to time to borrow school equipment, such as computers, athletic uniforms, musical instruments, or choir outfits. Depending on the nature and value of the equipment being loaned, students or parents are asked to sign a form acknowledging receipt and responsibility prior to being given the equipment. In all cases, the student and their parents are responsible for (1) taking proper care of the equipment while it is in their possession, and (2) returning the equipment promptly, without reminder, at the end of the trimester or activity. Parents of students not returning equipment within a reasonable period after the end of a trimester/activity will be responsible for paying the full replacement cost of the equipment, which will be added to their student account.

Lost and Found

Each major building at Bullis has a lost and found location, typically overseen by the office manager or division assistant for that building. If you believe you have lost a personal article at school, the Founders' Hall receptionist can help connect you with the appropriate lost and found location manager. Because of the large number of lost and found items collected in a typical year, no notices are sent when an item is received in a lost and found location, except for items of extraordinary value, such as wallets or jewelry, in which case an email will be sent to the owner, if known. All lost and found items not claimed after 30 days will be donated to charity, given

to the school's used book sale, or discarded, as appropriate.

Dress Code

The dress code is an important part of Bullis School life. It reduces superficial comparisons between people and emphasizes the common experience that we share as members of this school community. It contributes to a sense of campus decorum and simplicity and the dress code guidelines convey an element of respect for the Bullis community.

Students are to adhere to the dress code from the time they arrive at school until the end of the school day. Modifications to the dress code for religious or health reasons must be requested through the appropriate division head, assistant head, or class dean. All clothing must be neat, clean, and in good repair, and skirts/kilts, and skorts must be worn at an appropriate length.

Distracting hair styles are not permitted. Students with facial hair should be neatly manicured and properly groomed. Tattoos should be covered and not visible.

Students may not adorn their clothes, bodies, or belongings with political, offensive, or divisive or markings or messages.

Students may not wear hats, hooded sweatshirts/jackets, or other non-religious head wear during the academic day. Students may wear winter hats and jackets outside during the winter months.

Lower School students are frequently taken outdoors for recess, lunch, library, art, Spanish, and music. During the winter, students should be dressed warmly—jackets, mittens/gloves, and hats.

Students wearing clothing deemed to be in violation of the Bullis dress code may not be permitted to attend class and may be penalized, disciplined, or sent home to change. When a teacher confronts a student to correct a dress code violation, the student is expected to comply immediately. Participation in the life of the school is contingent upon proper adherence to the dress code.

The Bullis dress code varies by division. Specific requirements are as follows:

LOWER SCHOOL: SHIRT OPTIONS

Option - Polo

- May be worn throughout the year

-
- Solid white or solid navy
 - Short or long sleeved

Option - Oxford

- May be worn throughout the year
 - Solid white or solid light blue
 - Bullis tie (not required, but optional)

Option - Navy or white turtleneck under jumpers

LOWER SCHOOL: PANTS SKIRT OPTIONS

Option - Pants

- Navy, khaki, or gray color
- Worn at the waist (belt NOT required)
- Cotton material (no sweatpants, yoga pants, denim, corduroy, or leggings)

Option - Shorts (weather appropriate)

- Navy or khaki colored walking shorts
- Bermuda length

Option - Jumper/Skirt

- Bullis plaid jumper or skirt
- Solid navy, gray, or black tights or leggings to be worn under the jumper or skirt in the winter

LOWER SCHOOL: SHOES

Athletic Shoes

- Worn throughout the day
- All laced shoes must be tied and pant legs must be worn over the shoe
- Boots can be worn to school, however athletic shoes must be available to change into
- Socks must be worn at all times

LOWER SCHOOL: COLD WEATHER OPTIONS

Option - Cold Weather

- Solid navy, white, gray sweater, or fleece

-
- Solid crew neck, cardigan, knit sweater, or quarter-zip fleece
 - Must be worn over a collared shirt (polo or Oxford)
 - Bullis branded crew neck, quarter-zip fleece, or Bullis crewneck sweatshirt (sold in the school store)

Hooded sweatshirts are not permitted

MIDDLE/UPPER SCHOOL: SHIRT OPTIONS

Option - Polo

- Solid navy or white* – short sleeved or long sleeved
- Polo shirts do not have to be tucked in
- The length of an untucked polo shirt must not fall below the hip

Option – Oxford

- Solid light blue or white* - long sleeved
- Oxfords must be tucked in
- Ties are optional
- Ties must be one of the Bullis striped ties
- One-button rule applies (all but one button at the top must be buttoned)

Option - Bullis Mock Turtleneck (12th grade students only)

*Upper School only:

Option

- Solid light yellow Polo or Oxford are permitted

MIDDLE/UPPER SCHOOL: PANTS/SKIRTS

Option - Pants*

- Navy, khaki, or gray color
- Worn at the waist and with a belt if pants have belt loops
- Cotton material (no sweatpants, no yoga pants, no denim, no leggings)

Option - Skirt, Kilt, Skort

- Bullis plaid kilt or skirt (at finger-tip length) must be worn with one of the items below in solid navy, gray, or black:

-
- Full-length solid leggings
 - Opaque tights
 - Appropriate length bike shorts
 - Bullis plaid skort (with shorts built in) does not require leggings or tights
 - Yoga pants or sweatpants may not be worn under the kilt, skirt, or skort

*Middle School Only

Option: Shorts (Weather appropriate)

- Navy or khaki colored walking shorts
- Bermuda length

MIDDLE/UPPER SCHOOL: SHOES

- Shoes must be solid, neutral colors (black, brown, white, gray)
- Shoes must be closed-toed, wrapped around the entire heel, leather, canvas, or cotton material
- If the shoes have laces, all laces must be tied and pants must be worn over the shoe
- Boots are permitted in solid, neutral colors (black, brown, white, gray)
- Boot length should not exceed calf height (below the knee)

The Bullis School Store carries the Middle School backpack, dress code neckties, bowties, belts, socks, and dress code-approved 1/4 zip fleeces and sweatshirts.

Dress code items can also be purchased in other area stores or online, as long as the items are within dress code guidelines. The polos, oxfords, and sweaters do not have to have any Bullis insignia. The following stores also carry polos, skorts, jumpers, skirts, and pants:

- **Flynn and O'Hara**, (online and in-store) 5210 Randolph Road, Rockville MD 20852, Rockville, MD 20851, 301-838-8958, www.flynnohara.com
- **Global Schoolwear by Tommy Hilfiger** (online only), Bullis school code is BULL01, www.globalschoolwear.com
- **Lands' End** (online only), 1-800-469-222, Bullis school code is 900123944, www.landsend.com/shop/school-uniforms/-/N-g54

Fundraisers at Bullis

Bullis encourages all parents to support its two major annual fundraising efforts: the Bullis Fund and the Gala. Parental support is also encouraged during capital campaigns. However, there are occasions when it is necessary and appropriate to raise money for classes, community service initiatives, teams, and clubs to defray expenses not covered through Bullis activity or operational budgets. These fundraisers aim to promote unity and spirit by creating opportunities for students, teachers, and parents to work together to accomplish the goals at hand.

All fundraising efforts need to be registered in advance with the Advancement Office. Those fundraisers for outside organizations with a goal of

\$1,000 or more are reviewed on a case-by-case basis to determine appropriateness and where they best fit into the calendar. These larger fundraisers must be registered by November 1 of the school year in which the funds will be solicited.

The Advancement Office is responsible for maintaining a calendar of all Bullis-related fundraising in order to ensure that each group's endeavors have the opportunity to succeed while protecting the Bullis community from over-solicitation.

Some fundraising policies to keep in mind:

- Bullis School does not endorse or support students selling products door-to-door.
- Bake sales and snack sales should occur before school, during break, and/or after school. Each activity needs approval of the applicable division head and must have an instructional faculty sponsor. All food sales must follow Bullis safety protocols for severe allergies.
- Bullis will not promote outside organizations' fundraisers in the Bullis Connection or any other communication or social media outlet.
- Bullis students and faculty are welcome to share their news and photographs of an event with the Advancement office via news@bullis.org. Advancement will post on social media and share the story in the Connection newsletter as appropriate.

The Advancement Office welcomes the opportunity to work with parents who wish to plan fundraisers at Bullis. Please contact the Director of Advancement at 301-983-5707.

School Store

The Bullis School Store, located on the first floor of the Discovery Center, is a one-stop shop for school spirit gifts, dress code, school supplies, book bags, athletic bags, tumblers, and much more. In addition to paying with cash or credit card, students can charge items to their school account, which is invoiced monthly to parents/guardians via email by the Business Office. Parents can also go online through the Bullis website to view or purchase additional clothing styles. Visit <https://bullisstore.org/>.

School Store Return Policy

The School Store takes back any unworn merchandise with the original tags within sixty days of purchase. If the original transaction was paid with cash or credit card, a receipt is required.

Textbooks

All students who use textbooks that belong to Bullis are responsible for their care and are expected to return them in good condition when requested; otherwise, the student account will be charged for the full replacement cost of the lost or damaged book. Lost books are turned in to the divisional office.

Lower School: The cost of most Lower School books is included in tuition. Students receive books in their classroom during the first week or two of school. Lower School teachers may occasionally ask your child to get a special book from a library or bookstore.

Middle School and Upper School: In most courses, families are responsible for purchasing and caring for their own books. Students should write their names inside the front cover of every book and should not consider writing their names on the spines of books they might wish to resell at a future date. As a convenience for families, Bullis offers Middle and Upper School course books online through its partnership with MBS, which offers a variety of options to purchase new or used books, sell back books, and rent books. Bullis families are notified in the summer via email from the School Store when the Bullis online book store is open for purchases. At the end of each school year, the Store also collects books that families have chosen to sell back to MBS. Please contact the School Store with any questions about this service.

Student Visitors

Students who have applied to Bullis may arrange campus visits through the Admission Office; otherwise, students from other schools are not permitted

on campus during the school day without approval of the division head.

Student Records

Bullis creates, maintains, and receives a variety of student records to administer its programs. Generally speaking, educational records are the property of Bullis and are considered confidential information that may be shared with staff on a need-to-know basis. The School Nurse maintains confidential immunization and health records separately from other educational records.

Both parents, custodial and noncustodial, have equal access rights to the student records of their children unless Bullis has received a copy of a court order or decree indicating otherwise.

Records concerning individual students will not be released to third parties without an appropriate authorization to release, except as provided in this section, required by law, or when a significant change in the student's status or qualification occurs after Bullis provides admissions information to a college or scholarship agency. Authorization to release records must be in writing and signed by a parent with legal custody, legal guardian, or the student, if the student has turned 18.

If a student's account for tuition, fees, or incidentals is in arrears, a hold is placed on the student's account. With very limited exceptions, requests to release records will not be fulfilled until all financial obligations are current.

Directory Information

Bullis publishes an annual school directory of enrolled families to facilitate communication and community building. The directory should not be shared outside the community or be used for commercial or solicitation purposes. The directory includes student and parent/guardian names, addresses, email addresses, telephone listings, and the student's grade/anticipated date of graduation. If you do not wish to be included in the directory or wish to update your directory information, please contact the registrar.

Athletics and Activity Information

Information about a student's participation in officially recognized activities is provided by Bullis without additional consent in connection with athletics, public performances, awards, and service projects. This information varies and can include name, grade, weight, and height of members of athletic teams, and other information relevant to eligibility or participation.

Transcripts

A student's parent or guardian must provide written authorization before the school will release any transcript. All transcript requests should be directed to the registrar via a letter or email asking that transcripts be sent to selected institutions, except for college-related requests, which should be directed to the College Counseling Office. College-related transcript requests include, but are not limited to, college applications, athletic recruiting, summer programs, internships, scholarships, ROTC, and NCAA. For the convenience of parents of rising seniors and athletes who are likely to send multiple transcripts in preparation for college, a blanket transcript authorization form is provided to all rising seniors and athletes upon request. The blanket transcript authorization permits authorized parties other than the parent to request and receive transcripts.

Official transcripts, including final transcripts after a student leaves Bullis, are only sent if the student account is paid in full for the year. Unofficial transcripts will be sent only if the student's account is current, with the exception that unofficial transcripts will be sent with college applications for enrolled seniors regardless of account balance.

Please allow 48 hours for transcripts to be sent out.

Letters of Recommendation

College counselors, teachers, advisors, and coaches are often approached by students to write letters of recommendation or share information with colleges or scholarship agencies. With the exception of the student's official transcript, Bullis considers all statements made or released by Bullis as confidential and requests that students and their parents permanently waive any rights they may have to review their contents at any time unless otherwise noted on the Recommendation Agreement Form. Students should be aware that the Common Application and most other college applications request their own waiver forms and that some colleges choose to disregard letters submitted without a waiver.

Financial Information

Contact the Business Office for records about the student account. Financial records will only be released to a parent with legal custody unless another parent/guardian signed the enrollment contract or made the payment in question. Detailed information about one parent's financial standing with the school is not released to other parties without consent or a valid court order.

Child Custody Policy

Bullis will honor all current court orders, decrees, or instructions pertain-

ing to custody situations. It is the responsibility of adults having custody of a student to submit to the registrar a certified copy of the most recent court order or decree.

In sole custody situations, the custodial parent has the right to determine the child's education unless the custody decree provides otherwise. Where parents share joint legal custody, neither parent's rights are superior with regard to determining the child's education unless specified otherwise by the court or parents in the final judgment or order.

Both parents, custodial and noncustodial, have equal access rights to the student records of their children unless Bullis has received a copy of a court order or decree indicating otherwise. Bullis will not act merely on the desire of one parent to prevent the other parent from seeing a student's records.

Student Life and Athletics

Experiential Education

To kick off the start of school each year, every grade at Bullis engages in Experiential Education. The purpose of the program is to develop class unity, blend new students with returning students, and emphasize teamwork, self-respect, and respect for others. The programs vary by grade level.

Clubs and Academic Teams

Clubs and academic teams form an integral part of the thriving learning community at Bullis by expanding academic and social opportunities for students. Through active participation, students have the opportunity to explore interests, develop leadership skills, and deepen friendships with students who may not be in the same classes or grades.

Clubs and academic teams are initiated and supported by student interest. An adult advisor who must be present at all club activities facilitates each club. Students may get more information about a club by talking with a club member or advisor. Students are encouraged to discuss ideas for new clubs with their advisors. New Upper School clubs are chartered through the student government. Lower and Middle School clubs are designed and implemented by Lower and Middle School faculty.

Community Service

Engaging in community service provides students with the opportunity to become active, responsible members of their community and have a lasting positive impact. Community service or volunteerism enables students to acquire life skills and knowledge while they provide a service to those who need it most. Community service encourages students to empathize, apply moral principles to real-life situations, and learn to be leaders.

Each year, the tradition of community service at Bullis involves students and instructional faculty in all divisions. Locally, students engage in a range of community service projects, from single events to ongoing commitments with shelters, food banks, and other organizations that provide services within the community. Students also coordinate fundraising efforts to support causes and address needs outside our community.

Bullis does not require a minimum number of community service hours for graduation. Our students participate in community service because they genuinely enjoy it. At the end of their senior year, Bullis students also participate in week-long service projects.

Many community service activities are student-coordinated, while others are coordinated by the Community Service Committee of the Parents Association. Bullis faculty provide support and guidance for many of these activities and participate in them as well. Each activity involves members from the Bullis community, including students, parents, and instructional and non-instructional faculty, who work together for special causes.

All community service projects must be submitted to and approved by the Bullis Community Service Coordinator. Once the community service project is approved, the event must be shared with the Advancement Office to be entered into the all-school calendar.

Student Government

The Lower, Middle, and Upper Schools each have their own student government bodies.

Lower School Student Government

Student Government is one of the club options for Lower School Students. Volunteers from all grades organize and lead events and activities to encourage school spirit and community building.

Middle School Student Government

The Middle School Student Government is an organization that represents the wishes of the Middle School students and offers students the opportunity to propose ideas and suggestions for school policies. Its elected officers help organize school-wide events, generate school spirit, and work to improve the quality of student life. Student government has created new student activities, organized fundraisers for disaster relief, and worked with the administration to revise the student snack and dress code. By creating opportunities for student voice, students learn skills in public speaking, collaboration, communication, and responsibility.

The Student Government Association (SGA)

The Student Government Association serves as a liaison among Upper School students, instructional faculty, and the administration. The group meets to address student concerns, plan all-school activities, including Homecoming, and organize committee work that may affect school policy. Student Government prides itself on doing more than just organizing activities. Its broader role is to institute changes that reflect the needs of Bullis students.

Executive Officers: Ninth through 11th graders elect executive officers of Student Government Association from the junior class in the spring before

the year of service. Executive officers work closely with the student council advisor and Assistant Head of Upper School. They are responsible for determining SGA agenda items, running Upper School assemblies, supervising class elections, and meeting with the Upper School administration to discuss Upper School policies and community issues. The secretary/treasurer posts minutes of these meetings for community review.

Class Officers: Class officers, who serve as the standing body of the SGA, represent the interests of each class in grades 9-12. These officers work with class advisors to plan fundraising, community service and social activities. Officers are elected in the spring of the year prior to service for grades 10-12; 9th grade elections take place in the fall.

Class Advisors: Each grade has its own instructional faculty representative, or grade level coordinator, who assists with activities for the class, organizes class meetings, and works closely with class officers.

Student Government Advisor: An appointed member of the instructional faculty serves as advisor to the Student Government Association. The advisor is expected to work closely with executive officers, class representatives, and the Assistant Head of Upper School on matters that could influence policy changes in the Upper School.

Criteria: Holding a SGA office is a position of honor and responsibility; thus, no student may run for class or SGA office if they have any significant honor violations or are on disciplinary probation. Likewise, a student may be dismissed from office for these and other reasons. The constitution of the SGA includes all governing rules.

Athletic Information for Lower, Middle, and Upper Schools

Lower School P.E.

The Lower School physical education program is designed to develop and strengthen the physical, social, and emotional needs of children participating in physical activities. The program encourages students to participate in and enjoy various activities. Each student is introduced to skills and lead-up games to offer a better understanding of a particular activity. The primary goal of the physical education program is that each child enjoys physical activity while participating in a socially comfortable atmosphere. Competition, as well as winning and losing, have little emphasis within the parameters of the Lower School curriculum. Fair play and good sportsmanship are encouraged and expected in all activities.

Goals of the Lower School Physical Education program:

- To develop fundamental and age-appropriate skills.
- To develop physical, social, and emotional growth.
- To develop compassion and good sportsmanship.
- To promote responsibility.
- To develop a feeling of enjoyment and self-accomplishment.
- To develop an understanding that winning and losing are not the ultimate end in athletic participation.

Middle School Athletics/Activities

The philosophy of the Middle School athletic program is directly related to the mission statement of the school. The program fosters the same values of integrity, respect, responsibility, and participation that are embodied in the classroom. Participation is an integral part of the athletic philosophy at the Middle School level. Students have the opportunity to take risks and try something new in a safe, positive environment while learning important life skills and developing physical fitness. The lessons learned from athletic participation are invaluable and help in the development of self-esteem and self-confidence in our students. Students develop socially while learning lessons of character, respect, sportsmanship, teamwork, and cooperation. Appropriate emphasis is placed on competition and students are taught how to win and lose gracefully while being prepared with the skills and game concepts they will use in Upper School athletics.

Participation Requirement

The Middle School athletic program provides competitive, interscholastic activities for students. Each student is required to participate in an athletic activity every season, the only exception being students who are in the Middle School musical during the winter trimester. At the start of each season, there will be open tryouts for each sport; teams will be divided on the basis of skill level. Bullis School believes that each child will have more success when placed on the team that is most appropriate for their skill level.

The division of the teams is necessary to allow for a positive experience for all of our Middle School participants. Students with medical concerns must have their status reviewed by the directors of athletics. The MS sports block occurs during our instructional day; therefore, parents are strongly discouraged from picking up students early from this instructional block.

Participation on JV Level Athletic Teams

Our policy on Middle School sports is that students in grades 6, 7, and 8

will play on Middle School teams. On occasion, players in 8th grade with above average skill level may be granted the privilege to play on a JV team, provided they not only meet the required academic expectations, but also demonstrate mature behavior and good citizenship. Eighth grade students who meet the eligibility requirements play on JV teams at the discretion of the Head of Middle School, Assistant Head of Middle School, and athletic directors and coaches.

Upper School Athletics/Activities

The philosophy of the Athletic Department is directly related to the mission statement of the school. The Athletic Department offers programs that foster the same values of integrity, respect, responsibility and participation that are embodied in the classroom. An experienced coaching faculty fosters a positive attitude about learning and challenges our athletes to achieve their highest potential in all aspects of their development. Participation is an integral part of the athletic philosophy in Upper School. The Athletic Department feels that all students should have the opportunity to participate in interscholastic athletics at some level during their high school years. The lessons learned from athletic participation are invaluable and help in the overall development of the individual. Lessons in sportsmanship, teamwork, competition, and how to win and lose gracefully are an integral part of each team in our athletic department. Athletic participation plays an important role in helping the individual student develop a healthy self-image, as well as a healthy body. In addition, participation in interscholastic teams adds to school spirit and helps all students and spectators, as well as participants, develop pride in their school.

Upper School Physical Education/Participation Requirements

Each student must complete a minimum of two credits per year of athletics and/or activity options during their high school years. A student will not receive a diploma without these credits. In order to fulfill the Bullis Physical Education requirement in the Upper School:

- Students must, at a minimum, participate in two trimesters of either athletic and/or activity credits every year. (They may not do three trimesters in a year with the expectation of doing only one trimester the following year)
- All freshmen must participate in the fall trimester by joining one of the fall athletic or fall activity options.
- One of the two credits for the freshman and sophomore years must be an athletic option.
- Juniors and seniors still need to complete two trimesters of credits, but this can be a combination of a sport or activity credit.

If a student chooses not to participate in two sports/activities per year, they will receive an incomplete on their transcript. If a student is a freshman, sophomore, or junior and chooses to not participate in the required number of sports/activities and the student is returning to Bullis the next academic year, they will need to participate in three sports/activities during the upcoming year in order to receive a passing grade for the previous year along with the current year. These situations and options are at the discretion of the Athletic Department and Upper School administration.

If a student is a freshman, sophomore, or junior and chooses to not participate in the required number of sports/activities and the student is not returning to Bullis the next academic year, then they will receive an F on their official transcript because they failed to meet school requirements.

Evaluation

Students are evaluated by the directors of the activities/sports in which they participate. Each student is graded on a yearly basis, not by trimester, on a pass/fail system based on:

- Meeting the two-activity requirement.
- Successfully meeting the requirements for their chosen activities as set forth by the directors or coaches.

Students receive a pass or fail grade that appears on their permanent transcript. A failing grade in physical education can be made up only after the student first consults with the Head of Upper School and directors of athletics.

Students with medical concerns must have their status reviewed by the directors of athletics and Upper School administration.

Athletic Credit/Out of School

In special circumstances, a physical education/activity credit may be granted for out-of-school activities for one trimester only per year, at the discretion of the Athletic Director and the Athletic Credit Waiver Committee. In order to receive an outside credit for an activity or sport that is also offered at Bullis, the student must participate in that activity or sport for Bullis. For example, in order to receive credit for dance outside of Bullis, the student must participate in the dance activity for credit offered in the fall trimester.

Guidelines:

- The activity must be physical in nature.
- If the activity or sport that the student is asking for a credit waiver

for is offered at Bullis, that student must participate in that activity or sport for Bullis.

- Students must be regionally and nationally ranked in that sport or activity. (This information is required when turning in the waiver request form.)
- Working with a personal trainer or taking any type of fitness classes does not qualify for credit, nor does participation on a club or AAU team.
- The out-of-school activity time commitment should be commensurate with on-campus athletic activities, which average 10 to 12 hours per week.
- The activity must have a qualified coach or instructor.
- A request for credit for the out-of-school activity must be received no later than one month prior to the start of the corresponding sports season. For a fall request, the deadline is August 1; for winter, the deadline is October 1; for spring, the deadline is February 1. Contact the appropriate athletic director for a credit waiver request form.
- Before final credit can be granted for approved out-of-school activities, the student must submit their journal, which includes a template for setting goals, a detailed record of all activities for the trimester, and an evaluation form for their coach or instructor to fill out. The complete journal must be turned in to the athletic directors at the conclusion of the trimester, along with a formal evaluation signed by the coach or instructor.

Participation on Athletic Teams Outside of School

Many students participate on club/AAU teams outside of school. The Athletic Department strongly encourages students to get as much experience as possible. Playing on teams outside of school, along with their Bullis teams, can be very beneficial but also time consuming. Students and parents need to understand that there are commitments to be met with participation on more than one team. The Athletic Department feels that a student's school commitment must come first and that missing a school practice or game for a club activity is not acceptable. If there are any questions concerning this policy, please contact the athletic directors.

General Athletic Information for Middle and Upper Schools

Permission to Participate/Consent to Treatment Forms

Each student-athlete must provide a completed sports participation packet,

which includes a Permission to Participate/Consent to Treatment form, Student Information Sheet, and Concussion Consent Form to the school by August 1 (the forms can be found on the Parent Portal). Without this information on file in the Health Services Office and Athletic Department, your child will be unable to participate in athletics. These forms list the student's medical history, family physician, and who to contact in case of emergency if neither parent can be found. The permission also allows an attending physician to treat your child in case of an emergency. At no time may a student practice, compete, or travel without these completed forms on file.

Injuries

Bullis School has two full-time trainers on staff. If a serious injury occurs during a practice or game, the athletic trainer will contact parents immediately. If the injury is serious enough that medical attention by a doctor is required, parents will be notified of the medical facility where your child will be taken.

If the injury is serious enough that your child sees a physician for an injury, a note from the attending physician is required in order to sit out or return to athletic participation.

Conference Player Eligibility

Eligibility rules governing both the IAC and the ISL:

- No post-graduates.
- Cannot have reached the 19th birthday before the first of September.
- Cannot play in both a varsity and junior varsity game on the same day unless permission is granted by the commissioner (ISL).
- Cannot play varsity for more than four years, including years played at other schools (Middle and Upper School included) if the athlete is a transfer.
- Each Middle School athlete will participate in only one sport per season.
- Exceptions due to extraordinary circumstances must be considered by the athletic directors (IAC).
- May not play in a League contest in more than one sport in one season (ISL).

Uniforms and Practice Gear

The school provides uniforms and practice gear for most team sports. Additional equipment and optional items are purchased by the student. Some

safety gear must be provided by the school or approved by the coach.

Please note that at the conclusion of the season, players may keep their practice gear, such as reversibles and practice shorts. However, all issued uniforms must be turned in at the conclusion of the season.

If a student's school-issued equipment or uniform is lost, the student will be billed for that item. The cost of replacing a single uniform item can be expensive, so we ask students to make every effort to return all uniform pieces.

Some teams place orders for team items such as sweatshirts, jackets, etc. These are items that are not mandatory for participation and purchased as an extra item by the student-athlete.

Practice and Game Times

Middle School: All practices are scheduled during regular Middle School athletic/activity periods. Under special circumstances, an extra practice may be scheduled by the coach. The coach will inform all of the families, and this special practice cannot be mandatory in any way.

All games are scheduled between 2:30 and 3:00 p.m. unless otherwise noted on the schedule. Most games last from one to one-and-a-half hours. The pickup time at Bullis for away games is usually between 4:00 and 4:45 p.m.

Upper School: Upper School practices usually begin at 3:30 or 4:00 p.m. during the fall and spring (unless otherwise noted). Winter practices vary depending on the activity, and coaches are responsible for informing all parents of the practice schedules. Factors such as weather and field space affect the timing and location of practices and games.

Early Dismissals for Games

Early dismissals for games happen throughout the course of the year. The Athletic Department tries to avoid scheduling games before 4:00 p.m. When we travel to visiting schools, students may, at times, be dismissed from classes early. It is the student's responsibility to make sure to inform their teachers of an early dismissal, and students are responsible for all assignments that they miss. Middle School students participating in JV athletics will not be granted early dismissal in order to travel to an away game. Alternate plans for transportation to the game will need to be made prior to the day of the game or the student will not be permitted to attend the contest.

Game/Practice Cancellations

In the case of inclement weather, games may have to be rescheduled. For Middle School games, a decision is made as close to departure time as possible. This may mean that a decision is not made until 1:30 p.m. For Upper School games, decisions are made between 2:30 and 3:30 p.m. depending on whether games are at home or away. All game day changes are posted on the Bullis website. If you have additional questions, contact the Athletic Department at 301-983-5747.

During the fall and spring seasons, in cases of inclement weather, practices may be moved indoors. Check with the Athletic Department for the indoor practice schedule.

Transportation to and from Games

The school provides transportation for athletic events. Whenever school transportation is provided, students must travel to and from events with their group unless parents have made prior arrangements with the Director of Athletics or division head, in which case written permission must be emailed to the athletic directors. In no case is a student allowed to make their own arrangements with a coach.

If students utilize after-school bus transportation, arrangements for alternative transportation will need to be made on game days, especially when the games are away. Students may stay for Extended Day and ride the late bus at no extra charge on game days.

If parents are in attendance at away games, their child may ride home with them or with another player's parents with permission, as long as the parents inform the coach. At no time are students to ride home with other students.

A coach will not leave a student at an away game site if the parent is not there. Students without parents at the game will return to Bullis.

Athletic Department Contacts

The Bullis Athletics website page (www.bullis.org/athletics) will contain the most up-to-date schedule changes. Please refer to this source first for all schedule changes or questions. It is updated regularly with any changes, postponements, or cancellations due to weather.

Direct email address format for coaches: `firstname_lastname@bullis.org`.

Administration:

- Director of Athletics: Justin Leith, 301-983-5743

-
- Assoc. Dir. of Athletics/Dir. of P.E.: Kathleen Lloyd, 301-983-5738
 - Assist. Director of Athletics: Patrick Duffy, 301-983-5701 x803
 - Assist. Director of Athletics: Caitlin McMahon, 301-983-5701 x806
 - Assist. Director of Athletics: Matt Revkin, 301-983-5701 x543
 - Athletic Assistant: Valerie Simon, 301-983-5747 (General Athletics)
 - Athletic Trainer: Andrea Durham, 301-983-5869, cell 301-706-1442
 - Athletic Trainer: John Vipperman, 301-983-5701 x740

Expectations of Bullis Student Athletes and Parents

The Bullis Athletics Department has certain rules and expectations that student-athletes and their parents must follow in order to help ensure and maintain the quality of our athletic program.

Expectations of Parents

When a child makes a team, the parent has the right to know the coach's expectations for the child and the team. Coaches have different expectations which should be communicated to the parents. Each coach will communicate these expectations in their own way. It may be through a team meeting or through a letter home. Parents should know the coach's philosophy and be made aware of any practices that may occur over vacation periods well in advance of that break. Parents should also be made aware of any disciplinary action that results in their child being denied participation.

Being a parent of an interscholastic athlete can be a very rewarding experience. Parent participation can and should be an enjoyable experience. Parents should remember to be positive and remind their child that it is the effort put forth, not winning, that is most important. Playing time should not dictate the child's happiness; parents should make every effort to be supportive when things are not going well for the child or the team.

Parents should be supportive of the coaching faculty in front of the child. If there are concerns to discuss with the coach, please call them to arrange an appointment. Contact information can be found on the Bullis website. If the coach cannot be reached, contact the appropriate athletic director. Please do not discuss concerns with a coach immediately before, during, or after a game or practice.

Commitment Guidelines: Athletic Teams and Activities

After school has begun and after one week of participating on an athletic team or in an arts production or activity for credit, students are required to fulfill their obligations to that particular team and season until completion

in order to receive credit for that sport or activity.

If for some reason a student decides to stop participating in a committed sport or activity (or if the student is removed from a team or activity), they will not be permitted to join or participate in any other sport or activity for the duration of the term. Failure to fulfill their first commitment, regardless of the timing (beginning, middle, or end of a term), will result in a loss of credit for that term.

Students receive pass or fail grades for athletics and activities which appear on their permanent report cards. A failing grade in physical education will need to be made up after consulting with the division head and the athletic director.

Attendance Requirement for Participation in School Activities and Athletics

Participation in after-school activities requires school attendance. Any student who is absent for three complete or partial periods (three hours for Lower School) on any day is not eligible to participate in any after-school student activity later that day. Upper School students must be signed into the office by 10:00 a.m. to participate in school activities or athletics that day. A doctor's note must be provided if the student signs in after 10:00 a.m. in order to participate that afternoon. After-school activities include any student activity, program, practice, or athletic contest. This policy is subject to the discretion of the respective heads of the Lower and Middle School and grade level deans in the Upper School.

Team Practices During Vacations and Pre-Season in the Fall

In order for Bullis teams to be competitive, formal mandatory practices will and do take place during vacations for most, if not all, of the varsity teams and some JV teams. The level of commitment on a varsity team requires that the athlete participate in these practices during vacations. Parents of varsity athletes should plan on their child having to participate in these practices. If the varsity student-athlete cannot attend these mandatory practices, there may be consequences, which vary and are handled by each individual coach. If there are special circumstances concerning a student, parents should inform the coach as soon as possible.

Students participating in a fall sport or activity may be required to attend a preseason tryout/practice period. This can range from three weeks (football) to two weeks (most varsity sports) to one week or a few days (some sports and activities). These take place before the first day of school and are mandatory in order to participate with that specific team/activity. An information sheet about preseason with dates, locations, times, and coach contact information will be posted to the Athletics page of the website.

Athletics Absence Policy

Middle School Absences: Excessive absences impede a student's ability to participate fully in athletics and activities. Any student who does not participate or has unexcused absences from three or more practices or games in one trimester will be denied credit for the trimester. The student must submit a written petition to the appropriate athletic director requesting credit and attend a meeting to discuss the request. Non-participation includes arriving late, not dressing out, not having one's equipment, or other unauthorized reasons. School-sponsored trips, religious holidays, and documented medically-excused absences will not be included when calculating the total number of absences.

Upper School Absences: Students are allowed to miss up to and including six total days each season. After six days, they could be in jeopardy of losing credit for that season. Coaches will keep a written detailed attendance report and will email both the student and the parent on the third absence, and every absence after that to keep everyone informed.

Absences that count towards the six total absences:

- Absence from school
- Leaving school early for an appointment or medical reasons
- College visits
- Doctor's appointments
- Travel out of town
- Not being prepared with proper attire, shoes, or equipment
- Tutor sessions
- Club practices, games, or tournaments

Absences that do NOT count towards the six total absences (all of these should be communicated to the Coaches prior to missing):

- An injury that prevents the student from coming to school (if a student is injured, he/she still must come to practice/game, making sure they visit the trainers)
- Physical therapy sessions for an injury (must let coach know in advance)
- Weekly standing appointments (coaches must be aware of this schedule)
- Religious holidays (on the specific date of the holiday)

-
- Concussion
 - Long-term illness such as mono or strep (doctors note must be given)
 - School function (e.g. field trip, SATs, Model UN, Diversity Conference)

Please note that these 6 absences are not given to students to just miss a practice or game, but should be used for when they are needed and the student does have a true conflict.

The Upper School Attendance policy uses the words “excused” and “un-excused” on their attendance. This has no connection with Athletic Attendance. If an absence is marked “excused” by US attendance, it may still be considered and count towards one of the SIX absences.

If a student is working with a teacher after school and will be late, that student must bring a note from the teacher they were working with and present it to the coach. This will NOT count towards an absence.

If a student comes to practice but is feeling ill and has to sit out or needs to leave early in the middle of practice due to illness, that does NOT count towards the 6 absences.

In addition:

- If an athlete is injured, they must see the Bullis athletic trainer.
- If an athlete has an injury that requires rehabilitation, plans must be coordinated with the trainer and coach.
- If the trainer wants the athlete to work with them during practice hours, the athlete is required to attend.
- If an athlete is unable to begin rehab right away, the athlete is expected to attend and observe practice.

Students and parents are expected to notify coaches in advance and as soon as possible if any absence is going to occur. Students are expected to notify coaches in advance they will be late to practice and provide a note from the teacher or tutor if the student is attending extra instruction, tutoring, or detention.

Athletics Academic Eligibility and Participation Criteria

Participation in athletics at Bullis is both a privilege and a responsibility. As members of a Bullis athletic team, student-athletes are expected to make a personal commitment to represent Bullis in an exemplary fashion. Athletic

consequences are implemented independently of, and in addition to, any that are recommended through the disciplinary process.

The following rules apply to all students participating in interscholastic athletic activities or attending team-related activities, including out-of-season camps or tournaments. These rules apply at all times throughout the school year, beginning with pre-season tryouts, extending to the last day of school, and including any summer team-related activities.

Upper School: Student-athletes must maintain a cumulative average of 70 and have no failing grades in a marking period. Grades will be reviewed by the Head of Upper School or designee after the official submission to the Upper School office at each mid-trimester and again at the end of each trimester, a total of six times each year. Any student athletic/activity suspensions will be initiated after grades are reviewed.

During the suspension, the student-athlete will be placed on an academic improvement plan by the Head of Upper School that may include a daily checklist as well as mandatory extra instruction meetings. The student-athlete's academic performance will be reassessed daily. Students will become eligible to re-enter their sport or activity when they have demonstrated through academic grades, effort grades, and teacher comments that they are making progress toward improving their overall performance.

Consequences for Violations of the Academic Eligibility Policy:

The student-athlete will initially be suspended from interscholastic competition for a minimum of one week. During that time, the student-athlete cannot attend practice or away games. They may attend home games at the discretion of the coach and Athletic Director, but they may not be in the team uniform.

Middle School: Students must maintain an average of 70 percent and have no failing grades in a trimester to participate fully in our athletic programs and the Middle School musical. Grades will be reviewed at the mid-trimester point and again at the end of each trimester. If a student does not meet the academic criteria, the advisor will meet with the student's teachers and separately with the student to determine what is keeping the child from greater academic success. With that information in hand, a team, including the advisor, counselor, grade level coordinator, and learning specialist, will meet to develop an Academic Improvement Plan. That plan will include a daily checklist that will be monitored by the school. This checklist could include homework completion, class participation, and required meetings

with teachers during extra instruction. During the ten-day period, students on an Academic Improvement Plan will be suspended from competitions. After the ten-day period, the student's academic performance will be reassessed based on grades, effort, teacher comments, and other necessary indicators of progress. If the student is demonstrating appropriate progress and a plan for continued improvement is put in place, the student will be eligible to re-enter their program.

Sportsmanship

Bullis student-athletes are expected to display appropriate conduct and sportsmanship at all times throughout the season.

Bullis endorses the following sportsmanship expectations for players, coaches, officials, and spectators (adapted from the Independent School League):

- We embrace a common core of values and cooperate in a collective attempt to achieve them.
- We emphasize the value of respect for self and others.
- We realize that an athletic contest is only a game.
- We expect only positive encouragement from all participants and spectators.
- We are gracious in victory as well as defeat.

Consequences for Violations of the Sportsmanship Policy:

- If a student-athlete is ejected from a game for unsportsmanlike behavior, they will be suspended from the next interscholastic competition.
- If a student-athlete is ejected from a second game for unsportsmanlike behavior during the same season, they will be suspended from the next two interscholastic competitions.
- Any player ejected from more than two games for unsportsmanlike behavior during one season will be suspended for the remainder of the season and will lose the opportunity to receive any post-season honors.

Individual league policies in boys' soccer (IAC) and boys' ice hockey (IAC) meet or exceed the consequences detailed above and, thus supersede the Sportsmanship Policy in the case of a single ejection. The Sportsmanship Policy applies to all student-athletes in cases of two or more ejections in a single season.

Drugs, Alcohol and Tobacco

Student-athletes shall not use or possess tobacco products (including vaping products), drugs, alcohol, or performance-enhancing drugs such as steroids, either on or off school property or at a Bullis School function.

Consequences for violations of the Drug, Alcohol and Tobacco Policy:

First Offense:

- The student-athlete will be suspended from interscholastic competition for one week (one or two games).
- The student-athlete will lose any leadership position on the team for the remainder of the season.

Second Offense:

- The student-athlete will be dismissed from interscholastic competition for the remainder of the season.
- The student-athlete will be required to attend substance-abuse counseling as recommended by the school.



BULLIS SCHOOL
10601 Falls Road
Potomac, Maryland 20854
www.bullis.org
301-299-8500